



ST PETER'S COLLEGE OXFORD

STUDENT REGULATIONS

*approved by the Governing Body on 10 October 2007
updated 17 June 2015.*

General

1. Students are required to make themselves familiar with these regulations and with any others which may from time to time be made by the Master or Officers of the College. They are also required to observe the regulations of the University for student members.
2. Students are required to behave courteously and reasonably at all times. Conduct of which others might reasonably complain, whether in College or elsewhere, is to be avoided and may be treated as an offence. Disrespectful behaviour towards College staff will not be tolerated.
3. Students shall not interfere with the teaching, study or research of other members of the College, nor shall they impede the Officers of the College or members of its staff in the performance of their duties.
4. Students are required to treat the facilities and amenities of the College with respect.

Freedom of Speech and Freedom from Harassment

5. No student shall disrupt or attempt to disrupt the lawful exercise of freedom of speech by any member of the College, member of its staff, or visiting speaker. The College's code of practice on Freedom of Speech may be found on the College website.
6. No student shall harass or attempt to harass any member of the College, member of its staff, or visitor to the College. The College's code of practice on harassment may be found on the College website.

Academic Residence

7. Undergraduates (other than students reading Modern Languages and Law with Law Studies in Europe during their year abroad) are expected to be in residence no later than 5.00pm on Wednesday of 0th Week and to depart on Saturday of 8th week in any term
8. Undergraduates intending to be out of Oxford overnight at any point during full term must sign the Exeat book in the Lodge.
9. Applications to return late and to go down during or before the end of Full Term should be made to the Master or Senior Tutor, who will grant leave only in exceptional circumstances.
10. (i) Students must check their pigeonholes for letters every three days during full term, including the last morning before they depart for the vacation.

(ii) Students are given an E mail address on arrival and must either use this as their primary E mail address or establish an automatic forwarding arrangement to their preferred address. Students are required to check their E mail daily during full term.

11. All students are required to ensure that their term-time and vacation addresses and other contact details are kept up to date in the University's online record system, and to notify the Academic Office, the Finance Office, and the Lodge immediately of any change of address.

Courses, Public Examinations and the Taking of Degrees

12. No student may enter upon a course leading to a Certificate, Diploma or Degree without obtaining the leave of the College.
13. Undergraduates and visiting students must obtain the permission of their College Tutor before undertaking any paid employment during full term.
14. Undergraduates and visiting students who are prevented by illness from attending tutorials, classes, or lectures must inform their College Tutor.
15. (i) Students who persistently fail to produce work of the required standard or who fail to pass examinations at the level and time required by the College, may be rusticated (suspended) or sent down (expelled).
(ii) Plagiarism: students who engage or assist in academic dishonesty (including writing essays for hire or sale) can expect to be disciplined. Students' attention is drawn to the University Statute XI (4) which states University policy on this matter.
16. Candidates are responsible for ensuring that their names are entered for appropriate University examinations.
17. Inquiries concerning the conferment of Degrees should be made to the College Secretary. Candidates wishing to take a degree must by that time have returned all their library books and settled in full all debts with the College and University.

Scholarships and Exhibitions

18. Scholarships and exhibitions are awarded for one year in the first instance and may be renewed annually thereafter. The College may decline to renew or may remove a scholarship or exhibition if the progress, industry and good conduct of the holder is deemed to be unsatisfactory. Scholarships and exhibitions are not renewed after qualification for a degree.

Gowns and Standards of Dress

19. Gowns are worn in Chapel, at Formal Dinner in Hall, at Collections, and when officially visiting the Master or any Officer of the College.
20. Graduates of Oxford wear the gown of their degree. Graduates of other universities who are reading for Higher Degrees and Diplomas may wear either the Advanced Student's gown or the academic dress of their own universities. Graduates reading for Certificates may wear either a Commoner's gown or the academic dress of their own universities. All other students except holders of scholarships wear a Commoner's gown. Holders of scholarships may wear a Scholar's gown.

Social Activities

21. Student parties held in College or College-owned property require the permission of the Junior Dean, which must be obtained before any arrangements are made.

For these purposes, a party is a social gathering at which more than eight but less than twelve people are present; a larger social event is one at which twelve or more people are present. A larger social event may not be held in a student's own rooms.

22. Students must obtain the permission of the Junior Dean for:-
- (i) dramatic rehearsals and performances in College and College-owned property;
 - (ii) social activities (including society meetings) which involve the possibility of disturbance to members of the College;
 - (iii) social activities in College or College-owned property that are open to non-members of College who have not been individually invited.

All such activities must end by 11:45pm., and the JCR must be cleared by midnight.
Copies of the relevant Procedures and Application forms are obtainable from the Lodge

23. The Junior Common Room are permitted to hold bops finishing no later than midnight on no more than four occasions in Michaelmas and Hilary terms and on no more than two occasions during Weeks 1-4 in Trinity term.
24. The Middle Common Room are permitted to hold bops finishing no later than 2.00am on no more than four occasions in Michaelmas and Hilary terms and on no more than two occasions during Weeks 1-4 in Trinity term.
25. Permission may be refused for social events when members of the College are involved or about to be involved in University Examinations.

Bar

26. (i) The College Bar shall be open from 7.00 to 11.00 pm Monday to Saturday evenings ; 7.00 to midnight on JCR Bop nights . The Bar shall be open on alternate Sunday evenings until 11.00pm.
(ii) Students and their guests must leave the Bar within ten minutes of closing time.
(iii) Alcohol bought in the Bar must not be taken out of the main College site.
(iv) Noise levels in the Memorial Garden must be kept to a minimum. The Memorial Garden must be vacated once the Bar is closed.

(v) **Drunkenness in a public place is a civil offence.** The College may impose prohibitions as necessary on any student who engages in disorderly conduct whilst under the influence of alcohol. Students should note that drinking societies, initiation ceremonies involving alcohol and similar activities are not permitted on College premises.

Smoking

27. Students are required to observe the College's Smoking Policy, which is as follows:
- (i) All areas of the College including tutors rooms, student bedrooms, common rooms and offices are non-smoking.
 - (ii) Smoking is permitted in designated areas in the College and its Annexes as follows:
 - On the main College site: in Chavasse Quad, the cycle storage area adjacent to the JCR and the Memorial Garden but not adjacent to any entrance (including the passageway leading to the Dorfman Centre).
 - St Thomas St: the patio area outside the common room.
 - Paradise St: the walled garden (but not the patio).
 - St George's Gate: common room balcony only.

The Dean will impose a fine if fire alarms are activated by smoking.

Noise

28. (i) The volume of noise of any sort must at all times be such that it does not disturb neighbours or members of the College using its public spaces.
(ii) A period of quiet is effective in College and its annexes from 11.00pm until 7.30am throughout the week.

Guests

29. (i) Students are at all times responsible for the behaviour of their guests while the latter are on College premises. No person may remain as the guest of a student after being told to leave by an Officer of the College or member of the Lodge staff.
(ii) No person may be admitted to the College or College-owned property as a guest when entry has been forbidden by an Officer of the College.

College Facilities and Amenities

30. The Junior and Middle Common Rooms are placed at the disposal of students by the College and their use is subject to the ultimate control of the Governing Body.
 - (i) The Junior and Middle Common Rooms may be summarily closed if treated inappropriately or left in an unacceptable state. Re-opening shall be at the discretion of the Bursar and Dean jointly.
 - (ii) No food is permitted in the Junior and Middle Common Rooms between the hours of 11.00pm and 8.00am.
 - (iii) The Junior Common Room will be closed after Bops until 6am the following morning.
31. The use of public rooms by students is subject to permission from the relevant Academic Officers. The necessary forms may be obtained from the Lodge.
32. The Library is open for the use of all students provided that they comply with the Library Regulations. The Library Regulations are revised from time to time by the Librarian. Students should consult the most recent version as displayed on the Library Notice Board. The current version is given in E.
33. Use of the College's Computer Rooms; the College's data networks; and computers within the College and College-owned property is subject to the Computer Regulations. The Computer Regulations are revised from time to time by the Computer Curator. Students should consult the most recent version as displayed on the College's website. The current version is given in Annex F.
34. Students must keep off the grass in the front quadrangles, except that bowls or croquet may be played in Hannington or Chavasse quads during Trinity Term with the approval of the Bursar.
35. Games involving the use of footballs or other high velocity airborne objects may not be played within the precincts of the College.
36. No furniture may be removed from any College building into a quadrangle or open space without permission of the Bursar and Dean.
37. Students are provided with a key to the College, which is to be returned to the Lodge at the end of their course of study. No student may make a duplicate of any key issued by the College. Nor may they lend a College key to anyone who is not a member of the College. Lost or stolen keys or smart cards must immediately be reported to the Lodge.
38. The use of mobile phones is not permitted in the Dining Hall

Damage to College Property

39.
 - (i) Damage to College property or to that of its members must be reported to the Lodge at once. In general, damage to College property brought about by students will be charged at cost to the student responsible. Where it is not possible to identify an individual student as responsible, damage may be charged to the JCR, MCR, or a College Club.
 - (ii) Students resident in College or College-owned property will normally be held responsible for any damage done to their rooms.

Vehicles

40.
 - (i) Bicycles may not be ridden within the College precincts and may not be left anywhere within the College except in the stands provided. Entry is via the iron gates. They may not be left outside the College in New Inn Hall Street attached to or leaning against the iron railings. Bicycles must be registered with the Lodge and display the sticker issued free of charge upon registration.
 - (ii) No bicycle may be brought into a College-owned building unless it be a designated bicycle storage area.
 - (iii) Skateboards, roller skates/blades, scooters or similar may not be used within the College sites.
41. Students living in College are not permitted to keep motor cars or motorcycles (including motor scooters) in Oxford except by written permission of the Dean.
42. Where permitted, cars, bicycles and motorcycles (including motor scooters) must be registered with the Lodge.

Laws of the Land

43. Students are expected to obey the Laws of the Land.
44. (i) Students should note that the College is obliged to report those found to be in possession of Class A and Class B drugs and those suspected of dealing in illegal drugs (including cannabis) to the police.
- (ii) Students who have any concerns or problems relating to illegal drugs or addiction should be aware of the confidential welfare support available to them. The Tutor for Welfare may be approached in confidence for advice and details of these welfare facilities are posted on the College Notice Board. The College's *Statement of Policy on The Use of Illegal Drugs by Junior Members*, posted on the College website, contains a more detailed account of the College's policy with respect to the use of illegal drugs by students.
45. Students who are facing criminal prosecution must inform the Master and the Dean.

The Media

46. (i) Students are reminded that injudicious dealings with the national, local and student press and media can result in libel action and may be subject to disciplinary action by the College.
- (ii) Students are similarly reminded that libel action can arise from postings to websites: these include sites such as Facebook.

Enforcement of Regulations

47. The enforcement of College regulations is the responsibility of the Master, the Dean and the Junior Dean(s).
- (i) The Dean may as necessary issue a Decanal summons to a formal meeting at which attendance is compulsory. Summons is by E mail and attendance must be confirmed by return.
- (ii) The Dean is authorised to levy fines on individual students for infringement of College regulations, to impose 'community service' punishments and to ban individual students from College facilities and amenities. If the student wishes to contest the Dean's action, he or she must write to the Dean within five working days of the imposition of the penalty.
- (iii) Where in the opinion of the Junior Dean an offence justifies the imposition of a penalty, the Junior Dean shall recommend an appropriate penalty to the Dean, informing the student concerned of the nature of the alleged offence and the recommendation. Should the student wish to contest the Junior Dean's recommendation, the student should write to the Dean. The Dean will normally then summon the student to a formal meeting at which the case will be discussed prior to the imposition of any punishment.
- (iv) The Dean may impose a fine up to a maximum of £100 on individual students. Penalties in excess of this (which may include rustication (suspension), sending down (expulsion), or withholding leave to supplicate for a University degree), are at the discretion of the Master. If the student wishes to contest the Master's decision, he or she must write to the Master within ten working days of being informed of the Master's decision.
48. Where either the Master or Dean believes that a student is guilty of serious misconduct and that the continuing presence of that student in College or College-owned property poses a threat to the safety of a member or members of the College or its staff, either the Master or the Dean may impose a summary rustication. A student who is summarily rusticated must vacate College and College-owned property immediately. He or she may be allowed to return briefly to his or her room to collect personal belongings under the supervision of a member of the Lodge staff.
49. If a student wishes to appeal against any decision of the Dean or Master, he or she must write to the Master. The Master shall decide either to hear the appeal himself or to convene an Appeal Panel. Students who wish to appeal against a decision of an Appeal Panel may appeal to the Office of the Independent Adjudicator for Higher Education. Members are referred to the website of the Office of the Independent Adjudicator for Higher Education (www.oiahe.org.uk) for further details.

50. (i) Fines must be paid in cash at the Finance Office within three working days of their imposition whether or not an appeal is lodged.
(ii) A failure to pay fines promptly and in full is an offence rendering the debtor liable to an additional fine of an amount to be determined by the Dean.
(iii) Fines imposed on individual students must be paid by the person(s) on whom they are imposed, and not collectively on their behalf by any group, club or society.

Fines collected are contributed to the College's Hardship Fund from which bursaries are made to students in financial need.

51. The nature of any 'community service'-type punishment and any ban from using certain College facilities and amenities will be specified in a letter from the Dean.

A failure to conform fully to a 'community service'-type punishment or a ban from using certain College facilities and amenities will be treated as a new offence

52. Students are additionally recommended to consult *Essential Information for Students (Proctors' and Assessor's Memorandum)* distributed to all new students and available on the University website at <http://www.admin.ox.ac.uk/proctors/>.

Library Rules

The Library is open to the use of all students of the College, provided that they obey the Library Regulations. Anyone failing to observe the following regulations may be forthwith reported to the Dean who shall take appropriate disciplinary action:-

- (i) Silence must be observed in the Library at all times.
- (ii) No food may be consumed in the Library and no food may be brought into the Library unless in a sealed container.
- (iii) No drinks may be consumed in the Library with the exception of water.
- (iv) No book marked (either inside or out) 'Reference only' or 'Not to be taken from the room', nor any periodical or exam paper may be removed by a student without the permission of the Librarian.
- (v) No books may be borrowed from the Law Library.
- (vi) No book may be removed from the Library unless first checked out on the self-issue terminal.
- (vii) Any person who triggers an alarm must complete an entry in the Library Alarms Report file and must report to the Librarian or his deputy, either in person or by email, not later than 11.00am on the next working day. Failure to comply with this regulation shall of itself constitute an offence.
- (viii) No student may have out at any one time more than fifteen volumes without special leave of the Librarian; and no book may be retained for more than a week in term if requested by another reader. Each extra volume illegally borrowed will incur a fine of twenty pence per day.
- (ix) Each overdue book will incur a fine of twenty pence per day.
- (x) For undergraduates and visiting students, the basic loan period is four weeks in term, but this is progressively shortened towards the end of term as all books borrowed by undergraduates are due for return by Thursday of 8th week. Books may be renewed from Monday of 8th week for the rest of the term and the duration of the forthcoming vacation. Failure to return a book by Thursday of 8th week or to have renewed it by then for the vacation will incur a fine of twenty pence per volume per day.
- (xi) For graduate students there is a fixed loan period of 56 days.
- (xii) All Library users must take good care of the books in their possession. In particular, books should not be used to prop open windows.
- (xiii) No non-member of the College may be admitted to or use the Library without the permission of the Librarian.
- (xiv) Mobile phones must be switched to silent when in the Library and must not be used in the Library.
- (xv) Laptop computers must be switched to silent when in the Library.
- (xvi) Computers or mobile phones which are left unattended in the Library will be switched off and/or removed if they are impeding the use of the Library. The College is not responsible for any damage to or loss of data from a mobile phone or computer that is caused by its being switched off or removed after it has been left unattended in the Library.
- (xvii) Private books and papers may be left on the tables in the Library only during brief absences. Places may not be reserved over longer periods and books and papers so left will be cleared. Items not claimed will be disposed of at the end of term.
- (xviii) No student may refuse a request from any Senior Member of the College; the Librarian; or an appointed deputy to examine bags, coats, et cetera for un-issued books.
- (xix) Those who have taken their last University Examinations must return all their library books immediately.
- (xx) At the end of each academic year, the cost of any books found to be newly missing and not down to any name may be divided on a subject-by-subject basis among all undergraduates who have been in residence that year and charged on battels.
- (xxi) The care of any book or other item borrowed from the Library remains the borrower's responsibility until it has been returned to the Library. No book or other item may be sub-lent or transferred to a third party by the borrower without the Librarian's express permission. Responsibility for the care of any item belonging to the Library rests with the borrower until the loan is cancelled.

Computer Rules

The College's Computer Rooms and data networks are made available for the use of all St Peter's students, provided that they obey the following regulations:-

- (i) An atmosphere conducive to study must be preserved in the Computer Rooms at all times.
- (ii) No food or drink may be consumed in the Computer Rooms.
- (iii) No non-member of the College may be admitted to or use the College's Computer Rooms or data networks without the permission of the Computer Curator or College IT Officer.
- (iv) Students must observe all College, University, and JANET rules on the use of academic computer networks.
- (v) Students must not use any peer-to-peer (P2P) file sharing software on any computer that uses the College's data network to obtain and/or distribute copyright protected material. Any infringements will be regarded as a disciplinary matter and will be referred in the first instance to the College Dean. These infringements may also be escalated to the Proctors.
Regulations regarding P2P are detailed at:
<http://www.ict.ox.ac.uk/oxford/rules/p2p.xml?ID=regulations>
- (vi) Students must ensure that any personal computer they use on the College's data network is kept up to date with software patches and anti-virus software.
- (vii) Students may not use the College Crest on any website that they create except with the permission of the Computer Curator.