



St Cuthbert's Society

Durham University

Student Handbook 2021 -2022



As you will appreciate the Covid-19 situation means that some activities and services will only be available in a modified form or not at all. Please check your email and Cuth's website regularly for the latest developments.

TABLE OF CONTENTS

Welcome from the Principal of St Cuthbert's Society	Page 5
A Brief History of the Society	Page 6
St Cuthbert's Society: Constituent Communities	Page 7
Who's Who at St Cuthbert's Society	Page 8
Useful Contact Details	Page 11
Student Support	Page 11
Personal Development	Page 14
Mentors	Page 14
Formal Dining	Page 14
Accommodation Costs and Charges	Page 16
Optional Charges	Page 17
Regulations and Information for Living in College	Page 18
Information for Living in College	Page 18
Regulations When Living in College	Page 22
Crime and Insurance	Page 26
Information for Living Out of College	Page 27
University Regulations and Codes of Practice	Page 28
Term Dates	Page 35

If you require this handbook in an alternative format, please contact the College Reception

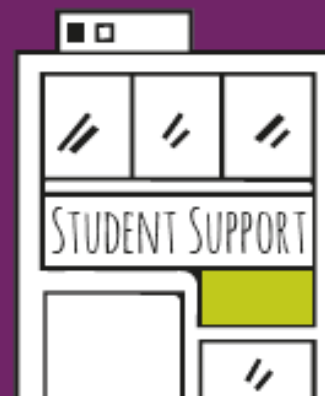
Boundaries, Respect and Positive Intervention CONSENT MATTERS

ONLINE COURSE

Thinking
about
consent

Looking
out for
others

Accessing
support



Available on Oracle Learning



DURHAM SU

For more information visit
durham.ac.uk/sexualviolence

WELCOME TO ST CUTHBERT'S SOCIETY



WELCOME FROM THE PRINCIPAL OF ST CUTHBERT'S SOCIETY



Welcome and congratulations on gaining a place at St Cuthbert's Society. You are joining one of the oldest and friendliest student communities in Durham.

At St Cuthbert's Society (generally known as Cuth's) we are proud to cater for a diverse range of students. Our welcoming and friendly atmosphere forms the foundations of our offer to you; a world class student experience, during which we will support you to achieve your maximum potential.

The student body at Cuth's, known as the Junior Common Room (JCR) is a fantastic way for you to meet new people and form

lifelong friendships. It is the hub of our college and provides a warm welcome to all our new students. As an independent charity, Cuth's JCR is also unique, in that it is run for our students by our students. It is the heart of the Cuth's community, and its role is to ensure you receive the best and most rewarding student experience. From the moment you arrive at Cuth's you are part of the JCR family. As a member, you will be able to attend events, play in sports teams and join, or create societies; we currently have over 40 to choose from.

At Cuth's, we are passionate about our local communities, and we are always exploring new and innovative ways to enrich it, with a mix of outreach, volunteering, and charity activities. Cuth's also offers a wide variety of intellectual events that are open to all, including: interdisciplinary symposia, talks by our very own students and staff on their scholarly research, and lectures by distinguished visitors.

University will be the best time of your life, it is fun and exciting, but can also be a little stressful at times. I want to assure you that we take the health, wellbeing, and happiness of all our students very seriously. The College Officers, staff and welfare team will be here, always to provide the support you need, when you need it most.

As a place to live, study and socialise, Cuth's is a beautiful mix of the old and new and has college accommodation on two different sites. The historic Bailey site by the cathedral and city centre and the Parson's Field site on the outskirts of the Maiden Castle Wood with fabulous rural views of the river and surrounding countryside.

Lastly, Cuth's may lay claim to be one of Durham's oldest colleges, and we are strong on tradition, and proud of our heritage. But we are also a very modern forward-looking college, willing to do things a little differently and embrace change. We will provide the support you need to make the most of your student years at Cuth's and to enjoy Durham to the full.

We look forward to meeting you soon.

With very best wishes,

Tammi Walker

Principal of St Cuthbert's Society and Professor of Forensic Psychology

ST CUTHBERT'S SOCIETY: A SCHOLARLY COMMUNITY

A BRIEF HISTORY OF THE SOCIETY

St Cuthbert's Society had an interesting start to its life: it was set up in 1888 as a non-residential community for mature and local students who did not wish to reside in either Hatfield Hall or University College and preferred instead to lodge in houses in Durham City. To distinguish itself from the residential colleges, it was given the title 'Society'. A member of university staff, referred to as the Censor, was appointed to oversee the running of Cuth's, and its students were traditionally from the local area and tended to have family responsibilities.

Initially, Cuth's did not have any space of its own, and its students reportedly spent a great deal of time monopolising the chairs by the Union Society fire, much to the annoyance of others. The situation came to a head in 1892, when the St Cuthbert's Men were having difficulty finding a place to hold their meetings. After a collective letter to the Journal outlining their grievances, they were granted access to St Cuthbert's Room in University House, now Cosin's Hall, on Palace Green. It became home to St Cuthbert's for over fifty years.

After the Second World War, in 1946, St Cuthbert's Society was refounded and the university appointed the first Principal, a member of academic staff, to manage the community. In 1947 St Cuthbert's was allocated a room on Owengate, beside the Castle, along with 30 Church Street, so that it could offer its members more space to meet. But with over 200 students belonging to Cuth's, it was still impossible to entertain everyone in the new premises.

It was not until 1951 that St Cuthbert's Society settled at 12 South Bailey, which still serves as its administrative headquarters. Originally, 12 South Bailey contained the Principal's Office, a Junior Common Room, the first ever Senior Common Room, and accommodation for six students. The rest continued to live in houses in the local community. This was the first time that members of St Cuthbert's had ever had accommodation on university premises, and it was in high demand. More accommodation was acquired on the Bailey over the next thirty years, and most recently at Parson's Field on Green lane. The college now comprises approximately 1,450 students.

Today, St Cuthbert's Society still retains the independence of spirit that was the hallmark of its founders but it also offers its students all the advantages associated with being a college of Durham University. In 2008, the university agreed to allow Cuth's to retain the title 'Society' as a reflection of its heritage.

ST CUTHBERT'S SOCIETY: CONSTITUENT COMMUNITIES

The Junior Common Room (JCR)

The Junior Common Room is the representative body for all student members of St Cuthbert's Society who wish to join. It is a registered charity and is run by an elected JCR President and Executive Committee. The JCR President and the JCR Executive work very closely with the College Officers to ensure that we provide you with the best possible experience during your time at St Cuthbert's Society, given the resources available and according to the policies that guide us. The JCR provides social and cultural activities in addition to your formal education while at Durham. The JCR also provides opportunities for involvement in sport, the arts and volunteering, as well as running its own peer support service and ensuring that all sections of the student community are represented effectively. For more information on the activities of the Junior Common Room, please contact the JCR President, Alfie Whillis, at president@cuths.com, or refer to the JCR website at www.cuths.com.

The Postgraduate Community

Unlike other colleges, Cuth's postgraduates are all part of the JCR. This allows postgraduates to get the best of both worlds, by being able to join in all the events, sports, and societies that the JCR run as well as taking part in activities run specifically for postgrads. In addition, the JCR has a dedicated Postgraduate Committee which organises regular formals, social and academic events throughout the year as well as representing the views of postgraduates within college. Events include college research forums, trips around the North East and pizza nights in the bar. Committee positions are open to everyone and are a fantastic way to get involved with the community at Cuth's.

If you have any questions, get in touch with the JCR Postgraduate Rep, Jack Simmonds at pg-rep@cuths.com.

The Senior Common Room (SCR)




The SCR is a voluntary organisation composed of members from the university and the wider community who are interested in supporting the college. Membership is usually by invitation, but any member of the SCR can recommend a suitable person. Members of the Senior Common Room contribute to Cuth's in a variety of ways: many of them serve as college mentors, give talks about their research or other activities, or run Student Development and Employability events. You'll often see SCR members at formals, college meals, research and sporting events, or even working in the garden. For more information about the activities of the Senior Common Room, you can contact the SCR President, Dr Mark Miller, at cuthberts.scr-president@durham.ac.uk.

St Cuthbert's Alumni Association

St Cuthbert's Alumni Association is the alumni organisation for the college and consists of current and past students. The Association Committee works with the Principal and other college staff to keep alumni up to date with college and university news; to help alumni keep in touch with friends; to provide help and assistance to alumni whenever possible and to organize social and reunion events. Lifetime membership is free of charge for all members of the student body. An Alumni Weekend is held annually, to which all alumni are invited, and smaller events are held throughout the academic year in different parts of the country.

WHO'S WHO AT ST CUTHBERT'S SOCIETY

The College Officers

<p>Principal: Professor Tammi Walker</p> <p>Tammi, who spends half of her time in college and half of her time as a Professor of Forensic Psychology in the Department of Psychology, is responsible for all matters relating to the leadership and strategic direction of all aspects of St Cuthbert's Society.</p> <p>The Principal's office is at 12 South Bailey and she can be contacted at cuthberts.principal@durham.ac.uk</p>	
<p>Vice- Principal: Dr Jon Warren</p> <p>cuthberts.vp@durham.ac.uk 0191 334 3390</p> <p>Jon's role is aimed at furthering the college and wider university strategies, especially in relation to the personal development of students and the future development of the Cuth's community. The Vice-Principal helps to ensure that St Cuthbert's Society offers a supportive and stimulating environment for academic study, cultural and developmental activities and social interaction that engages students, staff, SCR members, visitors, and alumni.</p>	
<p>Assistant Principal: Ms Charlotte Imlach</p> <p>cuthberts.studentsupport@durham.ac.uk 0191 334 3403</p> <p>Charlotte is responsible for providing day-to-day support to all students at St Cuthbert's Society. You can make an appointment to see her by phoning or emailing the Student Support Office. You should contact Student Support about problems of any kind affecting your academic progress.</p>	

If you'd like to speak to a College Officer, it's advisable to arrange an appointment with the College Office staff (see overleaf), or Reception at Brooks House or 12 South Bailey.

Other Key Staff

College Operations Manager: Ms Sue Cole

s.m.cole@durham.ac.uk

0191 334 3384

Sue is responsible for the day-to-day management of the domestic staff and the portering team and is a key point of contact for any problems with college accommodation. Her office is on the ground floor of 12 South Bailey.



College Operations Team Leader: Ms Lucy Kelly

lucy.m.kelly@durham.ac.uk

0191 334 6593

Lucy is responsible for the day-to-day running of housekeeping services. Contact her if you have any problems with your college accommodation.

Lucy is based at Refounders House, Parson's Field.



College Co-ordinator: Mrs Debra Smith

cuthberts.collegesecretary@durham.ac.uk

0191 334 3379

Debra is based at the Bailey site and is responsible for overseeing all aspects of administration for the Society. She also manages the diaries of the College Officers. Debra will also be able to help with matters relating to student records.



Student Support Administrator: Ms Tracy Robson

cuthberts.studentsupport@durham.ac.uk

0191 334 3386

Tracy is based at the Bailey site and manages the considerable "paperwork" that the Student Support office generates. She will be happy to advise you on student support procedures, such as completing self-certifications of absence forms for your department in the event of illness. Contact Tracy to arrange student support appointments with the Assistant Principal.







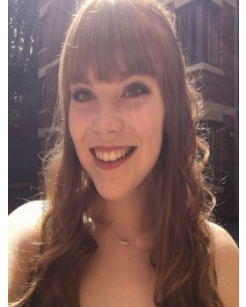
Reception/Helpdesk Assistant: Mrs Joanne Franklin (Bailey, AM)

cuthberts.reception@durham.ac.uk

0191 334 3400

Reception staff can answer general enquiries or point you in the right direction for any guidance and advice you may need. Any post you receive when living in college will be delivered to either the Bailey or Brooks reception for collection.



<p>Communications Support Officer (AM) and Reception/Helpdesk Assistant (Bailey, PM): Mrs Kath Dodd cuthberts.alumnirelations@durham.ac.uk 0191 334 3380</p> <p>Kath manages the college's external communications including Alumni Relations. Reception staff can answer general enquiries or point you in the right direction for any guidance and advice you may need. Any post you receive when living in college will be delivered to either the Bailey or Brooks receptions for collection.</p>	
<p>Reception/Helpdesk Assistant: Mrs Kath Randell (Brooks House, 10am-3pm) cuthberts.reception@durham.ac.uk 0191 334 6596</p> <p>Reception staff can answer general enquiries or point you in the right direction for any guidance and advice you may need. Any post you receive when living in college will be delivered to either the Bailey or Brooks receptions for collection.</p>	
<p>Food and Beveridge Manager: Ms Haley Carr hayley.carr@durham.ac.uk 0191 334 3396</p> <p>Haley is responsible for the front-of-house staff in the college dining hall and oversees food service at college meals and formals.</p> <p>Contact Haley if you have any specific dietary requirements.</p>	
<p>Head Chef: Mr Lee Homer l.d.homer@durham.ac.uk 0191 334 3330</p> <p>Lee oversees food preparation and is responsible for the kitchen staff.</p> <p>Contact Lee if you have any specific dietary requirements.</p>	
<p>Bar Steward: Tannyth Morley cuthberts.barsteward@durham.ac.uk 0191 334 3378</p> <p>The Bar Steward is responsible for the day-to-day running of both bars at Cuth's.</p>	

JCR Librarian: Zoe Hiscutt

librarian@cuths.com

The JCR Librarian is an elected Executive Committee member who is responsible for overseeing the library's volunteers and for ensuring that the library is stocked according to student needs.



OTHER USEFUL CONTACT DETAILS

During Office Hours

University Support Services

Counselling Service	0191 3342200
Disability Support	0191 3348115
Computer Information Service (CIS) Helpdesk	0191 3341515

Out of Hours Contacts for Students Living in College

Call **43470** from an internal phone or **0191 3343470** to contact the **Duty Porter**.
If, in the event of an emergency, you are unable to contact the Duty Porter, call the **University Security** on **42222** from an internal phone or 0191 **3342222**, or the Emergency services on **999** (internal **9 999**).

Out of Hours Contacts for Student Living out of College

Out of office hours, call the Emergency services on **999** or University Security Office on **0191 33 42222**, if appropriate.

General Emergency Numbers

Direct Line to Durham Police	#6399 (internal)
Fire, Police, Ambulance	9 999 (internal)
Out of Hours University Security Office	0191 3342222
University Emergency Number	0191 3343333

COLLEGE STUDENT SUPPORT

Your college plays a very important part in supporting you during your academic studies. You may, at some point during your time in Durham, be faced with problems that will affect your academic performance and progress. The student support teams in colleges work closely with academic departments and the University's Professional Support Services to ensure that appropriate and timely support can be put in place for those students who are experiencing problems.

The primary contact for student support concerns at St Cuthbert's Society is the Assistant Principal Charlotte Imlach. We understand that University can be a very stressful time for our students and College are here to support you every step of the way. We understand that you may experience impact to your physical and mental health, we will be able to listen, support and signpost you to specialised services should you need that.

We encourage all our students to be self-reliant and to inform us if they are having difficulties. Our role is to provide advice and support, to signpost you to alternative sources of support where necessary, and to guide you through the university's regulations and processes where appropriate.

What to do if.....

You are absent from classes

If you become ill during term-time and will miss any formal academic commitments as a result, you must complete a Self-Certification of Absence form, which can be found online here:

<https://www.dur.ac.uk/student.registry/assessment/covid19/selfcertification/>

A self-certification covers an absence of up to seven days and can be used on two occasions during term. If your illness prevents you from attending academic commitments for longer than seven days, a sick note must be obtained from your GP and submitted to college and your department. Students in this position should seek advice from the Assistant Principal.

Deadlines and Extension Requests

If a period of illness coincides with deadlines for summative work, and you will be unable to submit the assignment by the required deadline, you must fill in a self-certification of absence form and submit this to college stating the reason why you are unable to complete the work. You should also seek medical advice as soon as you can, as your doctor will be unable to certify your illness after the fact. A completed self-certification form does not guarantee that the deadline for a piece of work will be extended; the decision on whether to grant an extension will be made by the appropriate person in your department, based on your individual circumstances. Please note that you must, wherever possible, inform your department in advance if you believe you will be unable to meet a deadline for a summative piece of work. Should you find yourself in this position, you are strongly advised to contact Student Support cuthberts.studentsupport@durham.ac.uk as soon as possible.

Financial Hardship

Support from the University Support Fund: You can apply for a loan or a grant if you are experiencing financial hardship at any point during the academic year or during the summer vacation. You are required to complete a Financial Support Application form and provide all the necessary evidence for your application to be assessed. The Assistant Principal can provide advice on how to complete it, as well as the evidence that is required for the application to be assessed.

Withdrawing from the University

In the unlikely event that you consider withdrawing from the university, we recommend that you discuss the matter with the Assistant Principal and with your department. Our role is not to persuade you to stay, but rather to explore the reasons why you feel you have to leave. There may be ways in which we can help with any problem that you may be experiencing. If, for example, you are very ill or

dealing with a personal or family crisis, you can request a concession (see above) to withdraw and return the following academic year.

It is important to note the financial implications that may be associated with a decision to withdraw from the university, which are as follows:

a) **Tuition Fees**

If you withdraw after the 1st December, you will be liable for payment in full of any contribution towards tuition fees. Also, you must ensure the university receives a copy of your LEA Financial Assessment form to enable us to claim from the Student Loans Company any contribution towards your fees. If, however, you withdraw before the 1st December, you will not be due to pay tuition fees for the academic year.

b) **Accommodation Fees**

You are responsible for the accommodation fees for the whole of your licence agreement with the university. If you withdraw from the university or move out of your accommodation, then you are liable to pay 40 % of the remainder of the fee.

Confidentiality

Students should be aware it is not possible for staff to promise complete confidentiality at the outset of a conversation until they know what it is a student wishes to address. The university's confidentiality policy is such that information may be shared with others who need to know it, if this is in the best interests of the individual and/or the community, and this will be carried out with the utmost discretion and, where possible, with the consent of the student. For example, it will not be possible to maintain confidentiality where a student may be a danger to themselves or others, or a third party may represent a danger to others, or a serious criminal act has taken place.

Disclosure of Information

The university respects the fact that students are adult learners and will not discuss details of any student with third parties (***including parents and other family members***) unless prior written consent has been obtained or it is in the vital interest of the student or others to do so. The university operates a corporate confidentiality policy regarding information sharing within the institution and will share information on a need-to-know basis with the relevant parties as necessary in line with the General Data Protection Regulations 2018.

CENTRAL UNIVERSITY SUPPORT SERVICES

Counselling

The University Counselling Service assists students who have personal difficulties which affect their academic studies. These may include anxiety, lack of motivation, depression, family problems etc. Any discussions you have with university counselling staff are completely confidential. To make an

appointment you should contact the University Counselling Service (located in the Palatine Building, Stockton Road) by telephone (0191 334220) or email (counsel.service@durham.ac.uk). The college Student Support team can also put you in touch with the counselling service.

Disability Support

The University's Disability Support Service is located in the Palatine Building, Stockton Road. If you have noted a disability on your UCAS form, you will be contacted by Disability Support within a couple of weeks of starting your course asking you to register with the service. It is important that you do this so that the correct level of support can be put in place. It is your responsibility to register with the service; the university cannot provide you with the support if they are not aware of your disability. If you develop or become aware of a disability during your time at university, contact the Disability Service directly by email (disability.support@durham.ac.uk) to discuss any support you may need.

PERSONAL DEVELOPMENT AT CUTHS

At Cuth's we firmly believe that our community is here to support your personal development, and that your personal development helps our community grow and flourish.

College Mentors

All first-year students at Cuth's are allocated a college mentor. Postgraduate students may opt into the system if they wish to. Mentors are an important part of the Cuth's Community. Mentors are people with connections to the Society who give up their time voluntarily to help and encourage students to get the best out of their time at Durham. Mentors will try and answer any queries you have and listen to any concerns you may be experiencing. They will put you in touch with the people and services who can help you. Mentor hours also provide a social space which allows students to step outside of their usual routines. All mentors offer a monthly drop-in meeting either within college or in their homes.

Your mentor will also introduce you to the university's accredited personal development programme, the Durham Inspired Award. The award is a great way to gain credit for all the skills you will use during your time at Cuth's and it will allow you to get an extra qualification during the course of your degree. Find out more about it here: <https://www.dur.ac.uk/inspired-award/>

Students are expected to meet their mentors at least once a term and to respond promptly to emails from them. You will meet your mentor during induction week.

Mentor Profiles and Photos

Please see the following webpage for more information:

<https://www.dur.ac.uk/internal/st-cuthberts.society/undergraduates/studentdevelopment/mentors/>

FORMAL DINING AT ST CUTHBERT'S SOCIETY

Please note: Formals may not take place in their usual format due to Covid-19 restrictions.

Communal dining is an ancient tradition in the UK's collegiate communities and allows the whole college community to come together to share a special meal, whether they live in college or out in the city. We hold a variety of themed and traditional Formals, which are invariably hugely enjoyable occasions thanks to our wonderful catering team and a dining hall full of enthusiastic students.

What is a Formal?

A formal is a formal dinner held in Cuth's dining hall, for members of the college to dine together. At Cuth's they're held every couple of weeks. Tickets are great value, and you get a three-course meal served to you at your table, surrounded by your friends. They're 'formal' because everyone attending them is formally attired.

Who is invited to Formals?

Formals are advertised by email to all members of the college, a week or two in advance of the event. Anyone can apply for a ticket! On special occasions a particular group of students will be given priority (e.g., final year/graduating students) to allow a subsection of the community to meet and dine together, but usually our formals are open to everyone from Cuth's (because Cuth's is so large and formals so popular, they're usually restricted to Cuth's students only, but occasionally this requirement will be specifically relaxed in the invitation email).

What's the food like?

The menu is different every time, concocted by the Head Chef for each formal. It will be sent out with the formal invitation, so that you can alert staff to any dietary requirements in advance; there are always vegetarian and vegan options and the catering team is very good at handling other dietary requirements.

How much does it cost to go?

For catered students (i.e., students living on the Bailey, or in Parson's Field with the meals package) a Formal ticket costs £8.70.

For self-catered students (i.e., students living out, or in Parson's Field without the meals package) a ticket costs £11.55. Occasionally the price is raised marginally to include other costs such as entertainment or a charitable donation.

How do I get a ticket?

Your email invitation to a formal will specify a time and date that ticket allocation opens. To reserve a ticket, simply follow the link in the email and fill in the form online! For some formals you can apply for tickets for up to five of your friends, as well as for yourself, in one application. Tickets are allocated on a first come first served basis, so you must be quick! Successful applicants will receive a confirmation email shortly after their booking.

What should I wear?

The email invitation will state whether the dress code is 'black tie' or 'lounge suit'.

For black tie events, some people might want to wear the traditional trousers, white shirt and a bow tie. Variations are welcome, such as kilts or different colour ties. Others might want to wear gowns, cocktail dresses, jumpsuits or trousers and a blouse. Anything that looks smart, appropriate, and "formal" is suitable. For a lounge suit event, most outfits are suitable including a suit, so long as once again your outfit is smart. For example, jeans and a t-shirt are not smart or suitable. Occasionally a formal may be themed and request an element of fancy dress in your outfit. The JCR keep a 'wardrobe' of formal wear which you can hire at a reasonable cost. Please see the JCR handbook for details.

What should I expect?

Typically, people arrive at around **6.30pm**, giving enough time to buy a drink from the bar (if you want one) and be seated ready for dinner to commence at **7pm**. The majority of places at a formal are taken up by students, who sit in rows along the hall. You can choose your seat and who you sit with. At the far end of the hall, there's the 'High Table', which is where the Principal, members of staff, SCR members and invited guests sit.

Meals are three courses and will be served to you at your seat, and for Postgraduate formals we often follow dinner with a cheese course. There's always some form of entertainment during the meal, whether that's a small performance from our superb Choir, a poem read aloud, an improvised performance from the Improvisation Society, or an amusing extract from the history of St Cuthbert's Society.

What are the rules?

Formals at Cuth's have a few rules which all members of the community are expected to respect. They are basically that you have consideration for others and behave in a well-mannered fashion. You are also expected to respect the Societies traditions. The **code of conduct** is listed below:

Code of Conduct for Formals

These rules have been designed so that formals remain special occasions that all our community can enjoy.

1. Everyone will remain seated unless they are leaving the dining hall.
2. No-one will be permitted to leave or enter the dining hall whilst catering staff are serving.
3. All attending will dress appropriately. Unless the dress code is informal, all those wearing a shirt and tie will not be remove their ties until High Table have left. No jeans and no trainers.
4. Everyone will use drinking glasses, no drinking from bottles.
5. There shall be no drinking games.
6. Anyone who causes a disturbance will be asked to leave and may face disciplinary action.

ACCOMMODATION COSTS AND CHARGES

Detailed information on the payment of tuition fees will be sent to you by the Treasurer's Department prior to the start of the academic year. Please read this information carefully.

Accommodation Costs

Your Offer of Accommodation sent to you in the middle of September will advise of the licence fee applicable to the category of accommodation.

Your licence fee will be communicated to you before the beginning of the academic year in a '**Particulars of Offer**' document. An invoice will then be generated for the full annual fee, which will be split into three instalments. If you set up a direct debit mandate as per the information from the

University Finance office, it will be taken automatically from the nominated bank account in three instalments. If you do not wish to pay by direct debit, you can pay either in full at the start of the academic year or in three termly instalments when you receive the termly invoice. Please note that residence is included in the Christmas closure period, but you may be required to move to an alternative room, and some rooms will be required for the Student Guest Interruption Period. You will be asked to accept the offer by completing the Accommodation Acceptance Form online. Please see your licence agreement for further information or contact college.

The College Accommodation charges for the 2021/2022 academic year can be accessed online:

[Accommodation and Catering - Durham University](#)

Please note – the part-catered package for St Cuthbert’s costs £1,340.59 for the academic year (it is not listed on the link above)

Please do not send payment in advance. Queries about your invoice can be made to the college finance team: cuthberts.finance@durham.ac.uk

Or by following the links below: <https://www.dur.ac.uk/treasurer/students/payingyourinvoice>

Fines

The university’s standard fine for late payment of fees is £70. There are strict deadlines for the payment of fees. All late payments charges are used for good causes: the money is credited to the University’s Student Opportunities Fund, which provides grants to students who wish to pursue personal development opportunities.

In addition, the university will make a £25 charge for a cheque or direct debit returned by the bank because of insufficient funds. This is to cover the additional work involved in processing the extra charge and the necessary follow up.

OPTIONAL CHARGES

JCR Levy

The JCR Levy is a one-off payment* of £160.50 at the beginning of your degree that makes you a JCR Member for the entirety of your three or four years here. 90+% of students join the JCR and being a member means you can join Cuth's sports and societies, use our gyms and library, run for election, get involved in our committees including outreach, social, welfare, and finance committee, and have discounted tickets to our events! The JCR uses the money to fund our events and committees and subsidise sports and societies for everyone, ensuring opportunities at Cuth's are as accessible as possible!

More information can be found here:

<https://cuths.com/jcr-levy/>

If you have any questions, please get in touch with Alfie: president@cuths.com.

*Please note- the JCR Levy can be paid in instalments upon request to fco@cuths.com.

REGULATIONS AND INFORMATION FOR LIVING IN COLLEGE

Please read these carefully.

Living in college may, for some of you, be the first time that you have been away from home and can be a daunting experience. However, you will be pleased to know that the majority of students are in the same position, and this can help to ease any anxieties. Like any other organisation, St Cuthbert's Society has a clear set of things you can do and things you can't do. These are primarily in place for health and safety reasons, so being aware of the rules and regulations is very important. Please see for information about University Regulations and Codes of Practice. If you are a first year and living out, please also refer to 'Living in the Community'.

Communication

Most of the written communication with students by the university is carried out via email to your Durham email account, so the university requires you to check it on a daily basis.

The college also needs to know the whereabouts of its members during their period of residence in the university. You must give the college your living-out address within 7 days of registration.

- If you change your address, you must tell the college as soon as possible.
- You are requested to inform the college of any fixed or mobile phone number on which you can be contacted by sending an email to cuthberts.reception@durham.ac.uk
- Every student member of the college must reply promptly to a personal communication from a College Officer, or other member of college staff when requested to do so. Sending an email is acceptable unless you are asked to appear in person.
- If you have been informed that you are required to meet a College Officer in person, then you must do so. Failure to do so will lead to disciplinary action.
- The college also has official Facebook and Twitter feeds, and all students are encouraged to follow these for up-to-date information. See the college website at [St Cuthbert's Society - Durham University](#)

LIVING IN COLLEGE

Keys

You will be issued with your keys on taking up occupancy. You will also be asked to sign a Licence Agreement if you have not already done so. Keys must be handed in before you leave at the end of each term. If the keys are not returned after subsequent warnings, a charge will be raised. In the event that you misplace your key, you can pick up a spare from either Reception.

If you do not locate your key and return the spare within 48 hours, you will be charged for a replacement key. If you lose your key out of hours, you must report the loss to the porter (0191 334 3470), who will give you access to your accommodation and issue a spare key.

Housekeeping

Due to the ongoing Covid-19 situation cleaning frequencies of all areas are COVID dependent. More information will be provided as soon as possible. Students are responsible for the removal of rubbish from their bedrooms.

If you are residing in college, you are expected to provide your own duvet/duvet cover, pillows/pillowcases and bed linen. If you are an international student, you can purchase a bedding pack (duvet/duvet cover, pillow, mattress cover, bed linen). This becomes your property and you can take it with you at the end of year.

Repairs & Maintenance Reporting

Students who live in college accommodation should use this online form to let us know about any problems with their accommodation.

<https://www.dur.ac.uk/st-cuthberts.society/password/cuthshub/studenthub/repairsform/>

Once the form is submitted, your request will be dealt with as soon as possible. During busy periods (Freshers' week, for example) this may take a little time, and we appreciate your patience.

If you are reporting urgent maintenance issues, please phone the duty porter on 0191-3343470.

End of Term Arrangements

Specific arrangements for each vacation are emailed a fortnight before the end of term. Anything left in college without permission will be deemed to have been abandoned and removed. Such items may be disposed of without further notice. Failure to clear your room or leave it in an acceptable state will incur a charge to cover the cost of remedial work plus a fine for non-compliance.

Guests

Guests are not permitted to sleep in any student room without permission.

During term time, there are normally no guest rooms available. However, you are advised to speak with the College Operations Team Leader to determine any availability. The College Office maintains a list of accommodation within Durham City, which includes hotel and bed and breakfast accommodation, should any of your guests require it.

Privacy

Residents must be able to live without fear of threat to their safety, security or privacy. All staff must be aware of, and actively monitor, any situations that could infringe these rights. No one is permitted to enter a study bedroom, except by invitation or on official business. For example:

- In an emergency (including a fire alarm activation),
- In the case of routine cleaning/servicing, as stated in the licence agreement,
- In response to a specific maintenance request,
- On the authorisation of a College Officer.

Staff will knock before entering and wait for a response unless they have to enter on emergency grounds.

Televisions

Students who have a TV in their room must, by law, have a licence regardless of who owns it or whether it is in use. TV sets are not allowed on landings and corridors.

Electrical Equipment

It is your responsibility to ensure that all your own electrical appliances are properly installed and maintained. Tampering with electrical equipment is a serious offence. More information about what you can have in your room can be found here [Safety in accommodation - Durham University](#). Please consult College Operations: cuthberts.operations@durham.ac.uk for more details if you are unsure about any aspect of electrical equipment.

Furniture and Fittings

Furniture, carpets and furnishings may not be moved between rooms or within your room without prior authorisation from College Operations. You will need to provide your own cutlery and crockery for use in your rooms and should not use equipment taken from the dining hall. Each bedroom has a noticeboard for pictures, posters, notices etc. Pins, tacks, cello tape, blue tack and any other fixing system may not be used on the walls of the bedroom. The cleaners are instructed to remove any of these materials from the walls and a charge will be made where redecoration is required.

Smoking

Smoking is not permitted in any part of the university, including bedrooms, indoor public spaces, or entrances within ten metres of any university-owned building, including the bar and all common rooms. For details of the university's policy, please see the university website.

Parties and Drinking in Rooms

Parties in rooms are not permitted. If you live in college and would like to organise a party, please make arrangements with the college's Bar Steward to use the bar area(s). We actively discourage drinking in rooms; not only is it anti-social, but it may also result in problems that have the potential to affect your academic studies.

Noise

By far the greatest problem of communal living is noise. The ownership of powerful audio equipment is widespread, and rooms are not soundproofed, so there is considerable potential for disturbance, albeit unintentional. A high level of social responsibility is expected, especially at certain times of day, so:

- Noise levels must be reasonable at all times of the day and anyone who is disturbed may request and expect an immediate reduction of noise to an acceptable level.
- After 11.00pm, corridors and rooms should be quiet so that people can sleep.

If you continue to be disturbed after making a direct appeal for quiet, you should contact one of the Porters (0191 334 3470). Complaints can also be made by email:

cuthberts.operations@durham.ac.uk

Post

Incoming post is placed in alphabetical pigeonholes in either 12 South Bailey or Brooks House, depending on residence. If you are a liver out, your post will be put in the pigeon holes at 12 South Bailey. There is a delivery from the Royal Mail every weekday to both sites. There is also a postal pick-up service for internal mail, and you are advised to check your pigeon holes regularly. Anything of value should be sent by recorded delivery or registered mail. Such letters and all parcels are kept by the College Receptionist. They will need to be signed for and can be collected only on production of valid identification. A list of recorded or registered letters and parcels received will be displayed on the JCR board daily. Internal mail for delivery within the university can be left at Reception. There is

a postal tray for stamped external mail near to Reception which is emptied regularly. Stamped mail is only forwarded in vacations when this has been agreed with a College Officer prior to the end of term.

It is your responsibility to inform external organisations, including the NHS and your GP, when you have left college accommodation or otherwise changed your address. If you have not arranged for your mail to be forwarded to your new address via Royal Mail, you must come into college and check the pigeon-holes regularly.

Baggage

The college has no storage facilities for baggage outside of the residence period. We are not insured for loss of or damage to your property and cannot be responsible for the safety of your belongings, either during term time or in vacations. We strongly recommended that you take out insurance before you arrive.

Bicycles

If you are planning to bring a bicycle to Durham, please ensure that you store it in the college storage areas, which are located between Fonteyn Court and Parson's Field Court, and outside Brooks House, at Parson's Field. Please note that university regulations do not permit students to take bicycles into university buildings. Bikes stored in college areas should be registered with reception.

Cars and Parking Facilities

The university allocates car parking spaces only in cases of particular need. Applicants for car parking spaces are required to provide evidence of that need by a third party. Only university permit-holders are eligible to park in college parking bays. There is currently no space available in college for motorcycles to be parked, other than by arrangement with a College Officer in consultation with Estates and Buildings.

Catering Services

St Cuthbert's Society is the only college in the university to offer a range of catering options: full board, 10 meals package and self-catering. Meals are provided in the Dining Hall at 12 South Bailey, and the costs of the different options are included in your residence charge as stated on your Particulars of Offer document and the Colleges and Wider Student Experience Office.

[Undergraduate Residence Charges - Durham University](#)

[Postgraduate Residence Charges - Durham University](#)

Please note – the part-catered package for St Cuthbert's costs £1,340.59 for the academic year (it is not listed on the link above)

- Full board is offered with all Bailey accommodation. This option entitles you to three meals a day, seven days a week during term time.
- Self-catering is offered as a standard let or en-suite with all Parson's Field accommodation.
- En-suite accommodation is only available in Brooks House, Parson's Field.
- The 10-meal package is offered to students in all rooms at Parson's Field.
- Unfortunately, you will not be able to purchase meals at the counter as in previous years due to Covid-19 restrictions.

During term-time, meals are served at the following times:

Weekdays

Breakfast: 8am – 10am
Lunch: 12.00 – 1.30pm
Dinner: 5pm – 6.45pm

Saturday/Sunday

Breakfast: 8am – 10am (continental)
Brunch: 11.30am – 1pm
Dinner: 5pm – 6.30pm

A variety of hot and cold options are available for lunch. Hot options are available for dinner including soup and vegetarian dishes. If you have any dietary requirements, please inform the Head Chef, Mr Lee Homer (l.dhomer@durham.ac.uk).

College Bars

There are two college bars, which are owned by the university: Bailey Bar and Brooks Bar. The bars are the responsibility of the Food and Beverage Manager, who is a member of university staff. They are responsible for the Sabbatical Bar Steward, usually an ex-student, who is also a member of university staff. If you are interested in paid employment at the bars whilst studying, please contact cuthberts.barsteward@durham.ac.uk.

Laundry

The college runs two laundries. The Bailey laundry is situated below the bar, and the Parson's Field Laundry is situated in Parson's Field Court. Both laundries contain washing machines and driers. The income from the laundries is used for maintenance, repairs and replacement of the laundry facilities. Top-up laundry cards will be issued with room keys.

Fire Safety Procedures and Regulations

Please familiarise yourself with the Fire Action Notice in your room and make sure you know your fire exit route(s) and your fire assembly point. Never tamper with fire notices, fire-fighting equipment, heat and smoke detectors or prop fire/smoke-stop doors open. To do so is now a criminal offence. If you become aware of any such offences, please report them immediately so that your safety and that of others is not put at risk. The college will impose a fine for any deliberate breach of fire regulations or irresponsible behaviour which may endanger others or lead to false alarms.

Every year 800 people die because of a fire, and many thousands of others are injured—many seriously. St Cuthbert's Society and the university take great care with fire precautions, and fire alarm systems are in place to provide early warning of fire. However, all the elements needed to cause a fire are present in every college and other accommodation, and the well-being of yourself and others depends on your conduct. Therefore, please:

Do

- ✓ Read the fire action notice in your room and familiarise yourself with your means of escape.

- ✓ Please note that the university is a no smoking establishment.
- ✓ Co-operate at all times with fire drills and other practices. Treat these and all alarms as real emergencies.
- ✓ Follow the procedure of get out, shut the door, raise the alarm and stay out, in the event of a fire, until the fire brigade has arrived and given permission to return to the building.

Do Not

- X Allow flammable material to accumulate in rooms, pantries, corridors or staircases.
- X Obstruct corridors and other escape routes with stored items such as bicycles, trunks etc.
- X Leave cooking equipment unattended when it is in use. (Overheated chip pans are a frequent cause of fires).
- X Use candles in rooms (now the most common cause of fire at the university).
- X Use faulty electrical equipment, misuse or tamper with the electricity supply.
- X Misuse or tamper with fire extinguishers, alarms or other emergency equipment provided for your safety and that of others: lives may depend on it.
- X Cover light fittings with paper or other material.
- X Delay escape to collect possessions in the event of an alarm sounding.
- X Bring in personal items of upholstered furniture, cushions and pillows that do not comply with the latest regulations on combustion-modified materials.
- X Store on college premises any flammable material.
- X Use mains operated fairy lights.

Due to a range of circumstances, including malicious tampering (a criminal offence), electrical faults and drifting aerosol spray, occasional false alarms occur on university property. Nevertheless, all alarms are treated as genuine and you must follow the established fire procedure if the alarm sounds.

Cooking Equipment

Cookers and microwaves

- Keep electrical leads, tea towels and cloths away from the cooker.
- Keep the oven, hob and grill clean. A build-up of fat and grease can easily catch fire.
- Don't put anything metallic inside the microwave.

Cooking safely

- Don't leave pans unattended. Take them off the heat if you have to leave the room.
- Use spark devices to light gas cookers instead of matches or lighters.
- Keep the oven door shut and when you've finished cooking, make sure the cooker or oven is turned off.
- Avoid cooking when you are tired or under the influence of alcohol – get a take-out instead.

Many electrical fires can be prevented simply by regularly checking the condition of the wiring, plugs and sockets. If any of these are hot to the touch or appear to be burnt, there is a problem that needs to be rectified before something catches fire.

A fuse that keeps 'blowing' is a sign that there is a fault with the wiring or the appliance and this should be investigated by a qualified electrician. Flickering lights can also indicate a problem.

If any of the above occurs, please report to the Duty Porter immediately on **0191 334 3470**.

Kitchen Appliances

- Never use electrical appliances or switches with wet hands.
- Keep all electrical appliances clean and in good condition to reduce the risk of a fire. Never clean an appliance which is still plugged in.
- Clean away fluff from tumble driers after every use.
- Only leave appliances plugged in for as long as they need to be. Many appliances do not need to be plugged in when not in use.
- Never leave appliances running at night or when the house is unoccupied. If there is no one to discover the fire it will soon spread to the rest of the house. If you are asleep at the time, you will be at much greater risk.

Reporting Accidents

If you have an accident, please report it to cuthberts.operations@durham.ac.uk even if it occurred out of college. If it occurs in college, the normal method is a written accident report in the accident book, which is in every college and department. All accidents are reviewed by the Health and Safety Office, and details are passed to the university's insurers—difficulties can sometimes arise if only a verbal report is made. All accidents are compiled for national university statistics and Durham has a lower than average rate for accidents to undergraduate students.

Prohibited items

For full details please see:

<https://www.dur.ac.uk/resources/st-cuthberts.society/Collegeprohibiteditemskitchensandbedroomsv3.pdf>

Candles

Most fires in university residences are caused by candles, so the use of candles, oil lamps and incense burners in student rooms is strictly forbidden. Any candles that have been used will automatically be confiscated by the housekeeping staff.

Firearms/fireworks/flammable substances

No kind of firearm or ammunition, or explosive, incandescent or flammable material may be brought into or kept in the college. Fireworks must not be used or stored on college premises.

Environmental sustainability

As a member of St Cuthbert's Society and Durham University, you are part of a community which is proud to be committed to Environmental Sustainability. **Greenspace** is the name for Durham University's Environment Team. The team coordinates environmental initiatives across the university relating to eight key areas: Energy, Waste, Water, Travel, Biodiversity, Fairtrade, Procurement, and Low Carbon Technologies.

Carbon Management Plan: The university has committed to an ambitious carbon reduction target in line with the HEFCE sector-wide target of a **43% reduction** in carbon emissions based on a 2005 baseline. Achieving this reduction in the amount of electricity, gas and water used requires commitment from all Durham University staff and students.

'Beat the Baseload' Stickers: All electrical equipment in your room should be labelled with a Green, Amber or Red 'Beat the Baseload' sticker to remind the user and to inform others which equipment can be switched off:

- Green sticker - Item may be switched off
- Amber sticker - Please ask before switching off
- Red sticker - Do not switch off

Please ensure all electrical equipment in your room is clearly labelled with the correct sticker (preferably on the plug). Stickers will be discussed during Induction Week and made available in communal areas e.g., hallway noticeboard and/or in your room.

Laptop/PC Setup

If you are bringing your own PC or laptop, please ensure that it is set up to enter hibernation mode if left unused for 15 minutes.

Heating and Lighting

The college supports the university's environment policies – www.durham.ac.uk/greenspace/policies, so we encourage you all to think green. Heating and lighting are major items of expense and everyone is asked to be as economical as possible. In particular:

- Turn off all lights when a room is unoccupied.
- Turn off corridor lights during the daytime.
- Only turn on lights if required.
- Do not leave the radiators on full and the windows open.

Reduce, Reuse, And Recycle: Please help reduce the volume of waste produced by taking simple steps such as avoiding the use of single-use plastic bags, using your own coffee flask, filling up your own reusable water bottle. When you move out, any unwanted items can be donated to the end of year Green Move out Scheme.

All university members must recycle whenever possible (please refer to Recycling Posters located next to most Recycling Bins for details of how to dispose of certain items). General Waste should be placed in your General Waste bin and will be collected weekly. Used batteries and printer cartridges can be recycled via the Recycling Points located in the college reception.

Water: Help reduce the amount of water used by college by taking simple steps such as not leaving the tap running when washing up or cleaning your teeth. Please report any dripping taps or showers to the college porters.

Travel: The university strongly discourages unnecessary usage of motor vehicles by students due to environmental considerations and the university's limited parking provision. If you must bring a car to Durham, please be considerate to your neighbours when parking and not leave your vehicle unattended for weeks on end. Consider using the University's Car Share Scheme.

Students can travel at reduced rates using a valid campus ID card on Arriva bus services within Durham City and the Arriva Durham District Zone, giving good access to the university. There is also a bus service from the Bus Station and the Railway Station direct to the Mountjoy Site. There are also many cycle stands and shelters are available across university sites, including at colleges. Full details for bus travel, cycling and other travel information is available on the Greenspace Travel website. Information on all sustainable travel options can be found at www.durham.ac.uk/greenspace/travel.

Further Information: For more information on Environmental Sustainability in College and at Durham University, contact the College Operations Manager Sue Cole s.m.cole@durham.ac.uk

Greenspace and Sustainability

At Durham University we're developing new ways of thinking, shaping a better future for people and planet... but we can't do it alone. **Together we can make an impact.**

We are committed to reducing our environmental impact and improving the local environment. Greenspace was created in 2010 to bring together all of Durham University's environmental plans, policies and procedures. It has been an incredible journey: from first launching the Green Move Out in 2005 and establishing the first Carbon Management Plan, to more recently achieving the Platinum Eco Campus award in 2020. We've pulled all the key information on living sustainably at Durham University ranging from how to recycle to how we're tackling climate change, find out more over on our [Sway](#). Let's start the Greenspace Movement!

Link to Sway: <https://sway.office.com/FphteAyhplvmgs7X?ref=Link>

Crime and Insurance

Crime

If you believe a crime has been committed against you or your property or you are a witness to a crime, please report the incident immediately to the police and then to the Porter on Duty. You can contact the police by phone, internal number 9 999 or #6399 (Durham Police), or you can phone the University Security Office, internal number 42222. The university has good links with the local police, and there is a University Police Community Liaison Officer who works with the university.

Insurance

Basic contents insurance cover for items in your room is included as standard for student residents in all university accommodation. There will be an opportunity for optional additional top up covers, and full details of what is offered will be published early in the academic year. Please see: [Accommodation and Allocations Office : College Accommodation - Durham University](#)

Electoral Register

All students who are resident in college accommodation will be registered automatically on the Durham City Electoral Register. Students living at home or in owned or rented accommodation are responsible for their own registration. See www.durham.gov.uk/register tovot e

INFORMATION FOR LIVING OUT OF COLLEGE

If you are a liver out, you are still bound by the general regulations of the university, particularly the University Code of Practice for Students Living out of College. This code of practice covers areas such as maintaining contact with your college, how to be good neighbours, noise and parking issues. If you choose to live out, you are required to inform the College Office of your term time address. It is also essential that you check your pigeonhole at the Bailey at least once a week. For advice on accommodation please consult either the JCR - or the University Accommodation Office. Please also read the section entitled Living in College above as some of the information also applies to you as a liver out.

Being a Good Neighbour

Your neighbours may not be familiar with the university or with the pressures of student life. Indeed, you may be their only contact with the university. The university and your fellow students may, therefore, be judged by your behaviour so it is of the greatest importance for future generations of students that you establish good relationships with your neighbours. Remember that the people living next door to you may have young children, be going to work the next morning, or may be elderly. We anticipate that all students will act with courtesy, consideration, and kindness towards their neighbours. Please respect the needs of others, particularly in terraced houses with thin walls, and keep radios, TVs and music systems on a low volume. If you have a party at home, remember to inform your neighbours, and promise them that it will finish at a reasonable specified time. Please see the University Code of Practice for Students Living Out of College:

www.durham.ac.uk/university.calendar/volumei/codes_of_practice/students_living_out_of_college

Meals in College

Even though you are living out of college, you are still part of the community and entitled to take meals in college. We encourage all our livers out to take advantage of the pay as you go arrangements for lunches and dinners. If you wish to have lunch or dinner, you can pay at the counter in the Dining Hall.

Post

If you are a liver out, your college and university post will be placed in the pigeon holes at 12 South Bailey. It is advisable that you visit the college at least once a week to check your post. Please bring some ID with you.

Personal Safety

Durham is a safe city, but it makes sense to be prudent, particularly on Friday and Saturday nights. If you are walking alone, try to use well-lit and busy roads. Areas best avoided include Prebends Bridge, Baths Bridge and the riverbanks. The Students' Union campaigns for improvements to street lighting, so please let them know if you find lights broken. You can also contact the JCR Executive. High intensity noise alarms are available from the Students' Union. If you are attacked or threatened, or you are subject to behaviour that you find inappropriate or intimidating, you can talk about this with the Assistant Principal (Student Support) and/or the JCR Welfare Team who, if you wish, will help you to report the incident.

Safety (Gas)

Gas is a flammable and potentially explosive fuel, but the biggest risk in using defective gas appliances is from carbon monoxide poisoning and students who are living out are at the greatest risk. The following precautions are essential:

- Never attempt to carry out any work on a gas appliance. Only registered gas fitters are competent to do this. Always report suspected faults to the landlord or manager immediately
- If there is a smell of gas, if you or others get headaches or feel drowsy, or you suspect for any other reason that dangerous fumes are being emitted, turn the appliance off and telephone the landlord. If the landlord will not act or cannot be contacted and you remain concerned, contact the DSU Accommodation Office or British Gas. It must be understood that British Gas will not repair any defects to appliances, pipe work etc., within the building (unless their pipe work or the meter are involved) but will disconnect where necessary if there is suspicion of a fault to ensure safety.

Carbon monoxide monitors are available and can be obtained on loan from the college, DSU and the University Health and Safety office.

Safety (Sport and Outdoor Activities)

Obviously, any sport, competition or outside activity involves the risk of accident or injury, and this is accepted voluntarily as part of the challenge. The risks are, of course, much reduced by training, preparation, and fitness, and also by learning and listening to those experienced in the activity. In some activities (diving, mountaineering, activity on open water, for example) the condition and appropriateness of equipment is vital; your life could depend on it. It is essential that someone who is competent to do so regularly checks apparatus, and officers of student societies have a special responsibility to set up equipment and training sessions.

Safety (Transport)

The university has a Code of Practice for transport of groups of students on university activities, including sports and recreation. Minibuses bought or hired-in must have all seats facing forward. Drivers must be experienced, and age restrictions apply. Seatbelts must be used.

UNIVERSITY REGULATIONS AND CODES OF PRACTICE

In accepting an offer of a place at the university, you are agreeing to abide by the University Regulations and Codes of Practice that are published in the University Calendar Volume 1. It is essential that you familiarise yourself with the relevant regulations and codes of practice, which are available on the university's website at www.durham.ac.uk/university.calendar/volume1.

Alcohol (adapted from the University Policy on Student Alcohol Awareness and Use)

The university recognises that moderate consumption of alcohol can be an enjoyable part of socialising and has no wish to discourage sensible and responsible drinking. However, the university is concerned to make all students aware of the harmful effects of alcohol, particularly as they relate

to health, behaviour, safety, and academic performance, and to establish guidelines for its proper use. The university also considers it important to encourage a social life that respects those who choose not to drink alcohol. Overall, the university aims to provide a supportive environment which encourages a culture of self-regulation and a respect and care for others.

The university is a caring community committed to promoting the wellbeing of its members and supporting those who wish to address problems. We provide appropriate help and advice for students who wish to address issues arising from their own alcohol use and provide appropriate help and advice for those adversely affected by the alcohol-related behaviour and problems of others.

Excessive drinking can be the first outward sign that an individual needs help. Students who are concerned about their own drinking habits, or those of others, can seek advice from the student support team by emailing cuthberts.studentsupport@durham.ac.uk, from the Counselling Service (counsel.service@durham.ac.uk) or from the Students' Union Advice and Help Service, and will be signposted and assisted to access appropriate external specialist agencies. As well as offering appointments, the Counselling Service also provides electronic sources of support available through the service website: www.durham.ac.uk/counselling.service.

The university has a specific policy on Student Alcohol Awareness and Use, which can be found here:

www.durham.ac.uk/resources/about/policies/PolicyonStudentAlcoholAwarenessandUseF.pdf

Controlled Drugs

1. The university does not allow, in any way, the use of controlled drugs. The possession of controlled drugs is a criminal offence and the possession with intent to supply is a more serious offence. The university would break the law if it permitted controlled drugs to be used or supplied on its property.
2. The university will not tolerate the use of, or dealing in, controlled drugs on its property. Any students found to be using or in possession of any controlled drug, including cannabis, on university premises will be subject to its disciplinary procedures and the police will be informed.
3. The university will inform the police of any student suspected of dealing in drugs. We also reserve the right to inform the police about students found to be using or in possession of drugs.

The university cannot and will not condone any controlled activity committed on university premises, but it will endeavour to respond considerately to students who accept that they are having problems related to the use of controlled drugs, provided that the individual concerned co-operates with such treatment and care plans as may be developed for them by health care professionals or other appropriate agencies. Students in this position who require support can contact the Assistant Principal (Student Support) (cuthberts.studentsupport@durham.ac.uk) or the Counselling Service (counsel.service@durham.ac.uk) in the first instance.

Misconduct and Discipline

University regulations define misconduct as “improper interference in the broadest sense with the proper functioning and activities of the university, or those who work or study in the university, or action which otherwise damages the university, whether on university premises or elsewhere. There

are two types of disciplinary offences: 'major offences' and 'non-major offences'. A major offence broadly involves behaviour that either does or has the potential to cause serious damage to the university, its staff and other students. By contrast, non-major offences involve misconduct which, whilst serious in nature, does not seriously affect or cause serious damage to the university, its academic reputation or its staff or students. See:

www.durham.ac.uk/resources/university.calendar/volumei/current/regs.discipline.pdf

How you behave is largely a matter of self-discipline, respect and consideration for others, both fellow students and staff. Student life offers you the chance to develop and learn from living with others, but it also requires a willingness to balance your own interests with those of other residents. You have many neighbours, so the smoothness of life depends upon each resident acting considerately. The Porters and the University Security staff are responsible for safety and security at St Cuthbert's Society, and you are expected to comply with their instructions. A college-based Authorized University Officer (AUO) may impose fines or require community service for breaches of the University Regulations. Persistent offenders may be required to live out of college or to withdraw from the university. The Duty Porters submit reports of any incidents during the night and at weekends.

As the College Officer with responsibility for discipline, the Vice-Principal has delegated authority from the Principal to act as an Authorized University Officer in the context of disciplinary matters at St Cuthbert's Society. Any student who is suspected of being in breach of university regulations will normally be required to meet with them. In their absence, another College Officer will act as a college-based Authorized University Officer. The College Officer will investigate the incident, and may take disciplinary action, in accordance with the following:

Breaches of University Regulations that will initially be investigated by an Authorized University Officer (AUO) based in College

Breaches of University Regulations which will be investigated, initially, by a College-based AUO Authorised University Officer (who reserves the right, as always, to refer the matter to the Senate Discipline Committee) include, but are not limited to, the following:

- a) any misconduct by act or omission which disrupts, frustrates or interferes with the proper functioning or activities of the college – including that of its Common Room(s) and any associated Clubs or Societies – or of those who live or work or study in or are otherwise members of the college; this includes any breaches of University Policies and Codes of Practice when it is appropriate for a college member of staff to act as the AUO. For the avoidance of doubt, all references to 'college' include the college itself and property owned or managed by the college on behalf of the university. The Policies and Codes of Practice are obtainable via the links below, and see specifically 'Student Alcohol Awareness and Use' and 'Controlled Drugs': [Terms and Conditions : Student Regulations, Policies and Codes of Practice - Durham University](#)
- b) tampering with or misusing fire alarms, fire doors, fire detectors or other fire safety equipment, including setting off a fire alarm without good cause, in college; (NB misuse or disablement of the fire alarms and fire safety equipment which endangers the health and safety of others is a major disciplinary offence under the University's General Regulations);

- c) initiation activities and drinking games associated with college activities, notably Formals, teams, clubs and societies (the university, through the Alcohol Policy, never sanctions drinking games and has a zero-tolerance approach towards initiation ceremonies);
- d) alteration or damage to the college or its property;
- e) the use, production, storage, distribution or cultivation of any illegal substance (including illegal drugs) or any substance that is or could reasonably be considered by the university to be or to constitute any New or Novel Psychoactive Substance as defined by the EMCDDA, within any property of the university. For the avoidance of doubt, this shall include the recreational use, and/or storage for the purposes of recreational use, of nitrous oxide; see in particular 'Controlled Drugs: A Code of Practice' which states that the 'university will inform the police of any student suspected of dealing in drugs and reserves 'the right to inform the police about students found to be using or in possession of drugs.
- f) smoking in college or within the designated published distance to the exterior of any college property; for the avoidance of doubt, to "smoke" shall mean being in possession of any lit tobacco or of any other lit substance in such a form from which the smoke could be purposefully inhaled and/or exhaled, and further any other product including but not limited to electronic cigarettes, which produce any kind of vapour or other inhalant for the purposes of personal recreational use; see in particular: www.durham.ac.uk/hr/policies/condemp/nosmoke
- g) bringing any electrical or other equipment to the college which does not comply with all safety requirements as stipulated by the university (for the avoidance of doubt, this includes keeping or using in any part of the college any high wattage equipment of any kind without the written consent of the college; also, socket adapters shall not be used although gang sockets are permitted provided that they are fitted with a 5-amp fuse);
- h) allowing anything to be done in any area of the college which is or may be a nuisance or annoyance to the staff, students or other residents of the university, or to any occupants of neighbouring property (for the avoidance of doubt this includes making and/or permitting noise to become a nuisance to others);
- i) sharing, loaning, parting with, or exchanging any keys, fobs or access codes allowing access to college property;
- j) using or keeping in the college any flammable, incandescent or explosive items or substances, e.g. fireworks, candles, joss sticks, incense or car batteries;
- k) bringing or keeping in the college firearms (including replicas), air guns or any kind of dangerous weapon;
- l) displaying material (in any medium) that may be considered obscene or offensive in any part of the college;
- m) conducting door to door campaigning, political canvassing, leafleting, collections or proselytizing without having sought and obtained the college's permission;
- n) failing to keep any shared spaces in the college, which students are entitled to use in common with others, reasonably clean and tidy;
- o) displaying notices, posters, decorations or other items in any common area of the college (including landings, stairwells and corridors) without having sought and obtained the college's permission;

- p) bringing to or keeping any animals (including pets) in the college excepting those required for good reason in which case permission shall first be sought and obtained from the college;
- q) compromising the safety or security of the college (for example by failing to close, and as applicable failing to lock, an external door or propping open any doors which can be used by the public);
- r) entering prohibited areas in college (such as boiler rooms, rooms containing electrical equipment, or void spaces or roofs);
- s) pursuing any business, trade or other commercial activity from the college or using a college address for any such purpose;
- t) using, or attempting to grant others the authority to use, the college or Common Room name, crest or motto without having sought, and obtained, explicit permission;
- u) passing off to others giving the impression that they are representing, acting for or in the name of, the college or university without having sought, and obtained, explicit permission;
- v) failing to respond to emails and other communications from, or failing to attend meetings with college Staff when reasonably required to do so;
- w) any breach, by a Resident, of the Licence Agreement (see Section 5 of the Agreement).

A student who wishes to invite any guest to the university accepts, in full, personal responsibility and liability for the behaviour of any and all such guests and for ensuring that the guests at all times comply with the University's Regulations; in the event of any alleged breach by an individual reasonably considered by the university to constitute an invited guest, the 'hosting' student becomes liable to an investigation under the University's Regulations.

A student of one college who allegedly breaches University Regulations on the premises of another college will, in the first instance, be dealt with by the college on whose premises the alleged offence occurred. The AUO may or may not choose to delegate their authority and refer the case to the host college(s) of the alleged offender(s). If an incident involves students of more than one college then it will be treated as a single event and may be dealt with either by one AUO acting for all concerned or jointly by AUOs of all the colleges involved working in collaboration.

Sanctions determined for a non-major offence will be set appropriately and all relevant evidence and circumstances will be taken into account; any sanctions may, for example for a first offence of a relatively minor nature, be suspended at the discretion of the AUO. The AUO may impose appropriate sanctions from the range listed below:

- a) a warning;
- b) a written reprimand or rescinding of privileges for a period not exceeding one term;
- c) restrictions to access to the college or part thereof;
- d) a requirement to undertake community service;
- e) a requirement to make good the cost in whole or in part of any damage caused and/or repay/make good any financial loss to the university;
- f) a requirement to make and attend an appointment for counselling or medical treatment;
- g) a financial sanction;

h) any or all of these or any other sanction (other than expulsion) as deemed reasonable by the AUO.

Each college will submit an annual report to the Office of the PVC (Colleges & Wider Student Experience) setting out the number, nature and outcomes of anonymized student discipline cases, reporting on key issues emerging from the cases considered, and making recommendations for improved practice where appropriate.

Misconduct investigation procedures at St Cuthbert's Society

The Vice-Principal believes that the way in which student misconduct is investigated and dealt with needs to be clear and seen to be fair if it is to be effective. This means:

- The Vice-Principal should respond to reports of misconduct within 48 hours of receiving them whenever possible
- An initial meeting to investigate the matter should be held with the student(s) concerned as soon as possible.
- The student(s) concerned will be informed that they can bring a friend with them to support them and a member of the JCR Executive to observe any meeting investigating misconduct convened by the Vice-Principal.
- The student(s) concerned will receive a written summary by email of any meeting investigating misconduct and asked to verify it as an accurate record.
- The student(s) concerned will be asked to confirm by email that they agree to any actions which that they have agreed with the Vice -Principal in order to resolve the matter.

Respect at Study

All students have the right to study in an environment which is free from harassment and bullying. The Respect at Study Policy supports the development of a learning environment in which harassment and bullying are known to be unacceptable and where individual students have the confidence to complain, without fear of reprisal or recrimination, in the knowledge that their concerns will be dealt with seriously, appropriately and fairly.

More specifically, the objectives of the Policy are to:

- Enable students to identify and understand what harassment and bullying is;
- Prevent and reduce incidents of harassment and bullying;
- Resolve most incidents and complaints informally;
- Provide a framework for handling complaints of harassment or bullying; and
- Ensure all incidents are dealt with in a consistent, fair and appropriate manner.

Durham University is fully committed to the development of policies and procedures to eliminate discrimination and actively promote equality of opportunity for our students. The university believes that where respect for diversity and equality of opportunity exists, all students work in a more rewarding and less stressful environment; one where discrimination, prejudice and harassment are

not accepted, and one more likely to enhance performance and achievement, allowing all members of our university community to fully demonstrate and use their skills and talents and achieve their full potential.

Allegations of harassment and bullying will be treated very seriously by the university and may result in disciplinary action being taken against the perpetrator. As the university views harassment and bullying as a serious offence, any individual who makes a vexatious, demonstrably false or malicious claim of harassment or bullying, will be dealt with in accordance with the University's Code of Practice on Student Behaviour in Appeals and Complaints and may be subject to disciplinary procedures as specified in General Regulations IV – Discipline. Students who have concerns around bullying and harassment can speak in confidence to the Assistant Principal (Student Support). The full Respect at Study Policy and Codes of Practice for Students to Make a Complaint about Harassment is available online here:

www.durham.ac.uk/university.calendar/volumei/codes_of_practice

Sexual Violence and Misconduct Policy

Durham University recognises that incidents of Sexual Violence and Misconduct occur within the University and acknowledges that there has been a noticeable increase in the number of incidents disclosed by the student community; a trend reflected across the Higher Education sector and beyond. The university acknowledges that Sexual Violence and Misconduct can be experienced by any individual, regardless of sex, gender, sexual orientation, relationship status, age, disability, faith, ethnicity, nationality and economic status. The university is committed to promoting a culture in which any incidents of Sexual Violence and Misconduct will not be tolerated and will be thoroughly addressed to ensure the preservation of a safe work and study environment. The university's policy on Sexual Violence and Misconduct can be found at:

www.durham.ac.uk/university.calendar/volumei/policies_and_strategies

Complaints

Most complaints can be resolved informally and, where practicable, a complaint should be dealt with as soon as possible after it arises. If you wish to make a complaint, you should initially discuss the matter with those directly responsible. If you are not happy to do this, please contact the Assistant Principal (Student Support) via e-mail. This initial process is referred to as the informal stage of the University regulations. If you are not happy with the result of the informal investigation, please see the following website for details on how to make a complaint: http://www.durham.ac.uk/university.calendar/volumei/codes_of_practice/complaints_procedure_for_students

TERM DATES

It is very important that you take note of the dates of university term. Please note that you are expected to remain at university until the very end of each term. If you need permission to leave early, you must make an appointment with the Assistant Principal to discuss your reasons for leaving. The university's term dates for the academic year 2020/2021 are as follows:

TERM	START	END
Induction Week 2020	27 September 2021	3 October 2021
Michaelmas Term 2020	4 October 2021	10 December 2021
Christmas vacation 2020-21	11 December 2021	9 January 2022
Epiphany Term 2021	10 January 2022	18 March 2022
Easter vacation 2021	19 March 2022	24 April 2022
Easter Term 2021	25April 2022	24June 2022

You are expected to be in attendance at all times during term unless there are special reasons and permission has been sought and given.