

**RULES AND REGULATIONS  
HOUSE RULES**

**SUMMARY OF CONTENTS**

These provisions will govern much of your life in Cambridge, and the life of those around you. Please read them carefully.

**RULES AND REGULATIONS** cover:

ACADEMIC REQUIREMENTS	-	the essentials
RESIDENCE REQUIREMENTS	-	how to meet them
GENERAL CONDUCT	-	some official requirements (but see House rules below)
PAYMENT	-	what we need and how you must provide it
HOME ADDRESS & PHONE	-	you must keep us up to date
SAFETY	-	how to maintain that of yourself and others
HEALTH AND MEDICAL	-	essential precautions and emergency help

**HOUSE RULES:**

These cover the essentials of personal behaviour in College. Basically you are a free agent up to the point where your freedom limits that of others. Relevant subjects here are: noise, parties, guests, security, damage, vehicles etc. Sensible behaviour in these areas is vital to communal well being.

## RULES AND REGULATIONS

Attention is drawn to the following [College Rules and Regulations](#), which must be observed by all Junior Members of the College (i.e. undergraduate and graduate students). They concern academic requirements, term-time residence, general conduct, financial obligations, freedom of speech and discrimination, fire and safety regulations, house rules, cycles and motor vehicles.

### 1. GENERAL REGULATIONS

#### ACADEMIC REQUIREMENTS

Junior Members of the College must apply themselves diligently to their studies in the College and University. All candidates for the B.A. Degree must remain in standing for honours and shall **normally be required to obtain a passing grade or "class" in all University or College Examinations**, as a condition of the tenure of their place in the College. Underlying this is the expectation that you will participate in any teaching arranged and submit any work required in a timely fashion.

**Supervisions:** Attendance at supervisions, classes and other teaching arranged by Directors of Studies is compulsory and may be excused only for illness or other serious cause. Supervisors should be advised well in advance (wherever possible, at least 24 hours) by anyone who, for these reasons, is prevented from attending at the time arranged. Written work set by supervisors must be completed within the specified time. **Supervisions must always take priority over all recreational activities. Supervisions, classes and any other teaching arranged by the College missed without cause or adequate notice will attract a charge to cover the cost of teaching missed.**

#### RESIDENCE

University Statutes require candidates for the B.A. and certain other degrees to "keep terms", by residence in Cambridge for a specified number of days as one of the conditions for graduation. The College must certify termly that this condition has been satisfied. Residence during any day comprises being in Cambridge for some of that day and through the following night. The minimum period for keeping term is in fact covered by the period within each term known as "Full Term", which is the period during which University lectures, classes (and in the Easter Term, Tripos Examinations) take place. In practice "Full Term" amounts to about three quarters of each University Term.

**Residence in Full Term:** The College requires its members normally to satisfy the University's Regulation by being in residence throughout Full Term.

**[Tutors](#) and [Directors of Studies](#):** All undergraduates must call in person on their **Tutor** at the specially advertised times at the beginning of each Term to confirm arrival, and again at the end of Term to confirm date of departure (previously known as the Final Exeat). All undergraduates must also call as requested on their **Director of Studies** at the beginning and end of term. Times for these twice-termly visits are advertised in advance in the Screens (the notice boards outside the Hall) and electronically, and all have a duty to note and observe them. These meetings provide students and the College with an essential means of monitoring academic progress and personal welfare, and fines may be levied if appointments are missed. Graduate students are asked to attend induction meetings with the Graduate Tutors at the beginning of their first term in Cambridge, and should aim to meet their own Graduate Tutor for individual meetings in each of their first and second terms to

discuss their progress and welfare.

Graduate Tutors, Tutors and Directors of Studies are also available at regular times, advertised in the Hall Screens and electronically, for routine business or consultation by any who seek assistance or advice.

**Absence from Cambridge during Full Term** (previously known as requesting an Exeat): A request should be made to a Tutor and dates of your absence copied to the Tutorial Office (Mrs Clowes) for use in case of emergencies. Nights missed because of absence on Exeats must be made up after the end of Full Term, but this is only possible within the limited period remaining between the end of Full Term and the end of Term. However nights kept in Cambridge in the period immediately **before** Full Term may be counted towards the necessary total for the residence **requirement**. Exeats will not normally be given for extended periods in Full Term.

**The beginning of Term:** At the start of each new Term, students must collect their keys and certify that their residence has begun (or been resumed) by registering with the Porters; returning students should do so by swiping their University Card at the Porter's Lodge. In all cases this must be done within 24 hours: the day of arrival or return cannot otherwise be counted as "kept".

**At the end of Term:** Undergraduates must see their Tutor before going down, to certify that the term has been kept. They are again required to **call in person on their Tutor** for this purpose (see above).

**Residence out of Full Term:** The normal period of residence is the length of Full Term. Permission to be in residence before or after Full Term may be given to make up the number of days required, or for intensive study: undergraduates applying for such additional residence out of Full Term should seek their Tutor's support in doing so: do not assume that permission will be given. Normal dates of residence for each term are posted annually. In some cases the College's need of rooms on the College site for other purposes out of Full Term (e.g. accommodation of candidates for interview) must take priority over requests to remain in residence.

## **SUMMARY OF RESIDENCE REQUIREMENTS FOR UNDERGRADUATES**

1. **Keeping Term:** you must keep term by being in Cambridge for the necessary number of nights to meet the University's residence requirement for your degree; the College must be in a position to certify that you have done this.
2. **At the beginning of each Term:** you must confirm arrival by swiping in at the Porters' Lodge and not later than 24 hours thereafter and you must call on your Tutor and your Director of Studies at the times specified by the Tutorial Office.
3. **If you need to be absent for a night during Term:** you should inform your Tutor, or at minimum the Tutorial Office, in advance, so that a count can be kept of your nights.
4. **At the end of Term:** you must call again on your Tutor and your Director of Studies at one of the times specially advertised in the Hall Screens to obtain a Final Exeat and to review academic progress.

## 2. GENERAL CONDUCT

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

**University Regulations:** All Junior Members (i.e. undergraduate and graduate) of the College 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 Regulations the Proctors may issue from time to time. The University will have emailed you individually to direct you to their 'student gateway' website ([www.cambridgestudents.cam.ac.uk](http://www.cambridgestudents.cam.ac.uk)) detailing much essential information and useful resources including the University rules and regulations and disciplinary procedures. Important Proctorial Notices are displayed both in College and in University buildings. Membership of the College or University does not in any way relieve Junior Members of a citizen's normal obligation to be law abiding and of good conduct in public.

**College and University Authorities:** All Junior Members of the College shall comply with any instruction given by a College Officer, or any person authorised to act on behalf of the College in the proper discharge of his or her duties. All Junior Members of the College shall state their names and their membership of the College when asked by an officer of the College, or by one of the University's Proctors or Pro-Proctors, or other person in authority in the University or in the Colleges in the University.

## DATA PROTECTION

By Matriculation, every Junior Member is required to sign a 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. The College's Data Protection Policy incorporates the Provisions of the Act and is available upon request from the College's Data Protection Officer of the College (The Bursar), or on the College's website.

## PAYMENT OF COLLEGE BILLS

Payment of Room Rent and Kitchen Overhead Charge is required in advance. Charges (Hall, Buttery, etc) incurred during the term are payable in arrears and are included in the following term's bill. [Bills](#) are due for payment by the **second** Friday of Michaelmas term but by the **first** Friday of Lent and Easter terms. A detailed explanatory note of charges and regulations for settlement of bills will be issued to every member of the College by the beginning of the Michaelmas Term. This information is also available on the College website.

Payment must be made promptly. Fines will be levied on unpaid accounts. Anyone who anticipates or faces difficulty in paying his or her bill should consult the College Registrar at once, and in any case **before the account becomes overdue**. All accounts must be settled in full before a member is allowed back into residence at the start of a new term or before the College will present a candidate for a degree.

## HOME ADDRESS

Any change of home address and/or telephone number, including mobile number, must be notified in writing at once to the [Senior Tutor's Assistant](#) in LL2, or via their self-service pages on CamSIS.

## **FREEDOM OF SPEECH AND LAWFUL ASSEMBLY**

No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly on any premises of the College. It shall be a disciplinary offence to convene or organise a meeting without giving requisite notice under the terms of the **Code of Practice** issued under Section 43 of the Education (No. 2) Act 1986. This Code of Practice is displayed on the Screens and all members of the College are required to conform to it. More information, including the College's legal responsibilities under the Counter-Terrorism and Security Act 2015, is available on the [College Website](#)..

## **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), the Race Relations Act (1976), the Race Relations (Amendment) Act (2002) and the Equality Act (2010) 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 a University-wide policy on responding to concerns of harassment and sexual misconduct (see <http://www.pem.cam.ac.uk/wp-content/uploads/2012/06/Pembroke-College-Harassment-and-Sexual-Misconduct-Procedures.pdf>). We keep copies of our [Dignity at Work and Study](#) policy in the Senior Tutor's office; it may be consulted there and on the College website, as may the College's Equal Opportunity Policy, a policy on [Appropriate Relationships](#) between Junior and Senior Members, and a policy on [Fitness to Study](#).

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

N.B. Loraine Gelsthorpe is the College's trained Advisor in this area. Feel free to consult her if the need arises. You may also consult your Tutor of course.

## **SUBSTANCE ABUSE**

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

1. Smoking (tobacco) is antisocial, and is not permitted 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. This policy applies also to the use of e-cigarettes.

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.

2. 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. 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 actions.

Any proven instance of supplying an illegal substance must result in an immediate requirement to leave the College, and the University. Again this will not exhaust the range of the College's actions.

## SAFETY REGULATIONS

All members of the College must conform with 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 Bursar. The Statement is available for inspection in the Tutorial Office and copies are held by the Presidents of the Junior and Graduate Parlours. The College Safety Advisory Committee (on which undergraduate and graduate students are represented) periodically reviews matters covered by the statement.

## FIRE APPLIANCES - EXTINGUISHERS, FIRE DOORS AND ESCAPE ROUTES

All residents in College or College Hostels 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 members 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.** [See the Screens, or click here, for penalties.](#)

**Avoiding fire.** The College is, and needs to be, highly sensitive to fire risk. Members of the College 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, and avoid attempting to tamper with or modify any installed switches. The Bursar may remove,

without notice, any frying pan (the owner may reclaim it from him personally). The use of hookah pipes, which use hot coals to generate heat, is prohibited on all College property.

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 on the College site 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. Never leave a toaster unattended, and clean your toaster regularly; you will be held responsible if burning toast or crumbs trigger an alarm. You must consult the Housekeeper, Caroline Adams, before bringing additional furniture to your room. We require every item of furniture to comply with current safety standards. You will be required to remove any item of furniture which does not have appropriate certification; the College will not be able to store it for you, and may charge you for its removal.

**Wilful or reckless contravention of these fire regulations will be treated as a serious disciplinary offence. [See the Screens, or click here, for penalties.](#)**

## **ELECTRIC LIGHTING AND APPLIANCES**

No additions or alterations may be made to the lighting arrangements already installed in rooms in College without the Bursar's permission. Electric kettles or heating appliances drawing heavy current may only be used in College where provision is specifically made by metered 13 amp power sockets. Block adapter plugs should not be used; instead, please use standard strip extension leads only. The College's gyp rooms and hostel kitchens all contain fridges for shared use by residents. As part of its commitment to responsible energy use, the College does not allow the use of small personal fridges in student bed sitting rooms, other than under exceptional conditions. Please consult the Student Accommodation Handbook, on the College's website; if granted permission to use your own fridge, you will be expected to pay a refundable deposit. All privately-owned electrical equipment must be maintained in a safe state. Hair tongs or straighteners should be used in conjunction with a ceramic tile, available from the Linen Room. The College may test any such appliance at its own discretion and cost; and the Bursar will replace any equipment found unsafe by a message indicating that the owner may reclaim it from him personally.

## **FIREARMS, SHOTGUNS AND AMMUNITION, AND OTHER WEAPONS**

These may not be kept on College property.

## **HEALTH AND MEDICAL CARE**

**Registration with a doctor in Cambridge:** All new Junior Members of the College are required to register with a local General Practitioner. The College Nurse will be available at Matriculation to provide assistance with this.

**College Nurse:** Health advice and treatment for many injuries or ailments can be obtained

from the College Nurse ([Jan Brighting](#)) who is available daily in her Health Centre (G10), at hours advertised in the Screens and at [www.pem.cam.ac.uk/current-students/welfare/](http://www.pem.cam.ac.uk/current-students/welfare/).

**Accident or sudden illness:** In case of an accident or sudden illness, as well as first aid, help should be sought from the duty Porter immediately and a Tutor (or other Fellow of the College) 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 if the Emergency Services are called. A list of members of the College, with the names of their doctors, is kept at the Porter's Lodge, for reference in emergency.

## HOUSE RULES

It is a general rule that members of the College shall conduct themselves with consideration for others and shall not unreasonably disturb or disconcert others at any time. Any Junior Member who finds their application too liberal (or unduly restrictive) should consult his or her Tutor: it is important that members of the College do not hesitate to speak up in their own interest in this matter. The following particular rules are directed to this end.

## SECURITY

**College Gates: The Main Gate** remains open until 9.00 p.m. in Full Term and members of the College and their guests have free passage in and out of College up to this time; thereafter, access to the College is for College members only. Any key issued by the Porters becomes the personal responsibility of the signatory and may not be transferred to any other person. Failure to return a key at the end of

the term or agreed period of residence incurs a fine of £17.50. **Other gates:** the closing times of other gates may be varied and posted in the Hall Screens.

Several gates and doors open to registered University Cards via an electronic lock system.

**College and hostel rooms:** members of the College 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 more common than they used to be; we all have a responsibility to prevent them by taking sensible precautions. Students are responsible for insuring their personal possessions.

**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 11.45 p.m. and 7.30 a.m. It should be remembered that noise carries readily from open doors and windows, especially at night.

**Music hours:** 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 1.00 p.m. and 11.45 p.m. (on **Sundays** between 11.00 a.m. and 11.45 p.m.). **The sound must not be readily audible outside your room** and you must expect to turn it down or off 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.

**Musical instruments without electronic amplification** may be played by Junior Members in their rooms in College or Hostels on weekdays between 1.00 p.m. and 11.45 p.m. (Sundays: 11.00 a.m. to 11.45 p.m.), but always with due regard for their neighbours.

**The Foundress Court Music Room** may be used for unamplified "classical" music only (hours: 10.00 a.m. to 11.00 p.m.). As well as individual practice, it is suitable for practice of chamber music by small groups, but not for larger ensembles.

**The Old Lodge Cellars ancillary music room** may also be used for unamplified "classical" music only (hours as for the Old Lodge Cellars below). Each has a grand piano, and food and drink are strictly prohibited in these two piano rooms. Those wishing to use the Music Rooms should first register their names with the Director of College Music, [Anna Lapwood](#). It must not be used for rock/pop instrumental practice or rehearsal, for which a separate room is available (see below).

**The Old Library piano** may be played only by those who have personal authorization from the Director of College Music.

**Choral groups and larger musical ensembles** may practise and perform in College by prior arrangement and at agreed hours, for which application should be made to the Director of College Music. The time limits will not necessarily be those specified above for individual or small group practice.

**Practice with instruments using amplifiers and loudspeakers** must be confined to the **Old Lodge Cellars** and restricted to the following hours: 1.00 p.m.

- 10.30 p.m. on weekdays; 11 a.m. - 10.30 p.m. on Sundays. In any temporary absence of these facilities, it might be possible, under strictly limited conditions, to use the Foundress Court music room for practice with instruments using amplifiers and loudspeakers, by prior consultation with the Director of College Music. Sound levels must show due consideration for those living and working in rooms and staircases nearby and players must be prepared to reduce them on request. The use of amplifiers and loudspeakers with musical instruments is forbidden in rooms on College Staircases and Hostels, because of the disturbance which they must obviously cause.

**The Gardens and Courts.** 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 television room and the Common Room in Foundress Court may not be used before noon on weekdays (11.00 a.m. on Sundays); the volume should always be kept to levels that do not disturb residents.

**The New Cellars** will be closed between 12.00 midnight and 12.00 noon.

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

## **ENTERTAINMENT AND PARTIES**

**Permission** must be obtained in advance from the Senior Tutor for any party exceeding 15 persons and will require that stewards are named to assist in the smooth running of the

party. Leave will not normally be given for such parties in College, Hostels, or Lodgings on Sundays, except occasionally for parties between 12 noon and 1.30 p.m. Leave for larger parties continuing after 8.00 p.m. will normally only be given for Saturday evenings. Parties must end quietly by 11.45 p.m.

**In public rooms in College:** Permission to hold parties or other functions in the New Cellars or other public rooms in College must be obtained from the Senior Tutor (**at least four days before the event**), using a form available online [here](#).

**On staircases and in hostels:** Application for permission to hold parties in rooms on Staircases and in Hostels should be made to the Senior Tutor. (Safety Regulations require that leave for parties of more than 15 persons will need specific authorisation, also by the Senior Tutor). Permission for Staircase parties with amplified music is not normally given; the New Cellars should be booked instead.

**Neighbours:** The courtesy of notifying neighbours of a party or similar gathering is essential and is the responsibility of the occupant of the room concerned.

The playing of board, or other organised, games in which drinking or other associated 'forfeits' are involved, is banned in the Bar, Junior Parlour, Graduate Parlour and in Hall. This ban specifically includes 'pennyng'. For more details, see "[Guidelines for Dining in Hall](#)" on the College website.

**Hosts are responsible and accountable for the conduct of their guests on College premises and for the good order of parties.**

## **GUESTS, LATE-NIGHT AND OVERNIGHT VISITORS**

**Responsibility for guests:** Members of the College are personally responsible, and may be held accountable, for the conduct of their guests in College, Hostels or Lodgings 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:** Guests may remain in College until 2.00 a.m., but for reasons of security may enter College after 10.30 p.m. only if accompanied by a member of the College. Hosts are requested to see that their visitors, other than duly registered overnight guests, leave College quietly by 2.00 a.m., accompanying them as necessary.

**The Bar:** Mass invitations bringing unpredictable numbers of unknown persons into the Bar are clearly unwise, and are forbidden. College Societies or other groups planning informal gatherings in the Bar and Junior Parlour area should consult first with the Bar Manager and the President of the Junior Parlour Committee.

**Guest-rooms:** Students may book room M4a (4 beds), or M4b (2 beds) for overnight guests. These may be booked via [RMS](#), where details of the costs can also be found. If these rooms are not available please contact the [Housekeeper](#) who may be able to help.

**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.
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 10.00 p.m., 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.
9. Hosts may not entertain overnight guests for more than ten nights in any term. Junior Members should consult their Tutors if in doubt about the interpretation of any of the rules for the accommodation of guests.

## **BEDSITTING ROOMS**

The College has a limited number of flats for students with partners and families. All other bedsitting rooms on the College site and in hostels are intended for single occupancy only, and the furniture provided as well as our rules on overnight guests reflect this. Please do not remove any furniture or curtains.. Smoking is not allowed in bedsitting rooms.

Room swapping is not permitted; Junior Members who want to exchange rooms should consult the College Registrar, Dr Coombs, in the first instance. Pets are not permitted in any bedsitting room.

## **THE HALL**

**In Hall:** Smoking is not allowed in Hall. Gowns are worn at dinner served at 7.30 p.m (Formal Hall). Photographs may not be taken during service of meals. Mobile phones must be switched off whilst at Formal Hall and may not be used under any circumstances; otherwise please ensure that mobile phones are turned to silent mode in Hall. Please consult the "[Guidelines for Dining in Hall](#)", on the College website; the golden rule is to observant of others.

Any individual, or College organisation, wishing to invite into College and entertain to dinner in Hall 10 or more individuals should obtain a chit from Savino Cafagna, College Butler.

## **THE COLLEGE GARDEN**

**The Garden** is for quiet study and relaxation; the rules for its use by Junior Members 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 – please use the bins provided; nor must any debris – trays, food, cutlery or crockery – from meals purchased in College.

**Damage:** harm done to trees, plants, hedging 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 Easter term (these hours are posted in the Screens); "frisbees" and other projectiles are banned as are skateboards and roller blades/skates.

**The lawns:** Junior Members 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; Junior Members should treat them with respect, particularly when accompanied by those unaware of the risk, and must never dive or attempt to swim in them.

The College Registrar, Dr Coombs, should be consulted on any enquiries relating Garden Parties which may be held during Easter Term.

## **DAMAGE TO COLLEGE PROPERTY**

**Damage to College property:** Junior Members responsible for damage to any College premises will 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.

**Climbing on College buildings:** Anyone climbing on a College building will be liable to a [fine](#) in addition to any other disciplinary action.

### **3. DISCIPLINARY PROCEDURES OF THE COLLEGE**

The College Proctor is responsible for all matters concerning the discipline of junior members of the College, excluding academic matters. In practice, some minor items involving questions of discipline or propriety can be dealt with informally by individual Tutors. More serious matters which may attract a fine are handled by the College Proctor. The great majority of disciplinary matters are discharged by, and end with, a moderate fine, set according to precedent, and ranging between £25 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 (in 2015 prices).

With regard to offences that 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.

In each of the offences above and in similar cases the College Proctor will interview the

offender and impose a sanction. The College Proctor holds regular termly meetings with a Proctor's Advisory Panel, on which representatives of the Junior and Graduate Parlour Committees sit, along with the Senior Tutor and the Head Porter. This Panel regularly reviews the [tariffs of fines](#) and other sanctions imposed. A student or group of students wishing to appeal against the penalty imposed should contact the Senior Tutor within ten working days of the imposition of the penalty; the Senior Tutor will then convene a meeting of the Proctor's Advisory Panel to consider the appeal.

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. The effect of this, under Cambridge conditions, is effectively to double the annual accommodation cost.

Very serious offences (which are exceedingly rare) may result in the offender being rusticated or sent down i.e. required to leave Cambridge temporarily or permanently. In such cases, the University may well be involved and the College and the University will act in consultation.

Hearings of the Student Disciplinary Panel are normally convened only in the case of the last two categories of offence. In Pembroke, the Student Disciplinary Panel is formed by the Master as Chair and two other experienced Tutors not already involved in the case, the Senior Tutor and another Tutor (who will usually be the Tutor of the individual undergraduate or graduate student involved). 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. In this process, the student may be assisted by his or her Tutor, or by a person of his own choice.

If the matter cannot be resolved by this procedure, it may be remitted, in accordance with the College Statutes, for consideration by the entire Governing Body. The student may be represented or assisted by his or her own Tutor, or by a person of his or her own choice. It should be stressed that it is very rare for a misdemeanour to require more than a simple fine.

#### 4. VEHICLES

**Pedal cycles:** Proctorial Regulations require that bicycles be marked with a special identifying number for each member of the College, issued at The Porter's Lodge.

**Parking of cycles:** Bicycles may not be left anywhere within the precincts of the College except in the racks to be found facing Red Buildings, along the south side of the Chapel, behind Orchard Building and by the side of Foundress Court. As a precaution against theft, cycles should always be left locked.

**Cycles must not be left against the College walls in Trumpington Street or Pembroke Street so as to obstruct the free passage of pedestrians. Cycles offending against these rules will be removed.** Cycles must not be ridden on the main College site. Contravention of this rule attracts an automatic fine.

**Motor vehicles (motor cars, motor cycles and mopeds):** Attention is drawn to the Proctorial Regulations about motor vehicles (including motor bicycles but not mopeds). A Proctorial Licence is not normally issued to a Junior Member to keep a motor car in Cambridge, but anyone with a special case for the issue of a Licence should consult the Senior Tutor.

**Parking of motor vehicles:** Junior Members must not park cars in College, either in the Pembroke Street, Orchard Buildings or Foundress Court car parks which are reserved for the use of Fellows, College Staff and Official Visitors. Failure to observe these rules causes

inconvenience to staff, and will attract a stiff fine. Mopeds and motor cycles may only be left at specified places within the College precincts after written permission has been obtained from the Senior Tutor; they may not be ridden or brought into College with the engine running, nor may engines be started before a cycle has been wheeled into the street.

## **5. COLLEGE SCREENS**

Additional rules may be posted in the Screens (in the lobby outside the Hall) from time to time, together with other official notices to which members of the College are asked to give their attention. The College's website ([www.pem.cam.ac.uk](http://www.pem.cam.ac.uk)) also contains a range of current information and notices. A notice posted in the Hall Screens will be deemed to have been published to all Junior Members of the College in residence.

Dan Tucker  
Senior Tutor

August, 2017

<b>Senior Tutor</b>	Dr Dan Tucker	st@pem.cam.ac.uk
<b>Tutor for Graduate Affairs</b>	Prof Loraine Gelsthorpe	lrg10@cam.ac.uk
<b>Undergraduate Tutors</b>	Dr Maria Abreu	ma405@cam.ac.uk
	Dr Sam Barrett	sjb59@cam.ac.uk
	Dr Andrew Cates	andrew.cates@pem.cam.ac.uk
	Dr Hildegard Diemberger	hgmd2@cam.ac.uk
	Dr James Gardom	jtdg2@cam.ac.uk
	Dr Mina Gorji	mg473@cam.ac.uk
	Dr Henning Grunwald	eheg2@cam.ac.uk
	Dr Stephen John	sdj22@cam.ac.uk
	Mr Nick McBride	njm33@cam.ac.uk
	Dr Torsten Meißner	tm10012@cam.ac.uk
	Mr Matthew Mellor	matthew.mellor@pem.cam.ac.uk
	Dr Daniela Passolt	Daniela.passolt@pem.cam.ac.uk
	Dr Dan Tucker	awt1000@cam.ac.uk
<b>Graduate Tutors</b>	Dr Caroline Burt	caroline.burt@pem.cam.ac.uk
	Dr Sanna Cottaar	sc845@cam.ac.uk
	Dr John Durrell	jhd25@cam.ac.uk
	Dr James Gardom	jtdg2@cam.ac.uk
	Prof Loraine Gelsthorpe	lrg10@cam.ac.uk
<b>Bursar</b>	Dr Andrew Cates	andrew.cates@pem.cam.ac.uk
<b>Bursar's PA</b>	Mrs Sue Squire	sue.squire@pem.cam.ac.uk
<b>Tutorial Bursar</b>	Dr Max Sternberg	mjg75@cam.ac.uk
<b>College Registrar</b>	Dr Becky Coombs	becky.coombs@pem.cam.ac.uk
<b>Senior Tutor's Assistant</b>	Mrs Sally Clowes	sally.clowes@pem.cam.ac.uk
<b>Graduate Secretary</b>	Mrs Frances Kentish	frances.kentish@pem.cam.ac.uk
<b>Praelector</b>	Dr Moreed Arbabzadah	mra34@cam.ac.uk
<b>College Proctor</b>	Dr Alex Houen	ah217@cam.ac.uk
<b>College Counsellor</b>	Loraine Gelsthorpe	lrg10@cam.ac.uk
<b>College Nurse</b>	Ms Jan Brighting	nurse@pem.cam.ac.uk
<b>Dean</b>	Dr James Gardom	jtdg2@cam.ac.uk
<b>Director of College Music</b>	Anna Lapwood	anna.lapwood@pem.cam.ac.uk