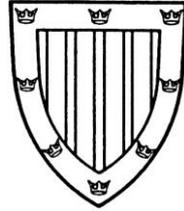


**PETERHOUSE
CAMBRIDGE**



COLLEGE REGULATIONS
(updated 13 July 2016)

REGULATIONS FOR MEMBERS OF THE COLLEGE

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Junior Members of the College are required to be acquainted with these Regulations, with notices placed on the College Screens and on the Senior Tutor's Notice Board and with the University's *Summary of Information and Regulations for the use of Junior Members*.

CONTENTS

- I. Preface
- II. Residence
- III. Exeats
- IV. Gates
- V. Safety
- VI. Academic Dress
- VII. Chapel
- VIII. The Library, The Computer Room
- IX. Examinations
- X. Supervisions
- XI. Examination Entries
- XII. Rooms
- XIII. Approved Lodgings
- XIV. Visitors
- XV. Entertainment
- XVI. Theatre
- XVII. Discipline
- XVIII. Meetings in College Premises
- XIX. Conduct and Noise on College Premises
- XX. Firearms and other Weapons
- XXI. Bicycles
- XXII. Motor Vehicles
- XXIII. Illness
- XXIV. Meals in Hall, etc.
- XXV. Addresses and Letters
- XXVI. Accounts
- XXVII. Code of Practice under the Education Act 1994

Appendix Life Membership of the College, etc.

COLLEGE REGULATIONS FOR JUNIOR MEMBERS OF THE COLLEGE

Fines or more severe penalties may be imposed for breaches of these regulations.

I. PREFACE

- (a) A Junior Member is any member of the College who has not proceeded to the degree of M.A. of this University.
- (b) All Junior Members of the College are required to observe the Statutes and Ordinances of the College and such regulations pertaining to them as are made by the Governing Body of the College.
- (c) Notices by Fellows are posted on the Screens and the Tutorial Notice Boards or otherwise circulated. It is the responsibility of Junior Members of the College to consult these notices.

II. RESIDENCE

- (a) The University Statutes and Ordinances require undergraduates and registered and other graduate students to *reside* (i.e. to keep the night in College or in other lodgings approved by a Junior Member's Tutor) during at least three-fourths of every University Term. Full Term occupies such a period of three-fourths of University Term. The first and last days of Full Term are called Redit Day and Exit Day. Residence in College and College Houses is not permitted outside the Junior Member's contractual Licence Period (see the *Student Handbook*) unless permission has been granted by the Senior Tutor. Persons seeking such permission should submit an application using the appropriate form, which may be found on the College website. Extra room rent will be charged for any period of residence outside the Junior Member's Licence Period.
- (b) Undergraduates, Bachelors of Arts, registered and other graduate students must normally come into residence for each Term on or before Redit Day and must notify the Senior Tutor in advance if they wish to return on any day other than Redit Day. Permission to return after Redit Day will be given only in special circumstances. All Junior Members of the College must sign the Redit Book in the Porter's Lodge not later than the day after they arrive in Cambridge.
- (c) Undergraduates, registered and other graduate students may not go out of residence until they have kept the number of nights required. Undergraduates must obtain from their Tutor on or before Exit Day a terminal Exeat and must hand this Exeat in at the Porter's Lodge. All Junior Members of the College must sign the Exit Book before leaving Cambridge.

III. EXEATS

- (a) Undergraduates desiring permission to go out of residence for a night during Term must obtain an Exeat from their Tutor.
- (b) Undergraduates must hand in Exeats at the Porter's Lodge; they must sign the Exit book before going away on Exeat and the Redit Book on returning.
- (c) Bachelors of Arts, registered and other graduate students going away on Exeat need only sign the Exit and Redit books before and after absence from Cambridge.

Graduate students are, however, encouraged to visit their Tutor in College at least once in each term to report on general progress.

The hours when the Tutors are available to see Junior Members on tutorial business are displayed in College.

IV. GATES

During Full Term Junior Members of the College may enter or leave the College or College houses at any time. After midnight all doors into the College will be locked with the exception of the door opening from Trumpington Street into the Porter's Lodge, which is locked at 2.00 a.m.

Outside Full Term all doors will be locked at midnight. The College may be locked at 10.00 p.m. in Vacations.

V. SAFETY

- (a) Junior Members have a general duty to report any accident or unusual circumstance that appears to endanger safety. They should give such information to their Tutor or to the Duty Porter. There is a College Porter on duty at all times. The Porters are always available in case of emergencies, and should be consulted at night especially in case of fire or injury.
- (b) Instructions on fire procedure are posted throughout the College buildings and Junior Members are expected to make themselves familiar with the fire drills and the fire escape routes. Emergency services may be contacted on a College network telephone by dialling 999. Fire should also be reported to the Duty Porter (telephone 38200).
- (c) Junior Members are not permitted on the parapets surrounding the Old Court or the balconies on College houses or on the roofs of the College buildings or on scaffolding or ladders attached to College buildings; nor may Junior Members interfere in any way with such scaffolding and ladders.
- (d) Fire extinguishers are provided for the protection of Members of the College in case of fire; they must not be discharged for any other purpose. A charge will be made for improper use; other disciplinary measures may be taken in addition.
- (e) Junior Members must not interfere with, or temporarily disable, the College's fire detection and alarm systems.

VI. ACADEMICAL DRESS

Academical dress, that is gowns, must be worn outside the College on such occasions as are required by the University Regulations. In College, gowns are worn at formal dinner in Hall and on official visits to College Officers.

VII. CHAPEL

During Full Term the Chapel is open from 7.30 a.m. to 10.00 p.m. Holy Communion is celebrated on all Sundays and Holy Days, and on other days of which notice is given. Morning Prayer and Evening Prayer are said or sung daily. Notice is given of the times of all services and of preachers for the current term. The lessons are read by those invited by the Dean.

VIII. THE LIBRARY, THE COMPUTER ROOM

The Ward Library is open daily during Full term and for some period of the Vacations. The rules governing its use and the borrowing of books are posted in the Library or distributed directly to Junior Members of the College.

The Computer Room is open daily. The rules governing its use are posted in the Computer Room. Junior Members making use of the College's computing facilities either in the Computer room or via computer network sockets in private rooms may use these facilities in accordance with the College's regulations on computing.

IX. EXAMINATIONS

Junior Members of the College are expected to be classed for Honours in University Tripos examinations or to pass other examinations or qualifying requirements of the University for degrees, diplomas and certificates of the University and any who fail to do so may, after investigation by the Examination Failures Committee and a hearing of their case before the Governing Body of the College, be expelled from the College.

X. DIRECTORS OF STUDIES, SUPERVISIONS

Junior Members are required to attend meetings organised by their Director of Studies and supervisions and classes punctually and according to arrangements made with their supervisors. Absence is allowed only for illness or other serious cause. Junior Members shall not absent themselves from supervisions or from classes without such reasons or without having consulted their supervisors in advance. Work set by supervisors must be completed within the specified time unless a supervisor has agreed a prolongation. Supervisions and classes take priority over recreational activities. Failure to comply is a serious matter and may attract a charge, fine and/or other penalty.

The College issues a more detailed description of what is expected. Such information may be found on the College website.

XI. EXAMINATION ENTRIES

Notices referring to entries for University examinations are posted on the *Tutorial Appointments and Administration Board* in the Porter's Lodge. Junior Members are responsible for seeing that their entries are made electronically for the Board of Examinations as instructed by the prescribed date, and for seeing that their entries on the University examination sheets issued by the Tutors' Secretary in College are correct. The University promulgates a date each year after which it is not possible to change an examination entry.

XII. ROOMS

- (a) Requirements concerning the occupation of Rooms are set out in the *Student Handbook*, the stipulations of which are enforceable under these Regulations.
- (b) Animals may not be brought into or kept in College.

XIII APPROVED LODGINGS

Undergraduates not living in rooms allocated through the Accommodation Officer, must obtain special permission from their own Tutor to reside elsewhere. Permission should be obtained from the Tutor before a lodging is definitely taken.

XIV VISITORS

Visitors may not remain in College after 2.00 a.m. After midnight visitors may enter or leave only if accompanied by a member of the College.

Junior Members who wish to accommodate guests in College must record in advance in a Guest Book, kept in the Porter's Lodge, the names of their guests, together with the place and duration of their stay.

Guest rooms may be booked through the Conference Manager and a charge for a guest room will be made on the termly account. Junior Members wishing to accommodate a guest on a camp bed in their own rooms should obtain the camp bed from the Porter's Lodge. A fine may be imposed if camp beds are not returned promptly.

No guests may stay in College for more than three consecutive nights nor may more than one guest be accommodated in the room of a Junior Member.

Junior Members of the College will be held responsible for their guests during their stay.

XV ENTERTAINMENT

Junior Members are not permitted to hold parties in their own rooms in College, or in College houses. A party is defined, for these purposes, as a social event at which alcoholic liquors are consumed and more than fifteen persons are present in any room or set.

Junior Members may book certain College function rooms for private parties through the Conference Manager.

The College Music Rooms may be used between 9.00 a.m. and 10.30 p.m. on any day of the week, except for periods in which Music Room use is incompatible with the operation of the Sick Bay. Such times are set at the start of each term and may be found in the Music Room booking folder or on the web-page.

XVI THEATRE

The Theatre and Lubbock Room and Friends of Peterhouse Seminar Room may be booked for lectures and for performances of musical, dramatic and cinema entertainment on application to the Conference Manager. They are not available for the parties of Junior Members. Regulations concerning the use of the Theatre are obtainable from the Conference Manager.

XVII DISCIPLINE

- (a) No Junior Member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College or any part thereof, or of any other College or University institution.
- (b) All Junior Members of the College shall comply with any instruction given by anyone who is authorised to act on behalf of the College, in the proper exchange of such person's duties, and in this connexion shall identify themselves to such a person, if required to do so.

XVIII MEETINGS IN COLLEGE PREMISES

- (a) No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly within the precincts of the College. No Member of the College shall intentionally or recklessly fail to give any notice which is required to be given to a College Officer or College Authority under the terms of a Code of Practice issued under the provisions of Section 43 of the Education (No. 2) Act 1986, which is published separately. The Code must be adhered to and will be enforced.
- (b) Any meeting which any Junior Members of the College proposes to hold on College premises is subject to the following provisions:
 - (i) Permission must be sought from the Senior Tutor for any meeting to be addressed by a speaker who is not a resident member of the College;
 - (ii) Permission must be sought from the Senior Tutor for any meeting with a speaker held by a Junior Member and at which more than twenty people are expected to be present, whether or not the meeting is open to people who are not Members of the College and wherever in College it takes place - i.e. even in a Junior Member's own room, and even for a dinner with a speaker if the diners exceed twenty in number or the speaker is not a resident member of the College;
 - (iii) The following rooms are not available for political meetings: The Theatre, The Lubbock Room, The Friends of Peterhouse Seminar Room, The Hall, Upper Hall;
 - (iv) No outdoor meetings at which there is a speaker are permitted;
 - (v) No meeting may continue after midnight;
 - (vi) Any requirements made by the Senior Tutor in respect of provision of stewards or the hiring of porters to ensure orderly conduct of meetings held by Junior Members must be adhered to;
 - (vii) Societies open to membership other than that of Members of Peterhouse may normally only book rooms for meetings through an officer of any such society who is also a Member of the College. Such an officer is then wholly responsible for the conduct of the meeting and must be present and in charge;
 - (viii) Members of the College are, in booking the Theatre, The Lubbock Room, and The Friends of Peterhouse Seminar Room, bound by the Terms and Conditions of Hire of the Theatre.
- (c) Meetings held on College premises, or arranged by Junior Members, at which non-members of College are present are governed by the College's policy on the Management of External Events and External Speakers which is available on the College website.

XIX CONDUCT AND NOISE

- (a) Junior Members are expected to show due respect for the fabric, buildings and gardens of the College; wanton damage will be punished.
- (b) Junior Members are expected to conduct themselves in a quiet and orderly manner at all times. They are reminded that any noise or boisterous activity which occasions

disturbance to others or is likely to result in damage to plants or trees in the garden is forbidden at any time. Fireworks may not be brought into or let off in College.

- (c) The playing of music outside of the College Music Room (see Regulation XV) is permitted between the following hours:

Weekdays: 1.00 p.m. to 5.00 p.m. and 7.30 p.m. to 10.30 p.m (Saturdays 11.30 pm)

Sundays: 9.00 a.m. to 10.30 p.m.

However, music which causes annoyance or disturbance to others is forbidden at any time. Breach of this regulation may lead to the withholding of permission to use the offending musical instrument or apparatus.

- (d) Notices and similar posters may not be affixed to any part of the College premises except on appropriate notice-boards within the Sexcentenary Club Common Room, in the Bar, and in the Graduate Common Room unless by the Porters.

XX FIREARMS AND OTHER WEAPONS

Weaponry, in particular firearms and ammunition, may not be brought into College premises without the permission of the Senior Tutor. If permission is given, all such weaponry, firearms including ammunition, must be kept in the Porter's Lodge under lock and key.

XXI BICYCLES

- (a) Bicycles belonging to Junior Members living in College must be kept in the sheds or other facilities provided. The Bursar issues detailed information on where bicycles may be stored in the *Student Handbook*.
- (b) Bicycles must not be ridden in the courts or in the gardens, nor may they be left anywhere in the College precincts except in a College bicycle rack.
- (c) By University Edict, bicycles belonging to Junior Members must be marked with a distinguishing letter and number. Arrangements for marking are made by the Head Porter, who is instructed to see that this regulation is enforced.

XXII MOTOR VEHICLES

Junior Members may not keep or use any motor vehicle other than a moped within the precincts or in the neighbourhood of the University without the written permission of the Senior Tutor and a licence signed by the special Pro-Proctor, and renewed annually. Infringement of this regulation is a serious breach of University discipline.

Motor vehicles may not stand in College, in the roadways in front of the gates to Cosin Court, or in front of St Peter's Terrace. A University motor licence does not entitle the holder to park a motor vehicle on College premises. The Senior Tutor and Bursar are responsible for allocating such parking places as the College possesses. Vehicles left illicitly on College premises may be immobilised or removed.

XXIII ILLNESS

During Full Term the College Nurse keeps surgery hours which are posted in College. At other times the Nurse may be contacted through the Duty Porter.

Junior Members confined to their rooms on account of illness must arrange for this to be reported at once to the Head Porter, who will inform their Tutor and the College Nurse.

Junior Members who are ill may be excused dinner in Hall by their Tutor or have meals sent to their rooms if authorised by the College Nurse.

Junior Members are required to register with a General Practitioner in Cambridge on first coming into residence. A list of Practitioners is available from the Tutors' Secretary.

XXIV MEALS IN HALL ETC.

- (a) During Term dinner is served in Hall daily; the hours are notified on the Screens.
- (b) Details of the arrangements for and requirements in respect of meals in College are given in the *Student Handbook* and the *Steward's Notices*, the stipulations of which are enforceable under these regulations.
- (c) The Steward gives notice on the Screens of the regulations governing the entertainment of guests in Hall. Members of the College and College employees may not be guests.
- (d) Scholars are appointed by the Dean to read Grace in Hall.
- (e) Under the Health Act 2006 and by resolution of the Governing Body of the College, members of the College and visitors shall not smoke anywhere inside College buildings or in any of the courts. Smoking is permitted only at designated smoking areas.

XXV ADDRESSES AND LETTERS

Junior Members of the College must notify the Head Porter of any change in their home address. During vacation letters will be sent or re-directed to Junior Members' home addresses unless they provide a different address to the College Porters. The Porters have instructions not to give the private addresses or telephone numbers of Members of College to unauthorised enquirers.

XXVI ACCOUNTS

- (a) Accounts are rendered each term. They are due for payment within one month of the date of issue. A Junior Member who returns to residence but persistently withholds such payment may be required to go out of residence.
- (b) Junior Members cannot proceed to their degree until a sum which covers their estimated account for the current term has been paid to the Senior Bursar.

XXVII CODE OF PRACTICE UNDER THE EDUCATION ACT 1994

This code is published separately in College and regulates the Sexcentenary Club, Amalgamated Clubs and Peterhouse Graduate Society. All Junior Members are required to abide by it.

APPENDIX

LIFE MEMBERSHIP OF THE COLLEGE AND RELATED ISSUES

(a) Life membership of the College will normally be conferred, free of charge, on all Members of the College who proceed to degrees by examination. Life Members have the following privileges:

- (i) Their names are included in the *University List of Members*.
- (ii) No fee is charged if they should proceed to the Degree of M.A. or to any further degree.
- (iii) They may dine as College guests on three ordinary nights in any calendar year, at the B.A.'s table until they proceed to the Degree of M.A. or to any higher degree, and at the High Table after so proceeding.

Note: Bachelors of Arts may be admitted Masters of Arts not less than six years from the end of their first term of residence if two years have elapsed since they were admitted Bachelors of Arts.

(b) The Peterhouse Society:

Those who have been in residence for two terms or more automatically (unless they choose otherwise) become Members of the Peterhouse Society on going out of residence. The body serves to keep Members of the College in contact with each other and with the College by means of an annual gathering and other events and activities; there is at present no life subscription. Inquiries may be made of the Secretary of the Peterhouse Society, c/o the College.

(c) The Friends of Peterhouse:

The Friends is a charitable, fund-raising organisation of Members of the College whose object is to foster the aims of the College. Inquiries may be made of the Development Director.

Members of the College re-visiting Cambridge are reminded that they remain bound by College Regulations until they proceed to the Degree of M.A. or to any higher degree.

1st October 2009