

# **RULES OF CONDUCT**

## **General Conduct**

No student shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College.

University Regulations: all students are required by University Ordinance to abide by the University Regulations for discipline as set out in the current edition of Statutes and Ordinances of the University of Cambridge and any additional College regulations. [Available to read at <http://www.admin.cam.ac.uk/univ/so/pdfs/>].

College and University Authorities: All students shall comply with any instruction given by any person authorised to act on behalf of the College in the proper discharge of his or her duties.

## **Data Protection**

Students are required to sign the attached declaration, in which, as well as agreeing to abide by the rules and regulations of the College and the University, he or she also consents to the processing by the College and the University of personal data (including sensitive personal data as defined in the Data Protection Act 1988) for the proper purposes of these institutions. Both the College and the University are required to process data according to the provisions of the Data Protection Act, which safeguards the rights of all individuals concerned.

## **Dignity at Work, Equal Opportunities and Appropriate Relationships**

The University and Colleges seek to provide an environment conducive to learning and as educational establishments and employers are under the Sex Discrimination Act 1975 and the Race Relations Act 1976 and the Race Relations (Amendment) Act (2002), obliged to provide an environment free from discrimination and bullying.

No member of the College shall knowingly or wilfully subject another to racial or sexual harassment. Harassment and bullying are difficult to define, but the College follows the University's code of practice on this matter.

All students have the right not to experience either direct or indirect racism/sexism or bullying.

## **Substance Abuse**

This issue raises questions of both a social and legal kind:

1. Smoking (tobacco) is now routinely thought to be antisocial and following recent legislation smoking is now not permitted in any public enclosed space, in College or elsewhere. Those who wish to smoke on the College site should use one of two designated open air smoking areas. You are not allowed to smoke in your room.
2. In practice, alcohol consumption, to excess, produces more social damage than any other factor. Routinely, we impose sanctions for this when it extends to the level of infringing the liberty, or well-being, of others. These sanctions can be quite severe. It is only logical, therefore, if we impose sanctions upon other forms of substance abuse.
3. Some of the substances are distinguished by being illegal. The College cannot condone illegal activity of any sort, and is obliged to follow the law in dealing with drug abuse by Members of College. However, the legal implications of drug abuse are not the only ones that concern the College. We appreciate that drug abuse may well be a symptom of a deeper personal problem, and the College is committed to offering advice and arranging counselling where this is appropriate. But recurrent use lowers motivation and threatens health, finances and future careers. We deplore the personal wastage involved. Consequently, if any student is discovered in the possession, or use, of an illegal substance, he or she can expect, as a minimum: (a) to forfeit any entitlement to accommodation in College property, and additionally (b) to be warned that any repetition of such discovery will result in a requirement to withdraw from his or her current course. These actions will not exhaust the range of the College's requirement.

Any proven instance of supplying an illegal substance must result in an immediate requirement to leave the programme.

## **Safety Regulations**

All summer programme students must conform to the requirements of the Health and Safety at Work Act 1974, as set out in the College Statement of General Safety Policy. This requires everyone to act with due care at all times, but any who are uncertain of their obligations, or the procedure to be followed (e.g. in the event of an accident) should consult the Director of the International Programmes Department.

### **Fire Appliances - Extinguishers, Fire Doors and Escape Routes**

All summer programme students must familiarise themselves with the whereabouts of fire extinguishers, fire doors and escape routes in the neighbourhood of their rooms,

and of the assembly area in the event of a fire. They also need to ascertain the postcode of the building where they are resident: the fire brigade will require this information in the event of an emergency call. All stairways and passages must remain clear of bicycles, boxes, refrigerators, and other obstacles. All students of the College are required to co-operate in ensuring that fire appliances remain in good order and that all fire doors remain free to close. Door closers in student rooms are not to be disabled or removed. Fire appliances are for use in an emergency: interference with them will be treated as a serious disciplinary offence.

The College is, and needs to be, highly sensitive to fire risk. Students must make every effort to avoid fire starting accidentally. The risk is particularly high when cooking, which should be confined to gyp rooms and kitchens. Please note that these rooms are equipped with heat detectors, which may be triggered unless proper care is taken to avoid unnecessary risks. You must never leave any pans unattended while in use, and you must avoid in particular frying in oil, which can generate particularly high temperatures and fumes, and are thus considered to be dangerous, as well as anti-social. You must also ensure that all cooking rings and other appliances have been turned off fully after use. Housekeeping staff may remove, without notice, any frying pan (the owner may reclaim it from him personally).

Attempting to generate lighting in any students' rooms, by means of candles, or any other naked flame is prohibited. The drying of clothes in front of electric fires is also prohibited. To start a fire carelessly or foolishly is highly dangerous and can place lives in jeopardy.

Students' rooms are equipped with smoke detectors. These are sensitive to tobacco smoke, burning toast, etc., and when triggered will alert the Porters. Negligent triggering of these devices, and of the heat detectors in gyp rooms and kitchens, will attract a fine, as will failure to evacuate the building once a fire alarm has sounded. Wilful or reckless contravention of these fire regulations will be treated as a serious disciplinary offence.

## **Firearms, Shotguns and Ammunition**

Following recent legislation, these may not be kept on College property.

## **Health and Medical Care**

Before arrival students are required to provide information about any medical condition that may necessitate an emergency response or need consideration in terms of the health and safety of other students and staff. Health advice and treatment for many injuries or ailments can be obtained free of charge from the College Nurse (Jan Brighting) whose holds daily surgeries in the Sick Bay (G9) at Pembroke College.

In case of an accident or sudden illness, as well as first aid, help should be sought from the Porter immediately and a member of the International Programmes Department informed at once. If necessary, a doctor or the appropriate Emergency

Service should be called, normally through the Porter, who must be informed and will be able to provide important assistance.

## **Security**

College Gates: The Main Gate next to the Porter's Lodge remains open until 9.00pm and members of the College have free passage in and out of College up to this time; thereafter you will need the electronic card we will give you. To enter, press your card against the black painted reader on the outside wall, 1 metre to the left of the gate. Hold it there for 5 seconds or until the indicator on the reader turns green. The small door in the Main Gate will now be unlocked and will open if you push it. When leaving, there is a brass knob to turn. The other external gates of the College require a card at all times, for both entry and exit; these gates are located between the Chapel and F staircase, between R and S staircases and next to the tall metal gates behind X staircase.

Other gates: the closing times of other gates may be varied.

College rooms: students should be sure to lock their rooms securely whenever they go out, even for short periods and to another room in the same building. Thefts are less uncommon than they used to be; we all have a responsibility to prevent them by taking sensible precautions.

Strangers: The presence of strangers, or others with no legitimate business, on staircases should be reported to the Porters at once; the Porter's Lodge telephone number is 01223 338100. Contractors on College business carry official identification, which you should ask to see if in doubt.

## **Music and Disturbance by Noise**

The College is primarily a place of study. For this reason the buildings, courts and gardens must be quiet, particularly during the morning and at night between 11.45pm and 7.30am. It should be remembered that noise carries readily from open doors and windows, especially at night.

The use of audio equipment and musical instruments is always potentially disturbing to neighbours, particularly if loud, prolonged, or late at night; it may also be damaging to the atmosphere of the College as a place of study. The following rules are made for the mutual convenience and protection of all members of the College.

Audio Equipment operating through speakers may be used in College and Hostel rooms on weekdays between 1pm and 11.45pm (on Sundays between 11am and 11.45pm). The sound must not be readily audible outside your room and you must expect to stop entirely, if asked to do so by a College authority, or any neighbour who is unreasonably disturbed. Note that the rules require quiet throughout weekday mornings.

Radios and audio equipment with speakers may not be played in the College courts and gardens, nor may musical instruments.

The television sets in the Junior Parlour and the Common Room in Foundress Court may not be used before noon on weekdays (11am on Sundays); the sound volume should be kept to levels that do not disturb residents.

The New Cellars will be closed between midnight and noon.

Games machines and pool may not be played before noon or after midnight.

## **Guests, Late-night and Overnight Visitors**

Responsibility for guests: students are personally responsible, and may be held accountable, for the conduct of their guests at all times.

Keys: The key to your own room is your personal responsibility and may not be passed on to any other person or copied. It is a serious breach of College rules to allow your room to be used by any other individual when you are not present in Cambridge.

Late-night guests are not allowed. Hosts are requested to see that their visitors, other than duly registered overnight guests, leave College quietly by 12am, accompanying them as necessary.

The Bar: Mass invitations bringing unpredictable numbers of unknown persons into the Bar are clearly unwise and are forbidden.

Overnight guests in Junior Members' rooms: Visitors may also be put up in Junior Members' rooms in College and Hostels on the following terms:

1. The host must be in residence at the same time.
2. A guest must be a bona fide acquaintance of his or her host and be of fixed abode.
3. Only one overnight guest may be accommodated at a time at the rate of £12.50 per night.
4. Others must not be disturbed.
5. Extra domestic work for College staff must not be caused.
6. A host must register the presence of a guest with the Porter or Hostel Keeper before 10pm, to comply with fire and safety regulations.
7. In Hostels, the Hostel Keeper's prior agreement must also be obtained; rules for guests in hostels and lodging houses vary slightly and should be ascertained in advance from the particular Hostel Keeper concerned.
8. No guest may stay for more than three consecutive nights.

## **The College Garden**

The Garden is for quiet study and relaxation; the rules for its use by students are intended to preserve its atmosphere and appearance. Dress: please wear the normal amount of clothes and behave decorously. Noise: musical instruments may not be played there, nor may audio equipment be used with speakers. The Garden must be quiet after midnight. Litter: litter, including glasses or drink cans, must not be discarded or left in the garden; nor food to be consumed there. Damage: harm done to trees, plants or lawns will be treated as damage to College property (see below). Ball games are not permitted, except for croquet at specified hours in the summer (which are posted in the Screens); frisbees and other projectiles are banned as are Skateboards and Roller Blades/Skates. The lawns: students are requested not to walk across any of the lawns; access to the garden seats around the Bowling Green may be made from the adjoining paths. Neither the Bowling Green nor New Court Lawn may be used as a short cut to surrounding Staircases. The ponds: The main College Garden contains two ponds, both clearly visible, both ornamental. Access to them is reserved for the gardening staff only. The ponds contain deep water, and are potentially dangerous, especially to young children; students should treat them with respect, particularly when accompanied by those unaware of the risk, and must never dive or attempt to swim in them.

## **Damage to College Property**

Damage to College property: students responsible for damage to any College premises may be held accountable and may face disciplinary action in the case of wilful or wanton damage. The occupant of rooms in which any damage to furniture or to the fabric of the building occurs may be held responsible and be liable for the cost of necessary repairs. Anyone climbing on a College building will be liable to a fine in addition to any other disciplinary action.

## **Guidelines for dining in Formal Hall**

*Students are encouraged to regard Hall as a special occasion when often guests can be present both at High Table and in Lower Hall. These guidelines are devised to help keep Hall something special which all will enjoy.*

- You and any guests should arrive in good time for Grace which starts Dinner.
- Baseball caps should not be worn.
- No photography is allowed during dinner (after the Fellows have left it may be permitted).
- No games are allowed at table; no drinking competitions; nothing must be thrown at any point in the evening. Toasts (e.g. for birthdays) should be saved up until after the Fellows have left.
- Diners should remain seated through dinner and not move about; this applies for the whole of the meal, whether or not Fellows are present.

- Diners do not need to stay in Hall until the Fellows leave.
- If present to the end, all stand for the final grace and kindly wait for the Fellows to leave. The last Fellow customarily gives a bow; a bow in response from anyone near to High Table is always appreciated.
- Smoking in Hall is not permitted, nor anywhere on the College site except for two designated smoking areas: outside the Bar in New Court and in the bicycle sheds beside the Library.

*At all times due consideration must be shown to the Hall staff. They have authority, backed if necessary by a Fellow dining at High Table, to restrain inappropriate behaviour and to require individuals or groups to leave.*

These guidelines are intended to assist in making sure that everyone, whether at High Table or in Lower Hall, can enjoy dinner together. The golden rule is to be observant of others.

## **Disciplinary Procedures of the College**

Most minor items involving questions of discipline are dealt with by the International Programmes Department. More serious matters which may attract a fine are handled by the Senior Tutor. The great majority of disciplinary matters are discharged by, and end with, a moderate fine, set according to precedent, and ranging between £20 and £100.

For serious acts of vandalism, offences against fire safety, or other acts which risk the safety of others, fines upon individuals may be substantial, typically falling in the range £100 - £250.

With regard to offences which involve groups of people, the group is first asked whether those directly responsible are willing to identify themselves. In many cases, individuals do choose to avoid jeopardising the well-being of the group, and own up. In some they do not. In these cases, there is no alternative to a corporate fine, which may well amount to £500 or more, depending upon the size of the group, and the seriousness of the offence.

Where physical damage to College property is involved, as a result of action by an individual or a group, the principle is that the cost of restitution is required and then a fine is levied on top of this sum. Damage to property outside College would be dealt with either by normal legal procedures or by a similar process of restitution cost plus fine.

Persistent or other grave offences, for instance involving substance abuse, will trigger the warning, and then the reality, that a further misdemeanour will result in the offender being required to leave College property.

Disciplinary Hearings are normally convened only in this category of offence. Procedures will vary according to the nature of the offence, and the evidence available to the Hearing; but the student is always given opportunity to present his or her own defence.

It should be stressed that it is very rare for a misdemeanour to require more than a simple fine.

## **Appropriate relationships between Staff and Students in the College setting**

The College believes that the professional relationship between a student and a member of staff (academic, support, administrative) is a central part of a student's educational development. The professional relationship, in the College setting, is defined as one which involves any of the following: teaching, learning, assessment, research, selection, tutoring, pastoral support and welfare. It also refers to relationships in which administrative and technical support is provided. This Code of Conduct covers situations where the professional relationship seems likely to develop, or does develop, a romantic or sexual dimension. Any romantic or sexual relationship between a member of staff and a student raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and moreover may carry a serious reputational risk for the College.

Implicit in the professional status and role of senior members is a moral obligation to ensure that such conflicts of interest and associated reputational risk for the College do not occur, and that relationships with students for whom a senior member has direct professional responsibility remain strictly professional in nature. Senior members have a professional and ethical responsibility to protect the interests of students in this way, to respect the trust involved in the relationship, and to accept the constraints and obligations inherent in that responsibility.

Students who are, or who have been involved in romantic or sexual relationships with senior members and who do not consider their involvement to be, or to have been, truly consensual, have the right of complaint under the College's harassment policy.

All information and disclosures made under the Code of Conduct will be treated in confidence unless otherwise agreed by the parties involved and/or there is a formal obligation on the College to disclose such information to an external regulatory body.

## **Dignity at Work and Study**

Pembroke College is committed to protecting the dignity of students as members of its community in their work, their study, and indeed all their interactions with each other. It fosters a culture which values positive, supportive and open interactions, and which promotes good working relationships.

The College recognises that to work and study effectively people need a climate in which they are respected and valued for their contribution to work and study, irrespective of their sex (including gender reassignment), marital, parental or partnership status, race, ethnic or national origin, colour, disability, sexuality, religion or belief, or age.

The College recognises its duty of care to students in this respect. Inappropriate behaviour can result in stress and stress-related illness. All members of the College share this duty, and especially those who have some responsibility for other members. The College expects all members of its community to treat each other with respect, courtesy and consideration at all times. All members of this community have the right to expect such behaviour from others, and a corresponding responsibility to behave in this way towards others.

There is a need nevertheless for procedures to deal with particular inappropriate behaviour, including bullying, harassment, victimisation, or discrimination, in an informal context as well as that of work or study, which may have a damaging effect on the well-being of individuals within the College. Behaviour is defined as inappropriate if it is unwanted by the recipient; perceived by the recipient as violating his or her dignity, and/or creating an intimidating, hostile, degrading, humiliating or offensive environment, and; having regard to all the circumstances, including the recipient's perception, the behaviour could reasonably be considered as having that effect. The procedures for dealing with such behaviour work in conjunction with the College's overall Complaints Procedures, which may be used if a formal complaint is made or if the circumstances complained about do not fall clearly within the range described here.

If any student feels uncomfortable as a result of the inappropriate behaviour of a member of the College's staff or another student, the best resolution may well be by means of an open and honest discussion, with support if necessary from any of the following: fellow-students, his or her lecturers, or a member of the International Programmes Department.

If a complaint is judged to be vexatious or malicious, disciplinary action will be taken against the complainant; however disciplinary action will not be taken if a complaint made in good faith is judged to be unfounded. If a complaint is judged to be well-founded, action will be taken as necessary to solve the problem and prevent a recurrence. Its primary aim will not be to punish the person complained against; however, in cases involving wilful misconduct, appropriate disciplinary action may be taken.

## **Pembroke Sports Ground**

Students will have the opportunity to use the Pembroke Sports Ground once permission has been sought. Students should make sure that appropriate clothing is worn and all health and safety measures are adhered to. A Programme Assistant must accompany students on each visit. Guests may not be invited to the sports ground.

## **Trips and Visits**

Trips, visits and excursions are offered to enhance the programme experience. Students are expected to take notice of trip information and keep to guidelines and itineraries. Any payment should be made promptly. Locations may be unfamiliar so

students should be aware of unusual hazards and any health and safety information available.

- Students must attend briefing meetings and read information regarding trips, they must always meet at the agreed places at the agreed times and make sure that they know the emergency contact numbers for the staff with the group.
- Students should behave like ambassadors for the college, be courteous to others, respect local customs and cultures and not do anything to bring the college or themselves into disrepute. In all aspects, students should assume that normal college rules apply throughout any trip or visit.
- If the trip includes nights away from college students should stay in the designated accommodation.

## **Visa Regulations and Work**

Students will probably enter the UK on a Student visitor visa which does not permit to undertake any paid work or internship while in the country.

## **Weekend Sign Outs**

Students are expected to stay in their college accommodation during the programme. If students would like to travel at the weekend they must leave details of destination and contact numbers before departure in the sign out book. Travel must not interfere with studies and permission will not be given to miss classes.