

ST CATHARINE'S COLLEGE DEAN'S NOTICE

1 General

1.1 St Catharine's College is an inclusive and tolerant community of Fellows, Junior Members (students) and staff. Junior Members are expected – and required – to behave in a way that is consistent with membership of this collegiate community. In general, this means that they are expected – and required – to:

- (a) show due respect to others, including Fellows, other students and members of staff,
- (b) conduct themselves in a quiet and orderly manner, and
- (c) abstain from conduct that is prejudicial to discipline or good order, or that would tend to bring the College into disrepute.

1.2 In addition to the general requirements set out above, this Notice sets out a series of more specific requirements which are informed by what the College considers to be the boundaries of acceptable conduct.

1.3 This Notice should be read, and will be interpreted, in conjunction with other relevant official College documents, including the College's policies [Alcohol Use and Abuse](#), [Possession or Mis-Use of Drugs](#), and on [Bullying and Harassment](#); the College's [rules and guidelines on internet use](#), and the College's [Formal Hall Code of Behaviour](#).

1.4 The role of the Dean is to maintain discipline and good order among the Junior Members of the College. Most disciplinary matters are dealt with by the Dean himself. However, particularly serious matters are referred to the College's Discipline Committee.

2 Civility

2.1 Junior Members are required to be courteous to one another, to Fellows and to members of staff, at all times.

2.2 Anyone who misbehaves when outside College (whether in public, in another College or elsewhere in the University) damages the College's good name and reputation. Such misbehaviour is regarded as particularly serious.

3 Noise

3.1 Excessive noise is not tolerable in an academic community. Junior Members of the College must show consideration for others in this respect.

3.2 Music Hours are 1.00 pm to 10.00 pm on any day not falling within the Examination Quiet Period. During Music Hours, the volume of sound must be kept to an acceptable level. What constitutes an "acceptable level" falls to be determined in the circumstances of individual cases. However, noise that causes a more than trivial interference with others' legitimate expectation of peace and quiet will normally be taken to be of an unacceptable level. Outside Music Hours, the playing of recorded music, radios and musical instruments is prohibited, except when earphones are used. There is a Music Room beneath the Hall, which may be used for practice, by arrangement with the Director of Music.

3.3 Regular Quiet Period is the period between 11.00 pm and 8.00 am the following day. Movement on staircases and corridors and within rooms during Regular Quiet Period should be as quiet as possible.

3.4 During Chapel services, Junior Members should be careful to speak softly in conversation whilst sitting or standing outside, or passing by, the Chapel.

4 Examination Quiet Period

4.1 The Examination Quiet Period commences at the start of Easter Term. It remains in force until the last Tripos paper and/or practical examination in any subject is over. The purpose of the Examination Quiet Period is that no student should be distracted from his or her academic work or have his or her night's sleep interrupted by inconsiderate behaviour.

4.2 Junior Members are required to behave in a manner that is consistent with the purpose, as defined in paragraph 4.1 above, of the Examination Quiet Period. In particular:

(a) Voices should be kept to the level of ordinary conversation (exceptions are the congregation, when attending chapel service, and the choir, when practising or performing).

(b) Sound systems may not be played without headphones at any time of day or night.

(c) Movement around the College estate, particularly on staircases and corridors after 11.00 pm, should be as quiet as possible.

4.3 In the event of these regulations being breached, disciplinary action may include (but is not limited to) confiscation of sound systems and the imposition of a curfew after 11.00 pm. "Sound system" includes a computer or other electronic device being used for a relevant purpose.

5 Illegal drugs

5.1 St Catharine's College will not tolerate the use of illegal drugs by members of the College. Junior Members who are found using or in possession of such drugs are liable to serious penalties, including expulsion. Junior Members are referred for guidance to the [Possession or Mis-Use of Drugs](#).

6 Alcohol

6.1 Junior Members of the College should be aware of the dangers of excessive consumption of alcohol. Drunken behaviour is frequently anti-social and destructive; such behaviour will not be tolerated.

6.2 Junior Members are not permitted to take part in drinking games, or to encourage others to do so.

6.3 Junior Members are referred for further guidance to the College's Policy on [Alcohol Use and Abuse](#)

7 Smoking

7.1 Smoking is prohibited throughout the College estate. For this purpose, "smoking" includes the use of e-cigarettes and comparable devices.

8 Dress

8.1 Junior Members are required to dress and conduct themselves in a manner that is consistent with conventional notions of decency.

8.2 Academic dress is to be worn in chapel, at Formal Hall and on any other occasion when it is expressly directed. Academic dress consists of a St Catharine's College gown or (in the case of graduates) the gown of their degree in this University, and suitable formal wear.

9 Formal Hall and other formal dinners

9.1 Formal Hall is an occasion on which all members of St Catharine's should wear gowns. Members and their guests must be dressed in suitably smart dress. 'Smart dress' is defined without reference to considerations of gender identity or expression. This means a suit (or trousers and jacket), a shirt with a collar, a tie, and shoes (not trainers or sandals), or equivalently formal dress. The staff are instructed to refuse admission to anyone coming to Formal Hall improperly dressed.

9.2 No one may leave his or her seat before grace without permission, except in case of medical emergency or when evacuation of Hall is necessary. Before entering Hall those dining should ensure that they are sufficiently comfortable to remain seated till the grace.

9.3 Junior Members and their Guests are required to abide by the Formal Hall Code of Behaviour. The Code can be found on the [College website](#), and a copy is displayed outside Hall.

9.4 Toasts are not permitted at Formal Hall. At other formal dinners (e.g. club or society dinners), toasts are only permitted when serving staff are not in the room. When staff enter the room any toast in progress is to be brought to a swift conclusion and students are to remain seated while food and drink are served or crockery etc cleared away. This is for the safety of students and staff.

9.5 No more than four guests can be signed into Hall at any one time.

10 Parties

10.1 Parties may not be held in College without the express permission of the Dean.

10.2 For this purpose, a "party" is an assembly of more than eight persons in a room on the Island Site or an assembly of more than 12 persons in a single flat at St Chad's.

10.3 Parties will normally be allowed on Fridays and Saturdays only.

11 Guests

11.1 Junior Members may entertain guests (meaning individuals who are not Members) on College premises subject to the following conditions:

(a) Hosts are responsible for the conduct of their guests at all times.

(b) It is the responsibility of the host to see his or her guests off the College premises by 11.45 pm.

11.2 See articles 9.5, 11.3 and 12.2 for the limit on the number of guests.

11.3 Junior Members may have guests to stay overnight on College premises subject to the following conditions:

(a) No more than two guests may stay overnight at any time unless prior permission is sought (and received) from the Dean at least one week before.

(b) Junior Members are not to allow guests under the age =of 18 years to stay in College unless they have the Dean's written permission. In accordance with College policy, the Dean will not give consent when the request concerns persons less than 16 years of age.

(c) No guests may stay in College for more than two consecutive nights.

(d) All overnight guests must be signed in at the Main Porters' Lodge not later than 10.00 pm on the first night. The duty porter at St Chad's (from Lent 2016) must also be informed of any overnight guest at St Chad's.

(e) Guestrooms are available for limited periods, and may be booked at the Porters' Lodge at no more than 14 days' notice.

12 The College Bar

12.1 The College Bar is open to all Members of the College and members of its staff, and their guests, provided that the latter are aged over 18 and are accompanied by their hosts.

12.2 No more than five guests can be signed in at any one time.

12.3 Regulations concerning opening hours, staffing and other conditions of use are issued by the Bursar from time to time. The Bar is liable to be closed at any time in the event of noise or other misbehaviour.

12.4 The College Bar is for the enjoyment of all Members of the College and of its staff. Neither the JCR, the MCR, College Clubs and Societies, nor any other group is permitted to monopolise the Bar for its own use without prior permission from the Dean.

13 Advertisements, notices and hawking

13.1 Posters or notices may not be displayed in public areas of the College, including staircases, except on the Notice Boards provided. This prohibition extends to notices advertising candidates for election campaigns for JCR and MCR committees.

13.2 Posters, in the broadest sense of the term, should not be displayed in windows of private rooms, or affixed in such a way as to cause damage to the decoration.

13.3 Junior Members occupying rooms on the ground floor of Main Court or Sherlock Court should consider the possibility that posters affixed to some walls may be easily visible to passers-by, especially when the room is lit. They should therefore take particular care to avoid displaying material that may cause unreasonable offence.

13.4 Collection, door-to-door selling and canvassing for political or religious purposes are forbidden in College.

14 Bicycles

14.1 Junior Members must not leave bicycles anywhere within the College, except in the underground store beneath the Fellows' Car Park or in the bicycle store at St Chad's. Bicycles left elsewhere may be impounded until a fine is imposed on and paid by the owner.

14.2 Junior Members' bicycles may not be wheeled in the courts.

14.3 Junior Members are reminded that bicycles should not be left on the streets or pavements outside College, except in designated bicycle racks.

14.4 All Junior Members having bicycles in Cambridge are required by College and University regulations to number them. New Junior Members are notified of their numbers before entering into residence, and should paint their number on their bicycle before coming up; the letter S (which indicates St Catharine's College) must prefix the number.

15 Motor vehicles

15.1 Members without special reasons and the approval of the University Motor Proctor are not permitted to keep cars or motorcycles in Cambridge.

15.2 Members must not park cars or motorcycles in College.

16 College lawns

16.1 The lawns of Main Court and Sherlock Court are out of bounds to Junior Members, except when permission has been granted in writing by the Bursar for a garden party or the Music Society's summer concert.

September 2015