

# **ROBINSON COLLEGE**

University of Cambridge



Information for Junior Members

2024-2025

## Introduction

Robinson College Information for Junior Members is your Handbook. It gives you essential practical information about the College for those who live and work here. You will need to refer to it from time to time – we all do – and it's your responsibility to familiarise yourself with it, as it contains our rules and regulations as well as all the information you need about how things work, resources, support and so forth.

The Handbook is also available on the College website; to find it, go to Academic Life. For further information about the University rather than this College, it's worth getting to know other useful sources of information such as the Cambridge University website ([www.cam.ac.uk](http://www.cam.ac.uk)), your Department or Faculty website, Transkills: <https://www.cam.ac.uk/news/undergraduate-skills-directory> and a range of student websites.

As readers and users of this handbook, you are well placed to comment on it; your suggestions may be incorporated in future revisions of it. Please send comments and suggestions to the Senior Tutor's Assistant ([ks610@cam.ac.uk](mailto:ks610@cam.ac.uk)) in the Tutorial Office.

Scott Annett  
Senior Tutor

September 2024

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## **The College**

Robinson College at present comprises the Warden and some 100 Fellows, about 205 postgraduate students and around 400 undergraduates of whom about 55 per cent are men and 45 per cent are women. Sir Richard Heaton is the Warden of the College and is the Chairman of the College Council.

The Warden and Fellows constitute the Governing Body, the ultimate authority within the College.

The College Council is responsible for making the decisions involved in the day-to-day business of the College. The Council consists of the Warden, the Deputy Warden, the Finance Bursar, the Domestic Bursar and the Senior Tutor *ex officio*, and twelve members of the Governing Body elected in groups of four annually to hold office for three years. The Domestic Bursar acts as Secretary. There are also three student representatives on the College Council. The Members of the College Council for 2024-2025 are listed in Appendix 1.

## **History of the College**

The College owes its existence to a single benefactor, the late Sir David Robinson. He was born in Cambridge in 1904. After attending the County School, he worked for some years in his father's bicycle shop; in 1930, however, he took over a garage in Bedford and soon developed it into a large and prosperous firm. In the early fifties he was one of the first to venture into the new television business. In 1954 he founded Robinson Rentals, which thrived and became the basis of a considerable fortune. In 1966 he moved to Newmarket, where he had already set up a highly successful racing stable.

Planning for a college began in 1973 when Trustees were appointed. As the result of a limited competition organised by the RIBA, Gillespie, Kidd and Coia of Glasgow were appointed design architects. The College received the 1983 award for architectural excellence from the Royal Institute of British Architecture for buildings completed between 1976 and 1980. The Main College Building was listed at Grade 2\* in 2022.

Academic operations began modestly in two large houses on the College site, Thorneycreek and 5 Adams Road, which are now student hostels; a small number of postgraduate students joined the College in 1977; a few more followed in 1978; and in 1979 the first twenty undergraduates were admitted. A further 154 undergraduates entered in October 1980. The College now has 104 Fellows, teaching a wide range of subjects, and over 600 junior members (i.e. undergraduate and postgraduate students).

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# Academic Life

## Education

The University and the Colleges have different responsibilities for your education. Through its Faculties and Departments the University is responsible for the overall content and structure of courses, for setting and marking examinations, and providing lectures and classes, demonstrations and practicals, as well as laboratories and libraries.

The annual schedule of lectures can be accessed at <https://www.timetable.cam.ac.uk/>. The College provides supervisions, and, in College, the Director of Studies has responsibility within each subject for all academic matters.

## Your Director of Studies

Your Director of Studies arranges supervisions, gives you advice about your work, checks your examination entries, and monitors your academic progress. You will have meetings with your Director of Studies at the start and end of each term to discuss your work – at the end of term you will have reports from each of your supervisors (on CamCORS) which your Director of Studies will discuss with you; during the term, you can arrange to see your Director of Studies if you have any questions relating to your work.

For start and end of term meetings, there will be sign-up lists in the Porters' Lodge, or your Director of Studies will contact you by email.

Meetings with Directors of Studies are frequently also held at the division of term (i.e. half-way through term), as regular discussion of your academic progress is an important aspect of your education.

Meetings with your Director of Studies at the start and end of every term are compulsory. A list of Directors of Studies is given under Appendix 2.

## Supervisions

Supervisions are a distinctive feature of education at Cambridge (and Oxford), and are one of the most significant aspects of your education here. Supervisions are usually taught in pairs or in a group of three, and provide a regular opportunity for you to discuss your own work, usually on the basis of written work you have submitted before the supervision. As well as reading your work and discussing it with you, supervisors will advise you on reading, may discuss the content of your lecture courses with you, and may advise on essay technique and study skills. **The effectiveness of supervisions relies on you being well prepared for them and being willing to explore ideas and contribute to discussion.**

Supervisions are costly, and it is your responsibility to use them to the very best of your ability. If you cannot attend a supervision you **must** inform your supervisor in advance. **If you miss supervisions without notice and without a good reason, you will be charged the cost of the missed supervision(s).**

## Postgraduate Students

Your work is supervised by specialists within your own department but you may consult any of the relevant Directors of Studies or other Fellows on academic or other matters;

you are also assigned a College Postgraduate Tutor. These points are covered more fully below on pages 39 & 40 in the section relating directly to Postgraduate students.

## Examinations

The principal University Tripos examinations are held during the Easter Term. Examination failure **will normally** lead the College Council to decide that a student shall not return into residence.

In cases of **unsatisfactory performance**, the College may at its discretion require that a student does not return into residence, either for a year or permanently. In such cases students have the right of appeal to the Council before a final decision is reached.

## Admission to Degrees

The Praelector is Dr Jeremy Thurlow, whose main duty is to present candidates for admission to degrees in the University. Any enquiries should be made to the Tutorial Assistant/Praelector's Secretary, Linda Hunns, in the Tutorial Office (between 0930hrs and 1430hrs, weekdays, or by email: [ljh65@cam.ac.uk](mailto:ljh65@cam.ac.uk) ).

## Change of Subject

The Senior Tutor may allow you to change from the subject you were admitted to read to another, provided that you are qualified to do so, that you make the request early enough, and that there is space available.

Normally changes are made after at least one year's study of your original subject. Changing to Medicine or Veterinary Medicine is not possible as numbers are strictly controlled by quota. (There are now postgraduate medical courses in Cambridge and elsewhere for those who wish to study Medicine but did not choose to do so initially). After you have taken one part of one Tripos the Senior Tutor may also allow you subsequently to take another part of another Tripos provided the combination still leads to an Honours Degree and subject to similar provisos as for changing course. The University's Statutes and Ordinances govern such changes and should always be consulted. Changes will sometimes be conditional on residence during the Long Vacation in order to prepare for the new subject. If you are thinking of changing subject, consult the Directors of Studies in both your present and potential subjects as early as possible and no later than the end of the Easter Term. You may well be asked to sit a written test in order for you to be carefully assessed for your proposed subject, and the potential Director of Studies is most likely to set a hurdle, such as requiring that you gain at least a II.1 in your current subject, before accepting you. There is a form for you to have signed by both your present and new Director of Studies, available from the Tutorial Office.

If you are contemplating a change of subject which requires an additional year's study, it must be formally approved by the College, and the Student Loans Company must be notified through the College as soon as possible, if you are to qualify for an additional Student Loans Company's contribution to tuition fees, and for an extra year of funding.

## Planning for the future

While studying your subject, and throughout your time here, you will be acquiring skills and experience which will be of value to you, whatever direction your life may take later. It is worth keeping a record of these both as a means of taking stock of your career and as an element in your CV. Go to <https://www.cam.ac.uk/news/undergraduate-skills-directory> for information about transferable skills and Personal Development Planning (PDP). You may also want to discuss this with your Tutor. The Careers Service offers

valuable advice on planning for the future – its resources are described at [www.careers.cam.ac.uk](http://www.careers.cam.ac.uk).

## Dates of Terms

The academic year starts on the first day of October in each calendar year. It is divided into Michaelmas, Lent and Easter Terms. A small number of courses require students to return a few days before 1 October. The dates of the three terms in 2024/25 are:

Michaelmas Term	08 October to 06 December
Lent Term	21 January to 21 March
Easter Term	29 April to 20 June

Each of the Michaelmas and Lent Terms includes a period of about 60 days and the Easter Term a period of about 53 days called Full Term, during which officially arranged teaching takes place. The dates of Full Term vary from year to year, but the dates for 2023/2024, 2024/2025 and 2025/2026 together with dates of Easter Day, are as follows:

	2024/2025	2025/2026	2026/2027
Michaelmas	8 Oct-6 Dec	7 Oct-5 Dec	6 Oct-4 Dec
Lent	21 Jan-21 Mar	20 Jan-20 Mar	19 Jan-19 Mar
Easter	29 Apr-20 Jun	28 Apr-19 Jun	27 Apr-18 Jun
Easter Day	20 Apr	05 Apr	28 Mar

## Residence Requirements

To be eligible for the BA degree all undergraduates are bound by the University Statutes to keep the equivalent of nine full terms by actual residence in Cambridge within the periods of whole terms. 'Keeping Term' involves being resident for 60 days (59 nights) in the Michaelmas and Lent Terms and for 53 days (52 nights) in the Easter Term.

Each night must be spent in official University accommodation (unless tutorial permission is obtained for other arrangements) within three miles of Great St Mary's Church, which is the centre of the University. This is less complicated than it sounds: you satisfy the requirement by living in your College accommodation throughout Full Term. Undergraduates normally quite simply keep the Full Terms, but if you sleep out of Cambridge during your residence (as you may do by signing the Exeat Book in the Porters' Lodge), you must make up the Full Term period by residing for extra nights. The College has to certify to the University that each undergraduate has kept each Term. Failure to keep Term can have serious consequences.

### Requirements for international students

Government regulations on non-UK and non-EU students bind the University and Colleges on matters such as visas and attendance requirements. International students are individually sent all the information they need about such regulations; if you are an international student and have any questions about what is required of you, in the first instance you should contact the Senior Tutor ([senior.tutor@robinson.cam.ac.uk](mailto:senior.tutor@robinson.cam.ac.uk)).



## Dates of residence

You may wish to reside in order to study before and after Full Term, but within Term, even if you have no nights to make up. You must, in any case, come into residence not later than the first day of each Full Term (Freshers come up earlier in the first Term for an induction programme, and to complete various formalities). You may not go down until your residence requirements have been met. Written permission to reside in College before the Saturday prior to the beginning of Full Term and after the second Saturday following the end of Full Term must be sought from the Senior Tutor's Assistant.

**Vacation residence can never be guaranteed** and almost always involves moving into a room different from that occupied during Full Term, usually in one of the College hostels and not in the main building. Priority is always given to students who need to be in Cambridge for academic purposes and to overseas students. On the contrary, "it is inconvenient for parents/friends/flights" is a very low priority reason. **Please plan ahead!**

The precise times when you need written permission from the Senior Tutor's Assistant to be in residence for this academic year are: before Saturday 05 October 2024 and after Saturday 14 December 2024 (Full Term: 08 October to 06 December); before Saturday 18 January 2025 and after Saturday 29 March 2025 (Full Term: 21 January to 21 March); before Saturday 26 April 2025 and after Saturday 28 June 2025 (Full Term: 29 April to 20 June).

Unless you have permission to stay in College after term ends, you will need to vacate your room by 1000hrs on the Saturday; failure to leave by this time may incur a charge.

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# Welfare and Health in College

## The Tutorial system

The Senior Tutor, Dr Scott Annett, has overall responsibility for the academic life of the College and the welfare of all its students. He must be consulted about change of subjects or any other change in academic course during your stay in College, or if you have problems that your Director of Studies or Tutor cannot resolve. If you want to see Dr Annett, make an appointment through his Assistant, Keisha Sharp, whose office is on High Court, staircase V.

You are all assigned to one of the Fellows of the College as your Tutor. Each Tutor is primarily concerned with the personal welfare of their tutorial students and is available for advice on, and confidential discussion of, any subject relating to College life. Tutors are in the College at certain regular times during each week or may be contacted in their departments or, if necessary, at home. The Tutorial Noticeboard is in the Porters' Lodge; details of Tutors' regular times for meetings with their students are also available on the College website. You are free to contact any of the Tutors (not just your own) for consultation on any issue.

You are all **required** to see your Tutor at the beginning of each term and before going out of residence at the end of term. Your Tutor is there to support you and these meetings are important. If you fail to attend a required meeting, and don't respond to follow-up emails, there is an automatic charge – and of course the meeting still to attend. If you are dissatisfied with any aspect of your dealings with the College, you should approach your Tutor in the first instance. The Tutors are listed under Appendix 3. Formal procedures for pursuing complaints which cannot be resolved informally are described in documents available from the Senior Tutor's Office or the RCSA, and also on the College Policies pages of the College website (click on College Life). There is also a Women's Tutor, whom any student is welcome to contact, and a Financial Tutor who is available to see those with financial queries or problems. It is very important that, if you have any kind of financial difficulty, you contact the Financial Tutor and also your own Tutor; this will enable us to deal with difficulties before they become larger problems. For further information, see the Finance section of this handbook.

Throughout Term, a Duty Tutor is on call overnight and at weekends; you'll find contact details on the Tutorial Noticeboard in the Porters' Lodge.

Please ensure that we have your current contact details, and in particular, your mobile phone number, to ensure that we are able to work effectively with you and support you; there may well be times when it is essential that we can contact you without delay. It is your responsibility to ensure that your contact details are full and up-to-date on CamSIS (further information about this database is available elsewhere).

## Chaplain

The College Chaplain is the Reverend Simon Perry. He is available for all members of the College, of any religious persuasion or none, to talk about any matter that concerns them, in confidence and off the record. He is also a minister for Christians in College; but, like your Tutor, the Chaplain is there for consultation by any student for any reason. His room is in Flat 1A, Herschel Court and his home is close to College so you can contact him at any time of day. For members of other faiths, the Chaplain is able to link you to chaplaincy services available in the University or city as appropriate.

## Wellbeing at Robinson

Health and wellbeing are key elements of your studies and college life at Robinson. We recognise the strong link between being well and learning well. The College has both a dedicated Wellbeing Team and a Wellbeing Centre (Thorneycreek House). See more information and where to find us here <https://www.robinson.cam.ac.uk/college-life/student-information-and-welfare>.

The **Robinson Wellbeing Team** is available to all students. The team offers professional health and wellbeing support within your college community, and plays a key role in the College's whole-community approach to student wellbeing. The team is friendly, approachable and here to support students in fulfilling their potential at Robinson. We aim to work in partnership with students as individuals and within a supportive community.

The Wellbeing team can also help students with navigating referrals, signposting and links where NHS or specialist support services are best placed to meet the needs of the student. For example, we work closely with the University's Student Support Services, such as the University Counselling Service (UCS) and the Accessibility, Disability Resource Centre (ADRC). See link for other services and details here <https://www.studentsupport.cam.ac.uk/>

### How to get in touch

Support is available from the Robinson Wellbeing Team Monday to Friday during daytime office hours. To contact us with any questions or concerns, or to book an appointment, you can contact the team at **student.wellbeing@robinson.cam.ac.uk**.

We also have an appointment booking system

<https://robinson-college.uk2.cliniko.com/bookings#service>

For any urgent support on evenings and weekends, students are encouraged to contact the Porter's Lodge in the first instance to speak with a College staff member who can help you with identifying next steps. You can drop in to the Lodge in person, or contact the Porters by telephone: 01223 339100. See also <https://www.studentsupport.cam.ac.uk/crisis-support-and-information>

### Who we are



**Karen Tate (Head of Wellbeing)** leads the College's strategic approach to student wellbeing. She provides confidential wellbeing, mental health advice or support for students. This might involve developing strategies to help with functioning well or

feeling good, helping with referrals or accessing NHS or specialist services, helping students address any wellbeing, mental health or life challenges that may be impacting on their student experience. She also works with students to design events and initiatives in college which meet students' needs and help prevent ill health.

**Anne Considine (College Nurse)** offers confidential help with a range of health and welfare needs. This includes assessment, advice and support for minor injuries and illnesses as well as support with wellbeing concerns, worries and mental health conditions.

**Rev'd Dr Simon Perry** (Chaplain) conducts Chapel Services and supports the welfare of students, staff and Fellows. As Chaplain and a member of the Wellbeing Team, Simon can offer a supportive, listening ear in confidence to students.

## **Allergies**

All students are responsible for their own medication so please remember to check that your medication is in date and organise to bring plenty of medication at the start of each term e.g. Epipens etc. for food allergies and inhalers for asthma - and of course do carry them with you at all times.

**Please note:** If you do have an allergy, it is **your responsibility** to inform us; it is also your responsibility to ensure you have whatever medical treatment you need (such as an Epipen), and have been trained how to use it.

It is also your responsibility to inform us about chronic medical conditions and the treatment required; but unless it is essential for your own wellbeing that this information is known by members of the College and the College staff who work with you, such information will be confidential to the College Nurse.

If you plan to bring medication with you that requires to be stored under refrigerated conditions, please let us know in advance to your arrival through the Tutorial Office. We will endeavour to provide a fridge in your room or agree alternative arrangements with you.

## **Disposal of Needles and Sharps**

We understand that some College Members may need to use Sharps from time to time, e.g. Insulin Pen Needles. We ask that you ensure that you dispose of these in such a way that our staff or other college users are not put at any risk. Your Doctor should have provided you with your own Sharps bin and given you advice on safe disposal of needles and sharps which you should follow. Please ensure that at the end of term, before you go down, that you dispose of the sharps bin safely – you can take this to Boots the Chemist in the City. Failure to do this may result in a cost be incurred by College which will be passed on to you. In the unlikely event that you do not yet have a Sharps disposal bin, please contact the Housekeeping Department or Porters Lodge. There is a purpose-intended sharps disposal bin in both locations that is available for you to use. **Please DO NOT dispose of sharps in bedroom bins or in any other bins around the College.**

## **Meningitis**

Meningitis is an infection of the protective membranes that surround the brain and spinal cord (meninges). It can affect anyone, but is most common in babies, young children, teenagers and young adults. Meningitis can be very serious if not treated quickly.

The symptoms of Meningitis can appear in any order. Some may not appear at all. Early symptoms of meningitis can include: Fever, Headache, Vomiting, Diarrhoea, Muscle pain, Stomach cramps, Fever with cold hands and feet. Meningitis and septicaemia can happen together. Be aware of all the signs and symptoms. If anybody you know has any of them get urgent medical help. Someone with meningitis or septicaemia can get worse very quickly; keep checking them.

You are advised to check that your immunisations are up to date for Meningitis AWCY and Menc C - GP surgeries will give this to you free of charge.

If you suspect Meningitis or are unsure seek medical advice by calling 111 immediately! View signs and symptoms at:

<https://www.meningitisnow.org/meningitis-explained/signs-and-symptoms/>

or download the phone app to check signs and symptoms:

<https://www.meningitisnow.org/meningitis-explained/signs-and-symptoms/download-our-mobile-app>

## Doctors and Medical Help

All students are required to register with a Cambridge GP – this can be done online through your chosen GP website. If you have any problems, contact the GP surgery that you wish to register or the College Nurse.

The Porters may be able to provide first aid and/or arrange for transport to hospital if necessary. If you enter hospital under your own initiative then please make sure the Porters' Lodge is informed, because it is a cause for concern and confusion when a student goes missing. If you feel unwell or are injured after daytime working hours, contact the porters who will help you get the appropriate medical attention.

Any injuries sustained in University or College premises, particularly laboratories, must be reported **immediately** to the appropriate authorities, **and signed into the book kept for recording such accidents or that an accident form is completed**. This is essential in case an action for damages is to be pursued successfully.

## Smoking/Vaping

Smoking/vaping is prohibited in virtually all of the College. Smoking/vaping is not allowed in any room in the College including bedrooms, nor is it allowed on any walkway, balcony, staircase or landing. Smoking is no longer allowed on Front Court. Smoking/vaping is only allowed in the gardens and in Long Court between the hours of 0800hrs and 2300hrs. Please do not leave cigarette ends around the gardens or Long Court - use disposal receptacles, taking care to extinguish smoking/vaping material first; receptacles are provided in Long Court and at the Hostels. See Appendix 6 Section 10 for details of College Smoking/vaping Regulations.

## Alcohol and Drugs

Moderate consumption of alcohol is an acceptable part of the communal life of the College. However, excessive drinking of alcohol poses a significant threat to health, in both the immediate and longer term; it also undermines your ability to work really effectively and to keep up with what is expected of students here, on fast-paced, very challenging courses. The College's policy on the Use and Abuse of Alcohol is on the College website.

Any use of prohibited drugs also seriously damages health. The College therefore takes any case brought to its attention very seriously, and would treat offences committed under their influence severely. See the College's Code of Discipline for details.

If we had reason to suspect that any of our members were involved in the manufacture or distribution of drugs, we would not hesitate to involve the police.

There are a number of sources of expert advice for anyone for whom dependency on drugs or alcohol is a problem. Your Tutor can provide confidential advice, and further information is given in the College's policy, and also kept on the racks on the first floor of the College Library. The RCSA Welfare Officer and CUSU can also provide valuable and equally confidential advice. The CUSU website at: <https://www.cambridgesu.co.uk/> provides useful guidance and links.

## **Discipline in the College**

Any behaviour that infringes the College's Code of Discipline (see Appendix 7a) will be referred to the Dean of Discipline who will decide what the appropriate penalty should be. Grave disciplinary offences – so serious as to possibly warrant that the student or students responsible be required to go out of residence temporarily or permanently – are referred to the College's full Disciplinary Committee (see Appendix 7b for full disciplinary regulations).

## **Policy on Racial, Sexual & Religious Harassment**

The College is committed to creating and maintaining a working, living and learning environment for students, staff and Fellows, free from all forms of discrimination, and to fostering mutual respect and consideration. The College **will not tolerate** racial, religious, sexual, and gender harassment, including abuse on the grounds of race, religion and sexuality. To help ensure that such behaviour has no place in the College, the College issues advice to all Fellows, staff and students on how to deal with behaviour of this sort. The College policy is under revision, and a new version is likely to be adopted during Michaelmas term 2022.

While it is the case that interpretations of harassment differ, and that differences of attitude or culture and the misinterpretation of social signals can mean that what one person sees as harassment may not seem so to another, it is important to remember that harassment is a disciplinary offence under the College's disciplinary regulations. The defining features of harassment are that the behaviour is intentionally or recklessly offensive or intimidating to, and unwanted by, the recipient or group of recipients, as assessed by normal standards of sensitivity.

All members of the College should therefore be sensitive to the feelings of others at all times. Complaints of harassment will be responded to sympathetically, thoroughly, and with all possible speed. The College will respect the particular sensitivity and confidentiality of such matters.

If you feel that you are being subjected to harassment you should not hesitate to seek advice from one of the following people: the Senior Tutor, the Chaplain, the College Nurse or the Women's Tutor. They have received training in dealing with such situations. Or you may prefer to approach your personal Tutor.

The RCSA Welfare and Women's Officers are also available to supply confidential advice. Whoever you approach, you will be advised on a further course of action. The RCSA and Women's Officers will endeavour to resolve the matter informally, failing which they may take the matter further on your behalf, but only with your consent.

You should also read the College's policy on appropriate relationships within the College setting (see the College website); policies such as these are designed for the well-being of all members of the College community, junior and senior members, and staff members, alike.

## **Rape/Personal Safety Alarms**

Rape/Personal Safety Alarms are available from the Porter's Lodge. No charge will be made, but they must be signed out.

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## **Finance**

Cambridge Colleges receive their income from fees, from charges for accommodation and facilities to members and to outside users (conference delegates, etc.) and from investments in property, land and securities. In the case of Robinson, which has relatively small investments from its initial endowment, conferences in term and during the vacations are a particularly important source of income, and the College was built with specially designed facilities for this purpose. The high standard of our undergraduate accommodation is one consequence of this. The University itself is financed separately from fees, block Government grants and its own investments.

## **Student Fees, Grants and Awards**

### **Tuition Fees**

All students, whether undergraduate or postgraduate, are required to pay Tuition Fees for their course. For Home undergraduates (and EU undergraduates starting before 2021), the Tuition Fees for the academic year 2024/2025 are capped at £9,250. To cover the cost of the Tuition Fees, all Home undergraduates (and EU undergraduates starting before 2021) may receive a loan from the Student Loan Company (SLC) (or appropriate agency for students from Scotland, Wales and Northern Ireland), which carries interest but is only repayable after graduation. Repayments are compulsory only in respect of a fixed percentage (currently 9%) of earnings above £27,295 pa (£27,660 for students from Scotland and £22,015 for student from Northern Ireland), and any balance still outstanding after 30 years (25 years for students from Northern Ireland) will be written off.

Students reading Medicine should ensure that they have applied for funding to the SLC to cover six years of study. Other students reading courses that may require four years of study must ensure that the SLC has accepted their application for Tuition Fee funding on the basis of the correct length of course.

Undergraduates who do not qualify as Home students, and do not qualify as EU students if started before 2021, (normally termed Overseas students) pay tuition fees to the University that vary by subject and are also required to pay a College Fee, which has been set at £12,250 for the academic year 2024/2025.

Postgraduate students pay a University Composition Fee that varies by status (Home or Overseas) as well as by subject and degree to be gained. No College Fee is payable and the level of the University Composition Fee is guaranteed not to change for the duration of the course.

Overseas students who do not have a Tuition Fee Loan and have not agreed other arrangements with the College are required to pay their fees directly to the College prior to arrival, or immediately on arrival in Cambridge at the beginning of each academic year. Any alterations to payment arrangements will need to be discussed, by appointment, in the Finance office.



## Living Costs

All students will, of course, also have to meet the costs of living at university. These costs (food, accommodation, travel, clothes, course expenses etc.) vary from person to person but for a Home undergraduate the College considers that £11,060 is an appropriate sum to have available for the three terms of the Cambridge academic year (and £14,880 for the full twelve months). Those studying some subjects, e.g. architecture, may need more while others with less demanding studies may manage on less.

Home students from England starting their course in October 2016 or later are not eligible for a Maintenance Grant. However, the Maintenance Loan available without means-testing is £4,767 and additional sums are available depending on household income up to a maximum loan of £10,227.

The Maintenance Loans are repayable on the same terms as the Tuition Fee Loan. The arrangements for students from Scotland, Wales and Northern Ireland can be found at the websites for the relevant student finance agencies in those countries.

International including EU undergraduates can expect to spend more, especially if vacations are spent in Cambridge rather than returning home. International including EU undergraduates are not eligible for any maintenance funding from the UK government or the devolved administrations and must make their own arrangements to meet their living costs.

The living costs for postgraduates are still greater, with a need for accommodation for a full 12 months and, often, additional costs arising from the subject being studied. The University provides a calculator to help postgraduates estimate how much they may need for living costs which can be found at <http://www.graduate.study.cam.ac.uk/finance>.

## Finance Office

The Finance Office is the College's accounts department and deals with all accounting matters including students' College bills, student loans, grants, etc. The office is located just off Long Court.

## College Bills

### **Bills for accommodation, tuition fees and other charges**

are issued halfway through each term and must be paid within 10 days. In the case of overseas and postgraduate students fees and accommodation are **payable on or before arrival**. Interest will be charged on overdue accounts unless your Tutor recommends otherwise to the Financial Tutor. A final bill will be issued shortly before graduation and the College will not present you at General Admission for a degree unless your account has been settled in full.

Delayed payment of any account for Residence Charge or other charges, will incur an immediate late payment charge of £10 plus interest unless prior agreement to the contrary is reached with the College authorities, who are very sympathetic to cases of genuine hardship.

The College reserves the right, after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College.

The circumstances that the College will consider include: the nature (academic or non-academic) of the debt; its size; the reason for non-payment; the reasonable practicability of its payment by the student, or on his or her behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions. The College will afford the student the opportunity of commenting on those matters before reaching its decision.

## **Financial Assistance**

It is inevitable that some students will experience financial difficulties at some stage. The Financial Tutor is available to discuss financial problems with any member of the College. There are a number of ways in which he may be able to help.

### **Bursaries**

The Cambridge Bursary Scheme offers bursaries each year across the University to Home and EU undergraduates with limited resources. The value of each bursary is calculated on a sliding scale depending on household income up to a maximum award of £3,500 pa (£5,600 pa for students considered independent). The Scheme is administered by the Student Loan Company on behalf of the University and is evaluated as part of the application for a Tuition Fee and Maintenance Loan. See <http://www.admin.cam.ac.uk/univ/cambridgebursary/index.html> for full details.

Students in receipt of a Cambridge Bursary who also have been eligible for free school meals (funded by their local authority) will receive the Educational Premium which is an additional non-repayable bursary of £1000 per year. Students will need to send a letter from their school or college confirming this to their Cambridge college once they have confirmed their place.

### **Financial Assistance Fund (College Bursaries)**

Each year the College Council provides some money for a Financial Assistance Fund to enable College Bursaries or loans to be made available to students, whether postgraduate or undergraduate, who are in financial difficulties for reasons beyond their control. The Fund is administered by the Financial Tutor and is able to address financial crisis issues as well as hardship of a more ongoing nature.

Before applying for such help, you should normally see your Tutor first to establish the scale of the problem and to explore possible solutions. Your Tutor may then refer you to the Financial Tutor. He would not normally expect to seek information about the detailed financial circumstances of your parents, although some reference to their position may be unavoidable because of the effect on your own situation. Assistance from the College may consist of a College Bursary or take the form of an interest-free loan.

### **Other Funds**

Applications may also be made to the Student Activities Fund (managed by the Senior Tutor and the Financial Tutor) which makes grants for academic or sporting purposes. Grants may also be available from the Friends of the College Fund towards the cost of other activities. There is also a Student Opportunities Fund to provide money for one-off, but more expensive activities. Information about criteria for all these funds are on

the website, which should be students first port of call. Clarification may be sort from the Financial Tutor.

It might be said, somewhat loosely, that the Student Activities Fund and Student Opportunity fund are for 'luxuries' and the Financial Assistance Fund for 'necessities' or (in certain circumstances) the relief of debt.

### **Book & Equipment Loan Scheme**

If there is a book which you need to consult so often that a copy borrowed from the Library will not be enough, and/or there is specialist equipment needed for your course, you may apply for a grant under the College Book & Equipment Loan Scheme. The College will pay for the book and/or equipment, for your exclusive use until you no longer need it, or postgraduate - whichever is the sooner. Application forms may be downloaded from the College website. Currently grants are available for up to £75 per year for books and up to £75 per year for equipment.

### **Funds for Specific Courses**

The College has some funds available to assist with the costs of specific course requirements, e.g. the Isi Metzstein Fund for architecture, the Chaffield Shaw Medical Support Fund for clinical medics etc. Details of these funds and how to apply are available on the College website and from the relevant Directors of Studies.

The Finance Committee will occasionally consider applications from College clubs and societies for financial assistance with more ambitious projects.

The Cambridge teaching term is shorter than in most universities, and it is correspondingly more intensive. Undergraduates are therefore not normally permitted to take paid employment outside the College during term, except under exceptional circumstances and with the prior written consent of the Senior Tutor. If paid work seems the only solution to your financial difficulties, you are highly likely to be eligible for some of the help outlined above.

If you have any financial problems, discuss them with your Tutor or the Financial Tutor without delay.

## **Scholarships and Prizes**

### **College Awards**

Undergraduates who excel in Tripos examinations may be elected to Scholarships during their residence or, in their final year, to titular awards. All such awards are normally tenable for one year but are renewable.

The College Council may award **College Prizes**, currently of £50, to students who gain Firsts in their Tripos examinations, and for meritorious performance in particular subjects.

The College also offers two annual prizes, awarded on the basis of a proposal for travel in the form of an essay. You will be notified of the competition in good time; the closing date is at the start of the Easter Term. You will also be sent information about other competitive College awards and bursaries, such as the Hugh Paton-J P Morgan Bursary, the Fred Boyne Sporting Achievement Award and the Irène Némirovsky Memorial Award, in due course.

## **University Awards**

The University offers prizes and scholarships for compositions, reading, or examination performance. Please consult your Director of Studies for further details.

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## **Student Experience**

### **The Students' Association**

All resident junior members at Robinson College are automatically members of the RCSA (Robinson College Students' Association) unless they exercise their right to opt out<sup>1</sup>. The RCSA incorporates both Undergraduate and Postgraduate students the latter also being members of the Middle Combination Room (MCR).

On a day-to-day basis the RCSA is run by a committee of 22 elected students but it holds regular Open meetings (8 spread throughout the year) at which all members of the RCSA (excluding non-affiliates) are entitled to speak and vote. Members are encouraged to put forward motions regarding RCSA policy or the allocation of funds to ensure that the RCSA is representing the needs and wishes of students. A list of the RCSA Committee can be found here: <https://www.rcsa.co.uk/committee-1>.

The RCSA has a budget of about £35,000 per year that is predominantly used to support college clubs and societies with the rest being spent on other activities such as welfare events, buying and replacing RCSA equipment, affiliations and running the RCSA. For expenditure agreed by Open Meetings or in the dedicated Budget Meeting students can either send invoices directly to the RCSA treasurer or be reimbursed on presenting a valid receipt.

The RCSA is currently affiliated to CamSU (Cambridge Students' Union), through which it is indirectly affiliated to NUS (National Union of Students). Both these organisations offer useful facilities, services and information for students. In a similar manner to the RCSA individual students are automatically members of CamSU but have the right to opt out if desired<sup>1</sup>."

The RCSA provides the main means of communication, negotiation and consultation between the Fellows and the students. Members of the RCSA represent students on several committees, dealing with everything from Admissions and Access to the College's Environmental Policy. The Presidents of the RCSA and MCR, with a third independently elected student, are also members of the College Council, which is responsible for decisions governing the day-to-day running of the College.

One of the RCSA's main aims is to advance the welfare and security of its members. The Welfare sub-committee makes up one third of the RCSA committee roles. All students are encouraged to take advantage of the Welfare sub-committee to make their time in Cambridge as easy and enjoyable as possible. The team offer advice and can speed up the process of getting support by signposting students directly to where the most effective help is available.

Committee elections for the RCSA take place annually in the Michaelmas Term and are open to all students. In the event a student committee member intermits then they automatically resign their RCSA Committee position. More information about the roles of specific officers can be found on the RCSA website (<http://www.rcsa.co.uk>).

<sup>1</sup> Under the provisions of the Education Act 1994, procedures must exist to allow students to opt out of their Student Unions. Further details on how to opt out of the RCSA are available from the RCSA Secretary. Opted out students (called 'non-affiliates') forfeit their right to stand for election to the RCSA Committee and to vote in the RCSA Committee Elections or Open Meetings, but retain access to all other RCSA facilities and services.

## Student Facilities in College

The Junior Combination Room (JCR), next to the Red Brick Café Bar, is a common room open to all students. It is comfortably furnished with several sofas and armchairs. There is also a large television, a selection of board and video games and pool table. The JCR is open for students to use until 0130hrs each evening. An additional common room, the Middle Combination Room (MCR), is available for the use of postgraduate students and is located above the Linnett Room.

The Red Brick Café Bar (RBCB) is open from 0930hrs during the week and from 1100hrs on weekends. It sells coffee, tea, soft drinks, rolls and snacks as well as competitively priced beer, wine and spirits. The RBCB screens various sporting events and runs regular Open Mic and quiz nights for student entertainment.

The TV Room, which is off the Bin Brook Concourse, also has a television. This television can be used for watching TV. The consoles of the College Video Games society are stored in the TV Room and are available for students to use.

The Party Room (Bop Room) is in the basement near the service yard. It has a dance floor and a small bar (run by students with the permission of the Domestic Bursar under the supervision of the staff from the Red Brick Café Bar). The Party Room is equipped with a dedicated sound system and discos (bops) are organised regularly within Full Term by the RCSA Ents team. Students can book the Party Room for events through contacting the Conference & Catering office. Events held in the Party Room always require tutorial permission from the Senior Tutor and appropriate levels of stewarding.

J8 is a large room with a kitchen on J staircase that is available through the Conference & Catering office for holding parties and events. The College Baking Society regularly uses J8 for their meetings.

The Games Room is located on G staircase with windows looking out onto front court. It is used to run various sessions and classes which have historically included CUTAZZ Tap and Jazz, Welfare Arts & Crafts and Yoga. There is also a table tennis table available from time-to-time.

There are sound-proofed music rooms at the end of High Court which may be used for practice and rehearsals by individuals and groups of instrumentalists. The rooms can be booked free of charge by students and the keys are available from the Porters' Lodge.

The Computer Room is located above the Porter's Lodge and contains several PC's running Windows connected to the Universities Printing system. Printing, scanning and photocopying facilities are available from these computers for a small charge. Additionally computers, printing, scanning and photocopying can be found in the College Library.

Laundry facilities are available for student use in the main launderette below the Porter's Lodge and in a smaller launderette adjacent to 4 Adams Road. Both have washing machines and driers operated through a card system run by WashStation, an external laundry contractor.

The Trunk Room is located below the Porter's Lodge. Storage in the College is very limited and if you live in the UK you are asked to plan to take everything home.

The Head Porter is responsible for managing the Trunk Room and rules for its use have been circulated by the RCSA President. Please refer to the rules which state that **UK based students are permitted to leave one item of luggage. UK students travelling home by bus or train may leave an additional item. International students and UK students travelling home by plane may leave three additional items.**

In order to be fair to all students you must plan to keep within these storage limits. In exceptional circumstances the Head Porter may be able to authorise additional storage but permission should first be sought. The College reserves the right to make a charge of up to £30 per item stored above the normal allowance or to require the individual to arrange storage at a private facility.

- Access to the Trunk Room will be restricted to specific times and dates, and monitored by a Duty Porter. The times will be circulated by the Head Porter and access will not be available outside of those periods.
- Storage will only be accepted in the following containers – Trunks, suitcases and sealed boxes. Soft bags and carrier bags will not be permitted. Fridges may not be stored in the Trunk Room except during the summer vacation as shown below
- Fridges may be left by international students during the summer vacation at their own risk and will count towards one item
- Fridges may be left by UK students during the summer vacation in addition to their one item of luggage but will incur a charge of £30.
- During the Christmas and Easter vacations only fridges may be left in the top kitchen of your staircase or in your hostel kitchen
- Every item MUST have a label provided by the Porters' Lodge identifying your name and removal date. Failure to remove the item by that date will incur an administration charge of £20.00 to your College account. If the item is not subsequently removed following three requests over a 4 week period, **disposal will be arranged**

## College Clubs and Societies

There are a wide range of clubs and societies in College, in Freshers' Week the RCSA runs a college societies fair where students can find out about which societies exist and sign up to any societies of interest. New clubs are being started all the time and you are encouraged to start up a club if there is not already one catering for your interest. If you need financial help to setup or run a club or society funding may be available through the RCSA. Contact the RCSA Sports and Societies officer or check the RCSA website (<http://www.rcsa.co.uk/societies>) if you have any queries about the societies in College or how to set up a new one.

## College Sport

Sporting activities take place at Cambridge at both College and University level. The colleges provide facilities for their members to be able to take part in field games (cricket, football, hockey, rugby, netball, etc.) and rowing with matches and competitions allowing teams to compete regularly against other colleges.

The College has limited exercise spaces available for use by members. All Fellows, students and staff are eligible to join for a small fee. Details are available on the website <https://www.robinson.cam.ac.uk/college-life/sport/sports-ground>. However, you may prefer to join the nearby University Sports Centre which has many more facilities.



The College has a partnership with the University of Cambridge Sports Centre to offer Robinson first time members a significant discount (funded by both the College and the Sports Centre) on various membership options. These are set out in a flier which is displayed at the end of this handbook. The centre is situated on Philippa Fawcett Drive, just 5 minutes cycle ride from College and offers great facilities including a gym, strength and conditioning room, badminton courts, squash courts, fives court, fitness classes and personal programmes. For more information, please visit <https://www.sport.cam.ac.uk/facilities>.

Robinson shares a sports ground with Queens', King's & Selwyn Colleges on Barton Road. The ground has two soccer pitches, two rugby pitches and two hockey pitches. Grass tennis courts are available in the summer, and three hard tennis courts and a netball court are available throughout the year.

Rowing takes place on the River Cam, about a mile downstream of the Backs. As in the case of playing fields, colleges own or share boathouses where their boats are stored and changing facilities are provided. Robinson shares boathouse facilities with Lady Margaret Boat Club (St John's).

As a result of the comparative shortness of University Terms, the first matches are usually held very shortly after the beginning of term. Anyone wishing to be considered for a College team should notify the Captain of the sport concerned as soon as possible, ideally at the College Societies Fair. A list of Captains' names and email addresses (CRSids) is available on the RCSA website.

There are competitions between colleges for both team and individual sports. Generally, these consist of leagues and/or Cuppers (knock-out) competitions. In the case of rowing, the main college competitions are the Fairbairn Races (Michaelmas Term), the Lent Races (Lent Term), and the May Races (which take place in June).

### **Sister College Varsity**

Robinson College, Cambridge is the sister college of St Catherine's College, Oxford. In recent years, the RCSA has sought to organise a sister college varsity with St Catherine's in Lent Term, alternating between Cambridge and Oxford. Teams for various sports from the two colleges compete in a day of friendly fixtures before enjoying a Formal Hall together in the evening.

### **The Brickhouse Theatre Company**

The Brickhouse Theatre Company (BTC) is run by students of Robinson allowing budding actors, directors and technical crew to stage productions in the 200-seat College auditorium. BTC runs several productions each term either in the Auditorium or in the Maria Björnson outdoor theatre. A subset of the society, Brickhouse Comedy, runs regular stand-up comedy nights in the Red Brick Café Bar. More information about the BTC is available on their website (<http://brickhouse.soc.srcf.net/>).

### **The Record Library**

The RCSA owns a collection of over 750 CD's and DVD's that are available for students to borrow. The collection includes both classical and popular music and well as TV shows and films.



## **The May Ball**

Robinson traditionally holds a May Ball on the last day of exams in Easter Term. The Ball is entirely organised by students and provides a variety of entertainment alongside plenty of food and drink allowing students to have some fun at the end of the academic year.

The Robinson May Ball Committee is conscious that such balls can be quite expensive and has always tried to keep ticket prices to a minimum ensuring prices are between 30-45% cheaper than other at other colleges. Students can earn tickets to the May Ball by volunteering as part of the student organising committee. Students often offset the costs of attending May Balls by working at others, many offer half-on half-off schemes where attendees work for half the Ball and attend the other half for free or at a reduced cost.

## **Sexual Health Supplies**

The RCSA runs signup sessions for the C-Card service that provides sexual health supplies to young people under the age of 25 free of charge. This is a highly recommended and easy-to-use service. There are also free sanitary products available.

Emergency sexual health supplies are available from the welfare cupboard adjacent to the library toilets, this cupboard is restocked regularly but has a limited stock.

There are contraceptive vending machines in the men's and women's toilets between the JCR and the RBCB.

## **University Clubs and Societies**

There are University-wide Clubs and Societies covering a wide range of activities these include sports, social and dining clubs, debating societies, music and singing, various sorts of dancing, literary societies, railways and model railways, all shades of political clubs and societies, religious activities and so on.

A good way to obtain information about University-wide clubs and societies is to visit the Societies Fair which is held on Parker's Piece and in the Kelsey Kerridge Sports Centre right at the start of the Michaelmas Term but don't worry if you don't have time to find out about societies right at the start; you can join at any time throughout the year and information is available all year round on the CUSU's website (<https://www.cambridgesu.co.uk/>).

The Societies Fair consists of several hundred stalls where members of the University, mainly undergraduates, provide information about the clubs and societies which they represent and membership forms for those who wish to join. Visiting the Societies Fair and signing up for too many clubs is an inevitable part of fresher's week but don't worry - even as a member of a society you are under no obligation to attend events.

## **University Sport**

At University level a much wider range of sporting activities are available in sports where it is not possible for the College to provide facilities (sailing, swimming, judo, etc.). University teams compete nationally against other universities as part of BUCS or other competitions.

If you want to get involved in University sport, joining the appropriate University club is the best place to start. Don't be bashful about putting your name forward, most people

spend only three years at Cambridge and so it's best to get out there and get involved as early as possible. Trials often take place within the first few weeks of Michaelmas Term from which students might be selected for University teams.

Blues or Half-Blues are awarded to those who represent the University in a first team varsity match against Oxford in qualifying sports and may be awarded discretionally for sporting excellence in sports without varsity matches.

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## Postgraduates at Robinson College

Robinson offers a friendly and welcoming environment for all postgraduate students, whether they are new to Cambridge or are existing members of the College. There are currently about 200 postgraduate students in the College, about half of whom are studying for a PhD; the remainder are studying for a wide range of degrees, including MPhils, MSt, LLMS, PGCE, Part III Maths (MMath) or the Clinical Course in Medicine or Veterinary Medicine.

All postgraduate student at Robinson are automatically a member of the MCR - which stands for Middle Combination Room. The common room of the MCR is (confusingly) also called the MCR and is located at the top of the steps above the Linnett Room, off Long Court next to the Chapel. Postgraduate students should activate their blue University Card for access in the Porters' Lodge. The room is a place to relax, work, discuss or simply have fun. Among other things, it has a kitchen with a coffee maker, kettle, microwave and fridge, a widescreen TV, a large DVD library, table football, a selection of board games and a Playstation 4, all for the use of MCR members. Biscuits, tea, coffee and fruit are also provided for members.

The day-to-day affairs of the MCR are run by the MCR Committee, which is elected annually in November from among the postgraduate community in College. A list of the Committee members, their roles and email addresses can be found on the MCR website: <http://mcr.robinson.cam.ac.uk/>. In the event a student committee member of the MCR intermits then they automatically resign their MCT Committee position. Feel free to contact the committee members if you have any questions in regards to college, or if you were interested in joining the committee yourself.

Next to being part of the MCR, postgraduates are also members of the Robinson College Student Association (RCSA). The RCSA includes all students of the college and has its own committee and website (<https://www.rcsa.co.uk/>). Most facilities, membership of clubs, societies and sport teams are open to all RCSA members. All other facilities for students of the College are, of course, also open to postgraduate students including the Garden Restaurant (cafeteria) and the Red Brick Café Bar. Note that outside Full Term catering and bar facilities may be reduces and that the Garden Restaurant and Red Brick Cafe occasionally close down completely for short periods – check the catering website for details of opening hours outside term time (<https://www.robinson.cam.ac.uk/college-life/catering/>).

## Freshers week and events

This all might seem like a lot to take in, especially if you are not used to the College system that is practiced in Cambridge. To make sure this will not be overwhelming, the MCR committee organises initial orientation events in the scope of Freshers Week/Fortnight, which usually takes places around the first week of the academic year. Freshers Week/Fortnight is a great opportunity to introduce you to the college and Cambridge life as well as to fellow Robinsonians. An overview of the Freshers Week/Fortnight events can be found on the MCR website but should also get emailed to new postgraduate students as part of a welcome pack. Every new postgraduate student is cordially invited to attend as many of these events as possible.

Beyond the Freshers Week/Fortnight, the MCR Committee organises various events throughout the year. These include weekly Monday night dinners during term and three formal meals each term which are provided free to all Robinson postgraduates. One is typically a standard Formal Hall on a midweek night (BA Hall), one is a joint dinner with

the Fellows (MCR-SCR Hall) and one is a more informal meal (themed, fancy dress-dinner), usually on a Saturday night, (is followed by a bop (Cambridge term for a disco/club night) in the College Party Room (Saturday Hall). Other events include weekly postgraduate dinners on Mondays in the Garden Restaurant (during term time), film nights, Formal Hall exchanges with other colleges, MCR Happy Hours and Cocktail Parties, plus seasonal events such as Christmas parties, punting and summer garden parties. The events are organised by the Event Officers (or 'Ents') of the MCR Committee so if you have suggestions or want to get involved in planning the social events yourself give them a message! Regular emails are sent out about events and updates can also be found on the MCR Instagram (@mcrobinson).

Another two events to highlight are the MCR-SCR Research days organised by the MCR Academic Affairs Officer and the Postgraduate Tutors. These research days usually take place twice in the academic year (typically in February and May) and are an opportunity for students and Fellows to give short talks about aspects of their research in an informal and friendly setting. It is hoped that postgraduates contribute to these days and thus the intellectual community of the College through their research or taught programmes.

## **Support**

If you have any question, the MCR Committee will usually be a great point of contact. Additionally, both MCR and RCSA have specific welfare officers that are there to support you throughout your time in Cambridge. Another source of support are the Postgraduate Tutors (see Appendix 3) who should be your main contact for any issues concerning College, Uni or your work. Each student will be allocated a Postgraduate Tutor and it makes sense to contact your Tutor on arrival in Cambridge.

Financial matters may be discussed with the Financial Tutor, although your Postgraduate Tutor should be approached in the first instance. Note that all postgraduate students are entitled to claim up to £250 per financial year (1st July to 30th June) for assistance with expenses incurred for academic research or study not covered by other grants. The range of permissible expenses is quite wide and can include financial support for attendance at academic conferences and symposia, travel expenses, binding and printing costs for theses. Application forms can be obtained from the Senior Tutor's Assistant, Mrs Keisha Sharp.

## **Accommodation**

Historically, Robinson has been able to offer accommodation to all single postgraduate students for up to three years of study. However, in recent years, accommodation for postgraduates has become quite limited and fewer than 50 postgraduates can be housed at any one time. Postgraduate accommodation is currently available in Thorneycreek House, Thorneycreek Cottage and 3A Sylvester Road. Some first-year students will automatically be allocated accommodation by the College. In later years, students select their accommodation through a ballot organised by the MCR Vice-President and held in the Lent term. The College also has a very limited number of flats for couples, though there are no College crèche facilities and no accommodation for students with children. We are however part of the Colleges Childcare Bursary Scheme.

If you have to find accommodation out of College, the Accommodation Service <http://www.accommodation.cam.ac.uk/> in Kellet Lodge, Tennis Court Road is a good place to start. There are also a wide range of private student accommodations around

Cambridge including Student Castle (<https://www.studentcastle.co.uk>) and the Railyard (<https://www.therailyard.co.uk>). Other sources of information are the daily Cambridge News, the Postgraduate Union and University Centre noticeboards, the MCR Committee and friends in your department. It is also possible that College postgraduate rooms may become free during the year; you should let the Senior Tutor's Assistant know if you are interested in a room and she will contact you should one become available.

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## College Plans



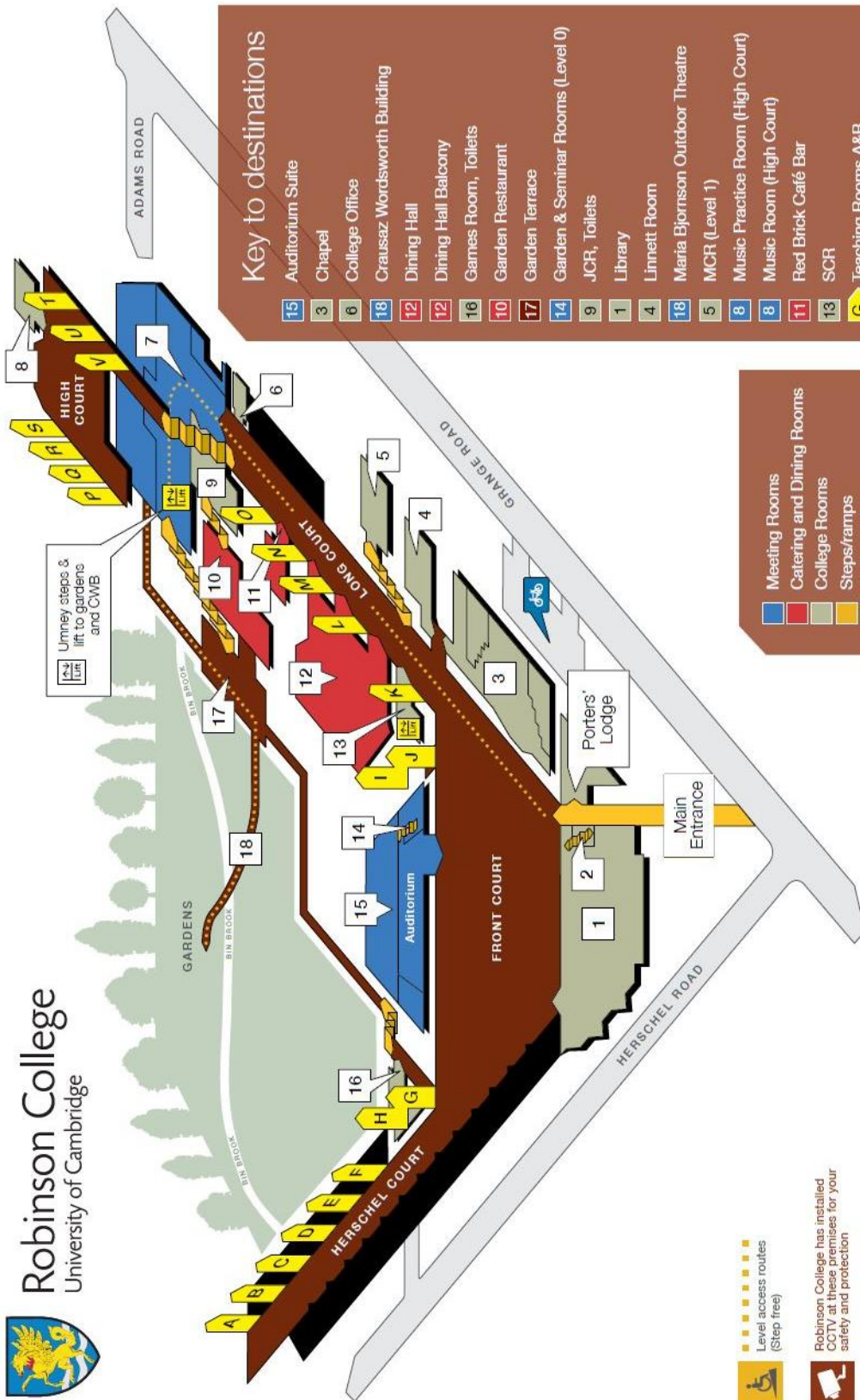
Look for and follow the signs to help you on your journey

2018.1





Robinson College  
University of Cambridge



### Key to destinations

15	Auditorium Suite
3	Chapel
6	College Office
18	Crausaz Wordsworth Building
12	Dining Hall
12	Dining Hall Balcony
16	Games Room, Toilets
10	Garden Restaurant
17	Garden Terrace
14	Garden & Seminar Rooms (Level 0)
9	JCR, Toilets
1	Library
4	Linnett Room
18	Maria Bjornson Outdoor Theatre
5	MCR (Level 1)
8	Music Practice Room (High Court)
8	Music Room (High Court)
11	Red Brick Café Bar
13	SCR
G	Teaching Rooms A&B
2	Teaching Rooms 1 - 7
7	Umney Theatre Suite

- Meeting Rooms
- Catering and Dining Rooms
- College Rooms
- Steps/ramps
- Staircases
- Courts and paths



Level access routes  
(Step free)



Robinson College has installed  
CCTV at these premises for your  
safety and protection

## Main College Buildings

Look for and follow the signs to help you on your journey

2018.1

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## College Departments & General Information

### Fire and Security

#### Fire

All buildings in the College estate are covered by an automatic fire alarm system. You must evacuate the building upon hearing the alarm and go to your assembly point. You must obey Porters' or other staff's instructions during a fire alarm.

The alarms are tested between 0830hrs and 1000hrs every Tuesday. You do not need to evacuate during this short test.

You must co-operate with the College's unannounced annual fire drills.

**There are fire extinguishers on each staircase and fire blankets in the staircase kitchens.** Misuse of the fire equipment causes danger to life. **OFFENDERS WILL BE CHARGED £250.00 AND MAY BE REQUIRED TO LEAVE THE COLLEGE.** **Please familiarise yourself with the procedures to follow in case of fire; these are placed in every room.**

Fire Doors are required by regulations to restrict the spread of fire, in order to allow people to evacuate to a safe place. Fire doors **MUST NOT** be propped open for any reason, and must remain closed when not in use.

**The use of candles or similar unprotected flame hazard is expressly forbidden.** Every staircase in the main building has two **kitchens**, each of which is shared by between seven and ten students. Only limited cooking facilities are available in the staircase kitchens because of fire risk and restricted ventilation. Fire safety is a major issue in the College, particularly in the staircase kitchens, and we require you to take this very seriously. Unattended cooking and excessive steam and/or smoke may trigger the fire alarms.

It is your responsibility when cooking to do all that is reasonably possible to avoid the fire alarms going off; if a fire alarm goes off and you could have prevented this by cooking more carefully, then disciplinary measures may be taken. **Cooking, including use of toasters, is not allowed in your room.** Please refer to Appendix 6 Section 4(ii) for further information in respect of cooking equipment.

#### Fire Risk Assessments

The fire risk assessment and fire policy for the main College building is published on the College website.

The fire risk assessment for College hostels are available to view in each hostel.

#### Smoking/Vaping

Smoking/vaping is prohibited in virtually all of the College. Smoking/vaping is not allowed in any room in the College including bedrooms, nor is it allowed on any walkway, balcony, staircase or landing. **Smoking/vaping is only allowed in the gardens and in Long Court between the hours of 0800hrs and 2300hrs.** Please do not leave cigarette ends around the gardens or courts - use disposal receptacles, taking care to extinguish smoking/vaping material first; receptacles are provided in



Long Court and at the Hostels. See Appendix 6 Section 10 for details of College Smoking/vaping Regulations.

## **Security Policy**

### **Purpose**

The College's policy for the management of security takes account of the following legislation and standards

- Health and Safety at Work Act 1974
- Data Protection Act 2018
- Surveillance Camera Code of Practice Pursuant to S29 of the Protection of Freedom Act 2012
- Counter Terrorism & Security Act 2015
- BS 7958 CCTV Management & Operations Code of Practice
- BS 7499 Static Site Guarding and Mobile patrol Service Code of Practice
- BS 7858 Security Screening of individuals employed in a Security Environment Code of Practice

### **Scope**

This policy applies to all members of the College including (but not limited to): Students, Staff, Fellows, Visitors and Contractors.

The policy specifies the role of the Porters' Lodge team and its remit across the College estate.

Security teams may also be provided by a third party, for example for May Balls, other special events, occasions where demonstrations or disorder is expected. These staff will be accredited and licenced in accordance with Security Industry Authority norms.

Security teams from the University of Cambridge may also be invited onto the site to assist in controlling disorder.

The College estate encompasses:

- The Main College Building (MCB) situated on Grange Road comprising offices, workshops, laundries, staircase bedrooms, flats, sets, meeting rooms, café and dining rooms, Library, Chapel and theatres
- College hostels on Adams Road and Sylvester Road and off Herschel Road
- The Crausaz Wordsworth Building
- The Warden's Lodge

The security of personal property such as laptops, cameras, books and mobile telephones remains an individual's own responsibility.

### **Policy Statements**

The College is committed to ensuring, as far as is reasonable and practicable, the security and safety of all students, staff, fellows, visitors and contractors whilst living in, working in, using and accessing the College estate.

The Domestic Bursar in conjunction with the Heads of Departments and Porters' Lodge team is tasked with providing, as far as reasonably practical, a safe and secure environment.

Students, Staff and Fellows must all fulfil a role in promoting and maintaining a secure environment through:

- Challenging and reporting suspicious activity
- Reporting suspicious objects
- Keeping doors of rooms not in use locked
- Prompt setting of security alarms
- Locking bedroom doors when leaving them unattended
- Limiting access to nominated individuals to secure areas
- Denying access to unauthorised visitors
- Keeping keys, ID cards, access fobs or passwords/PIN numbers secure. Not passing them on to third parties to allow access or parking
- Reporting security breaches
- Prompt reporting of lost keys and access cards/fobs
- Maintaining inventories of high value assets
- Good housekeeping

Students, Staff and Contractors should take all reasonable measures to ensure their own personal safety and security. They are also responsible for their own personal property and should never leave valuables (such as phones, money or IT equipment) unattended.

Heads of Departments have a key role in promoting security within their own area to protect their people, information and assets. They are responsible for implementing the College Security Policy in their area but can delegate responsibility for routine tasks to a nominated individual in their team.

The College's view is that the campus should be an open and welcoming environment with areas only made unavailable or secure where and when the need arises. Security measures are implemented in accordance with available resources and most importantly in proportion to the assessed risk and threats to the College, its people, assets and information. These threats may include vandalism, theft, intentional and accidental damage, natural disaster, violent incidents, protests/demonstrations, terrorism and other non-traditional threats.

Members of staff will receive training and certification appropriate to their role, including regular refresher training. Porters may also be subject to disclosure checks.

The Porters team work in liaison with other College Departments, and where necessary, take additional security measures to protect high value assets, high-risk events and confidential information. Defence in depth implements a combination of physical, technical and procedural security measures and includes:

- 24-hour, year-round security team who carry out regular patrols and attend incidents and alarm activations, including first aid response
- Locking and unlocking of gates and buildings, access to buildings out of hours
- Controlling access to car parks, buildings and limited access rooms
- Key issue and return: follow up of non-returned keys
- CCTV recording and ad hoc observation from the Porters' Lodge
- Maintaining a central log of incident and overnight reports, as well as overseeing 'out of hours' emergency maintenance call-outs

- Initiating the Emergency Response Plan following major incident or threat to the College
- Monitoring of fire alarms, liaison with emergency services as well as responsibility for emergency evacuation instructions
- Response to lift emergency alarms
- Setting and unsetting of electronic alarms in secure rooms/buildings and response to alarms received
- Reporting point for welfare or safeguarding concerns
- Reporting point for theft or lost property
- Check in and check out of Contractors' staff and other College invitees
- Reception point for students, visitors, guests and conference delegates

## Policy Enforcement

Failure to comply with this Policy may lead to refusal or removal of access from specific rooms and/or car parks. It may also lead to action in accordance with the Student or Staff Disciplinary Policies or referral to the Police.

For contractors it may lead to referral and response by the Maintenance Manager or other appointing department manager.

## Related Documentation

Robinson CCTV Policy

Robinson Data Protection Policy

Robinson Confidentiality Statement

Robinson Permit to Work

Robinson Visitors and Contractors Policy

## Gates and keys

The main gate, Bin Brook gate and the cycle sheds are locked at midnight. After midnight students can gain access to the College by using the small wicket gate in the main gate with their university card. If you expect to return to College late, check that you have your card with you. The Porters' Lodge is staffed 24 hours a day. Access may be more restricted during examinations and outside Full Term or if a special event is taking place. You are issued with keys to your room and to your staircase kitchen. There have been a number of thefts from kitchens so they should be kept locked. Theft is a problem for all colleges, **so you are also strongly advised to lock your room and windows whenever you are out and also at night.** Room keys must be returned to the Porters' Lodge at the end of each Term, and other keys at the end of the year. Please do not detach the electronic fob from your room key. See Appendix 6.4(vii) for details of regulations concerning room keys.

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## Porters' Lodge

The Porters Lodge will be your first port of call not just when you arrive but probably on a daily basis. The department is staffed all day every day and this is where you should come if you have a query, concern, an accident or injury or you just need to check something. The Lodge is situated at the top of the main entrance ramp on the corner of Grange and Herschel Roads. Areas of responsibility for the Porters are wide and various and include, arrival and departure routines, security, fire prevention, mail, and telephones. More details are shown below.

### Mail and parcels

Mail is placed in pigeon-holes in the Porters' Lodge. Mail should be addressed to the recipient at Robinson College, Cambridge, CB3 9AN. There is a post box in Grange Road at the end of Burrell's Walk. Collection times: weekdays 1715hrs.

Parcels, other than small ones which can fit into pigeonholes, will normally be stored in the Post Room located below the Porters' Lodge and you will receive email notification that your parcel is available to collect. The Post Room is opened for limited times which are published on the door and in the Porters' Lodge.

### Bicycles

All students' bicycles must be labelled with the numbers allocated by the College. These numbers assist the Police in searching for the many bicycles which are stolen each year. Adhesive labels with your number should be obtained from the Porters' Lodge and be affixed to the handlebar.

Insurance of any bicycle in good condition is essential because the chances of recovery in case of loss or theft are remote. The main large cycle racks are located on Herschel Road. There is also a bicycle store underneath the Bin Brook Concourse and at various hostels around the College estate. Bicycles must be placed in the racks or stores provided and must not be placed elsewhere within the Main College Building or in its near vicinity, or else they will be impounded and not released without payment of a charge. Cambridge Police are particularly vigilant in administering the law concerning bicycles, especially regarding brakes and lights, one-way travel and cycling within the City Centre pedestrian precinct, so you are well-advised to maintain your bicycle in a safe condition and obey the Highway Code. In general, it is not a good idea to bring an expensive bicycle to Cambridge; professional thieves operate in the city and the life expectancy of an expensive bicycle is uncomfortably short.

### Launderettes

There are two launderettes in College – the main one beneath the Porters' Lodge (basement level on Teaching Room staircase) and the second one adjacent to 4 Adams Road. Both have washing machines and driers operated through an app system by our laundry contractor WashStation [www.washstation.co.uk](http://www.washstation.co.uk) Detailed instructions are available in the launderettes or contact. Faults or difficulties with the system should be reported to WashStation through the student helpline on 0800 141 2331 or email to [service@washstation.co.uk](mailto:service@washstation.co.uk).

An iron and board is available in the Launderette.

### Taxis

The Porters will arrange for taxis to be ordered for junior members who are in physical discomfort, or who have to travel some distance late in the evening. Where the need

arises from a medical condition and the costs create a financial problem, consult your Tutor and the College Nurse, the College may well make a contribution, if the need is approved by the Nurse.

## **Guest Rooms**

There are three guest rooms, Q3, R2 & R6 each containing twin beds, which you may book through Conference & Catering for your guests at a charge of £56.45 single and £89.45 double (including VAT) per room per night. Payment for guest rooms cannot be put onto your bill and must be made during the stay. A room may be booked for a maximum of 3 nights, any longer stays will need to be authorised by the Head Porter.

## **Telephones**

The College telephone number is Cambridge (01223) 339100, but friends and relatives may also dial other numbers to contact junior members:

JCR	- 339239	2 Adams Road	- 339803
RBCB	- 339138	4 Adams Road	- 339213
1 Sylvester Road	- 339219	5 Adams Road	- 339218
2 Sylvester Road	- 339179	6 Adams Road	- 339234
3 Sylvester Road	- 339224	1A Sylvester Road	- 339212
Thorneycreek Cottage	- 339194	Thorneycreek	- 339215

These numbers are part of the University Network, which connects most Colleges and Departments independently of British Telecom. Calls within the University Network are free of charge to users. Directories are published at the beginning of each academic year, and it is worth making a note of the University Network numbers of, say, your supervisors, Tutor and Director of Studies, as well as their email addresses.

To dial a University Network number from an internal telephone, drop the first digit (usually 3 or 7) and dial the final 5 numbers only.

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## Information and Communication

Please get into the habit of checking your email regularly, as important information is frequently communicated to you this way.

Notices are posted on boards or screens in several areas of the College. The Tutorial Noticeboard is located in the Porters' Lodge and sports notices are posted on screens outside next to the main gate. College circulars are periodically issued to each member explaining immediate matters of concern. There are also noticeboards outside the JCR, mainly for scholarships and (in the Easter Term) examination information, and inside the JCR for all unofficial notices. Current Proctorial notices are displayed on the noticeboard at the entrance to the JCR. Under its legal responsibilities, the College reserves the right to withdraw any poster or other display published on noticeboards and/or websites or other media where the College believes that the material may be offensive, derogatory, defamatory or likely to cause incitement to disaffection or that the College principles under its Freedom of Speech policy may be compromised.

***Indiscriminate posting of notices in the town has caused the City authorities to ask colleges to discourage this malpractice and it has been banned by Proctorial Edict. (Proctors are the University "police").***

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## Accommodation

### Living Out

- All undergraduate students are currently provided with a College room.
- Occupancy Agreements cover the three terms of the academic year. There is normally no remission of charges for periods of absence during term time.
- The Senior Tutor's permission is required to live out as an undergraduate during term time.
- If permission is granted, **one full term's notice for vacating your College room is required.** Note: Permission to live out in the Michaelmas term must be received before the start of the Long Vacation term (i.e. by no later than early-July).
- The notice must be given in writing to the Senior Tutor's Assistant, either by letter or by email ([ks610@cam.ac.uk](mailto:ks610@cam.ac.uk)).
- The notice will be acknowledged and the Finance Office informed of it by the Senior Tutor's Assistant.
- When insufficient notice is given, the College reserves the right to make a charge equivalent to the Residence Charge for period in lieu of notice.

### Living In

Undergraduates normally live in College accommodation, although, after your first year, this may not be located at the main College site, or you may choose to live in privately rented accommodation. **All members living in accommodation not owned by the College are required to keep the College informed of their address.**

A ballot is run by the RCSA and/or MCR in the Lent Term for the allocation of rooms for the next year.

## College Rooms

### ANUK National Code

The College has signed up to the ANUK National Code for the provision of student accommodation. This provides for minimum standards to be achieved in respect of letting policies and administration; accommodation quality, cleaning and maintenance; support facilities including laundry and mail handling; fire safety, security and electrical/gas appliance management; sustainability measures; disputes and complaints processes. For more information, please contact the Head of Conference & Catering or visit <https://nationalcode.org>.

### The Residence Charge

These are total residence charges which include rent, energy, water, IT and domestic services. There is no additional kitchen fixed charge, there are no additional charges for utilities and there is no charge for normal levels of internet use (although there are download limits in place on the network in order to safeguard its operation).

**For Undergraduates**, the termly Residence Charge covers a period of up to ten weeks **in Term**. The termly charges are arrived at by spreading the total annual charge equally across the three terms. They are fixed for the first 3 years (9 terms). Changing room type will, of course, change cost.

**For Postgraduates**, the termly Residence Charge covers 13 weeks for the first three terms (Michaelmas, Lent & Easter) and 11 weeks of the long vacation.



## Vacation Accommodation

A vacation charge is payable for early arrival or late departure, i.e. after the end of ten weeks or at the end of University Term, whichever is the earlier. Outside term any student permitted to stay in residence will pay an additional nightly rate of £23.28 (2024/25 rate). To stay in College out of Term, you need the written permission of the Senior Tutor's Assistant; such permission is given where possible, with academic needs being considered a high priority and personal convenience a very low priority. Vacation accommodation is always subject to availability. All rooms in the main building are used for conferences during the Christmas, Easter and Summer Vacations. The precise times when you need written permission from the Senior Tutor's Assistant are given in the [Dates of Residence](#) section.

## Your room, its furnishings and equipment

### Electrical equipment

The electricity supply is 240v at 50Hz. Sockets are designed to take standard 13 amp plugs and care should be taken not to overload them. Each room has a circuit breaker to prevent overload using too many electrical appliances at once can cause a fault and trip the system. Should the circuit breaker trip, **the reset may not be carried out until the following working day** – take care!

You may introduce for use in your room kettles, radios, televisions, HiFis, video/DVD's, computers/laptops, hairdryers/straighteners and shavers. However, all appliances should conform to a British Standard and all electrical appliances and items should only be used with a standard UK specific insulated plug. **You may use a 4-gang extension lead which has each point individually isolated (anti-surge) – see [Appendix 6 Section 4\(ii\)](#).** If you wish to bring any other electrical device in to College you must first gain approval from the Head of Maintenance and College Electrician, and then get permission from the Domestic Bursar.

If you have a television in your room (or watch TV through any other device), you will need to purchase a TV licence.

If you are coming from overseas (including Europe) you are advised to bring the minimum of electrical equipment because it may not conform; this applies to leads adaptors and plugs as much as to appliances. UK connector adaptors, for mobile phones, laptops, iPads etc. can be purchased online from an Apple Store or Amazon (but be aware of cheap imitations – these have been known to catch fire). It is recommended that students from overseas (including Europe) do not bring items such as rice cookers; these are easily purchased in the UK. **Items that do not conform may be seized by the College staff, as a fire risk, and retained by the Porters until you leave at the end of term.**

Student kitchens are provided with some cooking appliances. Please do NOT bring microwaves or hobs or any equipment that is proscribed (see below).

Student electrical appliances may be tested by an electrician. You will be given notice of the need for portable appliance testing, probably in Michaelmas or Lent term.

Please note that some items are specifically banned from use in College – please see Appendix 6 Section 4(ii) below. If there are any doubts about the suitability or safety of any equipment, students should consult the Maintenance Manager. Non-essential electrical equipment should be switched off when going out as this not only

saves energy but reduces the risk of fire. Please refer to [Appendix 6 Section 4\(ii\)](#) for further information in respect of cooking equipment.

If you wish to keep a fridge in your room, it must be registered (make and serial number) with the Housekeeping Department; you are only permitted to have a small refrigerator (no bigger than 50 litres). Freezers are not permitted. Permission for a larger fridge will NOT be given. Please be aware that some fridges have an integral freezer compartment and there is the potential that when defrosting they will leak water. Any damage done to the College furniture or carpet may be charged for. Fridges may not be left in rooms over vacations and storage is very limited. You are permitted to leave a fridge in the trunk room as part of your trunk room quota. The fridge must be empty and clean. Any fridge left in your room at the end of ANY Term may be disposed of and a disposal charge of at least £60 added to your College bill. Unregistered fridges will automatically be disposed of. Over the summer vacation there is even less storage available and therefore fridges not removed at the end of the Easter Term will automatically be disposed of and a disposal charge levied.

## Damage

Damage to student rooms (carpets, furniture and decoration) not caused by fair wear and tear will be charged for; if the damage is malicious, a fine may also be payable. You will be asked to complete a form agreeing the state of the room at the beginning of each term. Your room will be inspected just after you vacate it.

## Notices, Posters & Flags

Posters may be stuck to walls and doors but **not** on windows, always facing into the interior of the room, and on condition that you must pay for the repair of any damage resulting from the use of drawing pins or plastic adhesive materials. You should not drive picture hooks or nails into the walls of your room or the inside or outside of your doors. Noticeboards are provided in rooms for posters and the like; in addition, picture rails are installed in most rooms. Blu Tac/white does not harm a door, but it ruins a plastered wall. **Please do not use Blu/white Tac on the noticeboards. If the use of Blu/white Tac involves the Housekeeping staff in extra work cleaning walls, a charge may be imposed;** if inspection of your room when you vacate it reveals that it needs redecorating, a charge may be made depending on its original state when occupied.

Flags and other fabrics must not be hung from windows nor exhibited within rooms where they can be seen from outside the room. Flags and other fabrics must not be hung in corridors or in communal areas.

## Vacating your room at end of term

At the end of term, please leave your room in a clean and tidy condition. The mattress protector, duvet and two pillows must be left on the bed. All rubbish must be placed in the black bin bags provided. Excess rubbish left in your room at the end of term will incur an extra charge to cover the College's costs in clearing it away. Any student owned bedding left behind will be disposed of.

Robinson College is a very busy Conference Centre during the College vacation. Main College rooms are likely to be used every vacation by conference delegates or B&B guests while Hostel rooms will be used for other students and visitors. It is therefore very important that you vacate your room at the end of term no later than the date/time specified on your 'Going Down' form (equally, that you do not return to

College any earlier than the date/time specified on the 'Going Down' form). The Housekeeping and Maintenance staff strive hard to maintain the standard of rooms and they appreciate your help and co-operation. If your room contains lockable cupboards above the wardrobe, you may normally use these to store possessions during the Christmas and Easter vacations. There are special arrangements for the summer vacation. Hostel rooms must always be fully vacated and all your possessions removed. There is a trunk room which can be used by arrangement with the Porters for the storage of a specified number of trunks and/or other items – information on the trunk room facilities and policy is distributed towards the end of each term by the Head Porter and in the 'Going Down' form.

### **Staircase and Hostel Kitchens**

The staircase kitchens have microwave ovens, two-ring cookers, fridges, sinks and there is a cupboard for each student. Limited cooking facilities are available in staircase kitchens because of the fire risk and restricted ventilation. Because fire safety in staircase kitchens continues to be a problem, the range of cooking facilities available in the kitchens remains under review by those responsible for your safety in the College.

The hostel kitchens vary in size and availability of storage space. They have either freestanding cookers or built-in ovens and hobs, microwave ovens, sinks and there are some storage cupboards. Because fire safety in kitchens continues to be a problem, the range of cooking facilities available in the kitchens remains under review by those responsible for your safety in the College.

**Pilfering from kitchens only happens infrequently. Complaints to the bedmakers about pilfering from kitchens will be passed to the RCSA Committee. You will be issued with a kitchen key and it is advisable that the kitchen door is kept locked at all times.**

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## Housekeeping

The Housekeeping team cover the cleaning of all areas of the College including the main College building and all the hostels. The Housekeeping Office is located just off the Bin Brook concourse at the northern end of the main College building.

To contact Housekeeping please:

Contact us via the college website: <https://www.robinson.cam.ac.uk/college-life/housekeeping/housekeeping-feedback-form>

Visit our office at the back of the Umney Foyer or email:

[housekeeping@robinson.cam.ac.uk](mailto:housekeeping@robinson.cam.ac.uk).

Our opening hours are generally Monday to Fridays, 7.00am to 4.00pm

### Role of the Bedmaker

Each room is allocated a Bedmaker who will on the whole be your regular contact in the servicing of your room. There are also supervisors who you may meet from time-to-time.

Student rooms are cleaned once a week on a specified day. The bedmaker will clean the room between 0900hrs and 1600hrs so please be up by 0900hrs on cleaning day. Rubbish bins are emptied on a Friday and on room cleaning day.

### *Bed Linen*

The College provide bedding (2 pillows, 1 single duvet, 1 mattress protector) and students are invited to provide their own linen – we suggest 2 or 3 sets to enable laundering. Those students wishing to purchase linen from College may do so – a linen pack will consist of a duvet cover, a single bedsheet and 2 single pillow cases and students will then keep these as their own property. The cost per pack will be £16.00. Students may pre-order by Friday 20 September 2024 in which case the pack will be delivered to your room. There will be emergency supplies available from Porters Lodge or Linnett Room on Saturday 5 October in case students have forgotten to make arrangements or not done so in time. Charges will be applied to invoices for payment during Michaelmas term. Students may purchase additional packs at any time, subject to availability.

Students will need to make their own beds and it is strongly recommended that linen is changed at least every second week. Linen left on beds perpetually will become very uncomfortable and indeed unsanitary (due to perspiration) and may have a detrimental effect upon the duvets/pillows/mattress covers/mattresses. In the event of damage, College reserves the right to charge students for replacements.

### Kitchens

Kitchens are cleaned on a daily basis every weekday. The Bedmaker is responsible only for the general cleaning of student kitchens which entails emptying the rubbish, cleaning the floor, the sink and draining area and wiping over the cooker and refrigerator. The refrigerator will be defrosted as and when necessary. The cooker will only be wiped down. It is up to the occupants of the hostel/staircase to clean and tidy up after themselves, keep the cooker clean and fit for use by everyone. **Washing up is your responsibility.** Again, the Bedmaker has instructions to report any untidiness or damage to the Housekeeping Manager. Repeated untidiness may

result in the kitchens being closed down for a period and/or a fine if the matter is referred to the Dean.

## **Complaints**

If you wish to make a complaint about a Bedmaker, you should contact the Housekeeping Manager. If there is no improvement after one week, contact an RCSA Committee member and arrange a liaison meeting to sort out the problem.

## **Disputes procedure**

If a Bedmaker complains about the general state of your room and you take no action within seven days, the following procedure will be followed:

- 1) The Housekeeping Manager, or her Deputy, will first check the room to assess the situation.
- 2) If she is in agreement with the Bedmaker, a letter will be written to you.
- 3) If you disagree with the letter, you can either:
  - a. contact the Housekeeping Manager; or
  - b. contact the RCSA President or RCSA Catering and Amenities Officer.
- 4) If the RCSA is contacted, a liaison meeting with the Housekeeping Manager should be arranged in order to come to an agreeable solution.
- 5) If no solution is agreed upon, your Tutor will be informed.

Staff are instructed to report to the Housekeeping Manager about any consistent untidiness or damage to the furniture and fittings. Rooms will be checked each term by the Housekeeping Manager, Housekeeping Operations Manager or Housekeeping Supervisors.

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## Maintenance Department

The College deploys a team of qualified tradesmen who look after both our day-to-day maintenance and our planned works as well as some project work.

### Reporting faults and problems

To report a maintenance fault visit: <https://maintenance.robinson.cam.ac.uk/> or email to: [maintenance@robinson.cam.ac.uk](mailto:maintenance@robinson.cam.ac.uk)

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## Sustainability

Here at Robinson College, we are all proud of our reputation as an organisation committed to reducing the impact of our activities upon the environment. To see how you can assist with this journey here at Robinson College please view

<https://www.robinson.cam.ac.uk/college-life/sustainability-robinson-college>

### Sustainability Policy

The College Sustainability Policy is monitored by the College Council through the College Sustainability Committee which is tasked with ensuring the implementation of the policy and to assist in achieving the overall goal to reduce the College's carbon footprint. The RCSA and MCR Green Officers are members of the Sustainability Committee and are able to represent your views and thoughts in College planning. The Sustainability Committee works to an Action Plan which is updated each year. For information on the current strategic goals, please contact the Domestic Bursar.

You can find further information on Sustainability at Robinson College on the website <https://www.robinson.cam.ac.uk/college-life/sustainability-robinson-college>. There is also a Green noticeboard at the top of the Garden Restaurant staircase where a number of our Green activities are promoted.

### Waste and Recycling

All users of the College are encouraged to dispose of waste sustainably. Recycling facilities are available for use by students, staff and visitors. The College operates a recycling system for card, paper, plastic and glass; all food waste from the kitchen is processed for composting. Additionally, the College recycles light bulbs, including fluorescent tubes, printer cartridges, computer hardware and furniture wherever possible. Further information about recycling is available below or from Housekeeping. Almost all the College waste is all reused in some way – either through recycling or it is processed for waste derived fuel. We are working hard to achieve 0% waste to landfill.

### Recycling

The College has excellent recycling facilities and is one of the best colleges in Cambridge for recycling. Recycling bins are provided in all bedrooms. The recycling bins are emptied by Housekeeping staff. Other recycling and disposal facilities are listed below. **Please note that broken glass should not be put into bins - please keep glass separate and mark as broken glass or contact the Housekeeping Office for advice.**

Re-usable envelopes/jiffy bags can be handed in at the Porters' Lodge for re-use.

Recycling is available in the following places:

#### **Paper and cardboard (please do not leave under the staircase or in the hallways)**

- Wheelie bins on Front and High Court
- Library photocopy room, on each floor and library entrance
- Computer room
- JCR



### **Cans, cartons, plastic bottles and containers.**

Bedrooms

Kitchens

At the bottom of every main college staircase

### **Printer cartridges and batteries**

Recycling bins are provided in the service yard

### **Mobile Telephones**

On request to the RCSA/MCR Green Officer

Please make sure that all bottles, cans, cartons and plastic bottle/containers are clean before recycling. Plastic bottles must be flattened before recycling and tops removed.

Eventually we would like all students to be responsible for their own rubbish and to use the facilities provided by the College on an individual basis. Please remember, Cambridge has a big landfill problem so your help in recycling as much as possible is invaluable. Your RCSA Green Officer ([green@rcsa.co.uk](mailto:green@rcsa.co.uk)) will try to answer any further questions about recycling/fair trade shopping etc.

### **Utilities - Consumption**

There is a standing policy to use low-energy light bulbs throughout the estate unless there are specific reasons not to. The consumption of energy and water are monitored by the Facilities and Finance teams and we are working towards a consistent measurement of *consumption per user unit* so that comparisons can be effectively made with a view to targeting improvements. The College has fitted solar panels on part of the main building and also a water source heat exchange unit in Bin Brook to help with its strategic goal to minimise the use of fossil fuels.

### **Improvements, Purchases and Developments**

Wherever possible, specifications for new or replacement systems and equipment take account of the College's environmental objectives.

### **Ethical Food Policy**

Food sourcing is carefully managed with the emphasis upon seasonal and local purchasing wherever practical.

The College, through its purchasing agent, encourages the stipulation of food provenance on food invoices in order to be able to drive this objective. The College manages other aspects of its sustainable food sourcing in accordance with its Food Ethics Policy – see website.

### **What you can do**

All members of the College are encouraged to take proactive steps to help the College achieve its strategic goals. Ways you can help are:

- Turn down heating in favour of an extra layer of clothing
- Use cold water washes in laundry facilities
- Close windows when heating is on
- Turn off all lights when you leave your room

- Turn off all other electrical equipment rather than leaving them on stand-by
- Reduce waste, reuse receptacles, recycle where you can
- Minimise your use of water – don't run the tap while you clean your teeth

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# Computing and IT

## Introduction

Computers and networks are powerful technologies which enable College members to access, use and distribute the College's and University's information and knowledge. As such, they are critical to the College's continued existence. With the privilege to use the information resources of the College and the University come specific responsibilities.

These are defined by:

- JANET policies: <https://community.jisc.ac.uk/library/acceptable-use-policy>
- University rules: <https://help.uis.cam.ac.uk/policies>
- College : <http://www.robinson.cam.ac.uk/college-life/it/network-usage-rules>

This section summarises key points. For more detail, please refer to the resources listed above. Failure to comply with policy will lead to disciplinary action.

Students at Robinson have access to a wide range of computer facilities provided in part by the University, and in part by the College.

## IT Office

The Office is located at the bottom of Q Staircase, off High Court. Opening hours and support information can be found at <http://www.robinson.cam.ac.uk/college-life/it/contacts>. The College operates a helpdesk system for students; you can email [helpdesk@robinson.cam.ac.uk](mailto:helpdesk@robinson.cam.ac.uk), and one of the IT staff will respond to your request.

## Robinson IT Facilities

### *College Computers*

The College provides communal access computers for the use of all students. The Student Computer Room has a number of Windows computers with Microsoft Office. There are additional PCs in the Library. There are also 2 Catalogue-query terminals in the Library.

### *Printing/Scanning and Photocopying*

Printing/scanning and photocopying in College uses the Common Printing Balance, a prepayment system which is common to many of the computer rooms across the University. Printing credit can be obtained by logging onto the [eCredit webpage](#). Credit is not refunded when you leave the University, but can be transferred to another University member on request. Photocopier can be located in the Student computer room in Teaching Room 1 above the Porters Lodge and in the College Library.

## Websites

The Robinson College IT department provides webpages offering a great deal of useful information and help specific to the local network at: <http://www.robinson.cam.ac.uk/college-life/it>.

The rules imposed on all students who use the College data network are published at: <http://www.robinson.cam.ac.uk/college-life/it/network-usage-rules>.

Information relevant to the Robinson College Students' Association, and to Robinson College Student clubs and societies is published at <https://www.rcsa.co.uk/>.

## **Robinson Network**

The College provides a local wired and wireless network for the benefit of staff and students. This network covers the entire College site and connects all student rooms on campus, via the University's network, to the Internet. Wireless facilities include an open Wifi network and Eduroam (a worldwide educational network).

## **Getting Online**

To register your device on our network, for either wired or RC-Wi-Fi, open your browser to any webpage e.g. [www.example.com](http://www.example.com), you will be redirected back to our Robinson College Computer Registration webpage. Please follow the instructions.

The registration process should take 2-3 mins and you should hopefully be redirected to the Robinson College website once it has finished.

If you have any issues with connecting to the network, you should email [helpdesk@robinson.cam.ac.uk](mailto:helpdesk@robinson.cam.ac.uk) for assistance.

The installation and/or use of peer-to-peer software and private wireless networks is strictly forbidden.

There is no charge for network use for students paying the Residence Charge.

## **University IT Facilities**

### **University Network**

The University Information Service (UIS) operates a network interconnecting all the Colleges, and providing fast access to the internet via JANET, the UK's main academic network.

#### **MCS Facilities**

In addition to this, the UIS operates a Managed Cluster Service providing many computer rooms around the University (see College Computers section). All students are eligible to use this facility and a single MCS/Raven ID and password is used. UIS also run a series of free training classes and lectures on widely used services and software, such as email, word processing, Windows, UNIX and more. Details of these courses are published at: <https://training.cam.ac.uk/ucs/>.

### **Electronic Mail**

Every student is allocated a University email address on arrival. You can access your email via webmail, via an email program (e.g. Outlook, Mail) or via your personal smartphone/tablet. Email is an important method of communication between departments, supervisors, colleges and students, so all students are required to use this facility and to check their emails regularly.

## Conference and Catering

To give feedback to the Catering Team visit:

<https://www.robinson.cam.ac.uk/college-life/catering/catering-feedback-form>.

### Catering Services

The Garden Restaurant where Breakfast lunch and Dinner are offered, together with the Red Brick Café Bar both operate on a CASHLESS basis. You will require your University Identity Card (UIC) to identify yourself and qualify for member discounted prices which can be anything up to 20% lower than non-member prices.

The normal method of payment for meals will be by adding money onto your UIC, which can then be used to pay as you dine. Information on adding money to your card can be found on the Website. Debit cards can also be used, but Credit cards/ American Express card are not accepted.

#### **Cash is no longer accepted in our Catering Outlets**

In both Garden Restaurant/Dining Hall and the Red Brick Café hand sanitisation is available

### Garden Restaurant opening hours

Monday to Friday

Breakfast	0800hrs to 0900hrs
Lunch Mon - Fri	1220hrs to 1340hrs
Dinner Mon - Fri	1800hrs to 1915hrs
Brunch/Lunch Saturday & Sunday	1200hrs to 1330hrs
Saturday and Sunday Supper (IN RBC)	1700hrs to 1830hrs

Varying priced options, freshly prepared by the College's team of chefs are available daily. These consist of three hot choices, including a well-balanced lacto-ovo vegetarian option, and salad bar. In addition to this, hot and cold beverages and a good selection of home-made desserts are offered. All items are individually priced. The discounted prices for members of the College range from about £1.80 for a substantial snack to about £5.10 for the more expensive main dish options with accompaniments.

### Special Dietary Requirements

Vegetarian and vegan options are offered in the Garden Restaurant daily. If you have any other specific dietary requirements, please come and discuss them with the Deputy Catering Manager. Where possible, dietary needs on medical grounds will be met.

## **Guests**

Guests are welcome to dine in the College although a surcharge on all dishes will apply for non-members.

## **Formal Halls**

There are two dinners each week and places must be booked in advance. Both are Formal Halls with Fellows and their guests using the High Table. Members and guests are expected to treat occasions with respect – to dress tidily, to remain in their seats until the meal is over.

Since these are the formal occasions in the College week, those who wander about during the meal or behave in a way which inconveniences the staff and other diners will be asked to leave. Hosts are entirely responsible for the conduct of their guests, who **must** be identified when they are booked in. Dinner is served at 1930hrs and gowns must be worn on both Tuesday and Fridays.

Halls are occasions enjoyed by all who attend; don't let your enjoyment get out of hand. Excessive consumption of alcohol at Hall is not tolerated; students who have drunk so much that their behaviour is not acceptable to the Fellows and staff present will be asked to leave. Drinking games, such as pennyng, are not acceptable. Any inappropriate behaviour in this formal dining setting may result in an immediate ban from future occasions. Please refer to the [General Regulations for Junior Members Regulations Appendix 6](#) for full details of expected standards of behaviour.

## **Red Brick Café Bar**

Operating off Long Court is Robinson's own Café bar where you can get a wide variety of food and drink to take the edge off your appetite or have a full meal. Varying menus are available throughout the day including snacks, all day light food and pizza etc.

In the evening from 1800hrs the Bar operates offering a wide variety of Beers, wines, spirits and soft drinks.

During the year there will be various events and quizzes plus big screen viewing of sport and other entertainment arranged by RSCA in conjunction with the Red Brick Café Bar. Keep your eyes open for notices and on the website page 'What's on in the RBCB'. Hours of opening: Mon-Fri: 0930hrs to 1100hrs and, Saturday and Sunday: 1100hrs to 2300hrs.

## **Alcohol and Licensing**

Robinson College holds a Premises Licence for various regulated activities, including the sale of alcohol. The regulations pertaining to the licence cover the entire College although only specified areas of the College are covered for specified regulated activities. The licensing regulations affect how the College and its members carry out its/their activities and the rules and points must be observed in order that the College does not infringe the law. Please see the Conference and Catering Manager for more information.

## **Comments**

Comments, suggestions or complaints should be addressed to the Conference and Catering Manager or his Deputy, using this link:

<https://www.robinson.cam.ac.uk/college-life/catering/catering-feedback-form>

## **Vacation Catering**

There is a reduced catering service available to members outside Full Term. Information will be posted at the relevant times giving full details.

## **Website Catering Pages**

For more information about catering at Robinson College and for advance notice of the menus on offer in the Garden Restaurant each day, news and promotions, you can visit the Catering pages on the College website at:

<https://www.robinson.cam.ac.uk/college-life/catering>

## **Facebook Pages**

Keep in touch with catering news and comment on what you like on the catering Facebook /instagram

<https://www.facebook.com/RedBricks>

and/or

[https://www.instagram.com/red\\_brick\\_cafe\\_bar/](https://www.instagram.com/red_brick_cafe_bar/)

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## Conference Facilities

The College operates a very popular commercial conference business to provide vital income support. During Term time, this is limited to day conferences in the Crausaz-Wordsworth Building only. While, during vacations, the main College building becomes a residential conference centre. The advantage to students of this operation is that all manner of the services and products the College has are set at a higher level than might otherwise be the case and of course the income helps keep the charges lower.

## Meeting Rooms and Theatres

There are several rooms available in College, which any member of College may book for meetings/supervisions, (there is a small charge for some rooms). Booking of these rooms is through the Catering & Conference Office [www.roombookings@robinson.cam.ac.uk](mailto:www.roombookings@robinson.cam.ac.uk) These rooms for supervisions and the Theatres all have strict capacity limitations.

There is a small theatre off the Bin Brook Concourse, known as the Umney Theatre, which seats 120. This may be hired for video projection, but only if the AVA Manager or the Assistant Technician is present. The hire charge is therefore higher. For more information please visit <https://www.robinson.cam.ac.uk/college-life/catering/meeting-rooms-and-catering-bookings>.

For self-catering dinner parties, a room on J staircase with cooking and dining facilities may be hired. In addition, the College Kitchen can provide lunches and dinners for small parties in the Garden Room or Seminar Room, for which there are hiring charges. The Linnett Room and Teaching Rooms are available for meetings. Early booking is advisable for any public Room

The Maria Björnson Theatre in the grounds of 2 Adams Road, has a stage with installed lighting and is available for student dramatic or musical events

Legislation requires the College to have a Code of Practice governing meetings held on College premises (see Appendix 8).

## Parties

If you are planning or organising a party to be held in College, you need to be aware of and comply with the licensing regulation. Please see the Conference and Catering Manager for more Information. You must also ensure that you get Tutorial permission for your party, in good time. Permission forms for parties in the basement are available from the Conference and Catering Office. The bar offers a selection of drinks available for purchase for parties at reduced prices.

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## Libraries

### College Library

The College Library provides a friendly and welcoming space for all members of the College. We have an outstanding physical book collection of around 56,000 titles, along with online access to all University electronic resources. There is a separate Law Library for those studying Law in Teaching Room 3. Arranged over three floors, you have access 24/7: to enter press your University card on the card reader on the left hand side of the entrance door. Both of the entrance doors from Front Court are automatic. Make sure that you have your University card with you in order to enter the Library and borrow books via the self-issue machines. There are instructions for using self-issue by the side of the machines.

Ms Judith Brown is the Library and the Archive Manager, and Ms Rebecca Le Marchand is the Library and Archive Assistant. Judith is full-time and Rebecca is part-time, working weekday mornings. Please come and take a self-guided tour at the start of term; there will be plenty of opportunities to meet the Library staff and ask questions at drop in sessions during the first week. You can also find information about using the Library on the [website](#). You are always welcome to call into the Library Office or email [library@robinson.cam.ac.uk](mailto:library@robinson.cam.ac.uk) for help. Office hours are normally 0800hrs to 1230hrs and 1300hrs to 1630hrs, Monday to Friday. Please be aware that Judith and Rebecca work across both the Library and Archive, so there will be times when staff are over at the Archive building.

Our books are searchable via the Cambridge Libraries catalogue, which is called [iDiscover](#). There is a dedicated search terminal on the left-hand side as you enter the Library and another on the lower floor. The catalogue is freely searchable online. There are text and video [quick guides](#) to help you start using iDiscover effectively. Floorplan posters show the layout of the Library according to classification number and will help you locate the books on the shelves. To return loans all you have to do is put the book into the Book Returns Box, which is straight in front of you as you enter on the entrance floor level. The box is emptied once a day, on weekdays, at around 0830hrs.

If you are finding it difficult to get hold of essential reading list material you are encouraged to make a book purchase request. Just fill in the [online form](#) and the Library and Archive Manager will get back to you to let you know if we can purchase the title for the Robinson Library and how soon it will be available to borrow. If you want the title as an ebook, or want the book available at the UL, then please use this Qualtrics [form](#).

Please take regular breaks whilst studying. We allow hot and cold drinks, if they are in covered cups, but we ask that you do not consume any food in the Library.

We have some interesting and unique Special Collections, including the Peter Blundell Jones Collection which focuses mainly on 20th century German, Austrian and Swedish architecture. We also have a Be Well Collection promoting wellbeing and a Study Well Collection to help you become an effective learner. There is also a small equality, diversity and inclusion section, called the EDI Collection. More information about our Special Collections can be found on the [website](#).

Any feedback about library services can be given to the student representative who sits on the Library and Archives Committee (details on the noticeboard just outside the Library) or via the online form here [Library | Robinson College \(cam.ac.uk\)](#)

## University Library (the UL) and other Libraries

With over 100 libraries at the University you will have access to The University Library, which is just across the road, and many subject libraries. You are automatically registered at your college library and the UL; contact subject libraries individually to ask about registering to borrow. You do not have access or borrowing rights at other college libraries. Cambridge's newest library is the [West Hub](#) over on the West Cambridge Site; it offers flexible spaces for all, with specialists from the Technology Libraries Team.

A full list of Cambridge libraries (over 100) can be seen [here](#).

### Useful links

- [Reading lists online](#) – information for students
- [Home - Cambridge LibGuides - LibGuides at University of Cambridge Subject Libraries](#)
- University Library website, with opening hours, can be found [here](#)
- Everyone gets lost in the UL, this [floorplan](#) will help
- Find out about training offered by Cambridge University Libraries [here](#)
- [CamGuides for Undergraduates – a fantastic resource with tips and advice to help you settle in to studying at Cambridge](#)

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## Domestic Bursar

The Domestic Bursar is responsible for the domestic services departments in College. Please make requests to the relevant Head of Department in the first instance. Should you need further assistance, please contact the Domestic Bursar whose office is located on Long Court opposite the Red Brick Café or by email to [domesticbursar@robinson.cam.ac.uk](mailto:domesticbursar@robinson.cam.ac.uk).

The Domestic Bursar is also responsible for health and safety, sustainability and general administration including insurance.

### Insurance

The College provides basic insurance for student possessions kept in their room through Endsleigh Insurance Services Ltd. Please note cover does not include bicycles at all, or mobile phones or laptops outside the College room. For more information, please visit the website [here](https://www.robinson.cam.ac.uk/prospective-students/accommodation/general/faqs) <https://www.robinson.cam.ac.uk/prospective-students/accommodation/general/faqs> where you will find links to the Endsleigh website. Further advice is available from the Domestic Bursar. You don't need to do anything to activate this cover, but it is important for you to check and ensure that you fully understand the protection provided and whether it is sufficient for your needs.

Robinson College shares your details with Endsleigh for the purpose of providing you with contents insurance.

### Data Protection

In broad terms, we use your personal information to manage the ongoing relationship between the College and you as part of our lifelong community of scholars. This includes guiding and supporting your academic studies, maintaining and reviewing your academic progress and pastoral welfare, reviewing your financial commitments to the College and (if you live in College accommodation) managing our relationship with you as a resident.

You can find out more about how we process your data by viewing the Privacy Notice displayed on the College website here:

<https://www.robinson.cam.ac.uk/about-robinson/data-protection>

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## **Health and Safety**

The College Health and Safety Policy is published on the website here: <https://www.robinson.cam.ac.uk/college-life/documents-and-policy>

Day-to-day responsibility for ensuring the Policy is put into practice is delegated to the Domestic Bursar, in consultation, where necessary, with Heads of Department and the Health and Safety Committee. Members of the RCSA and MCR Committees are included on the Health and Safety Committee. The Compliance Co-ordinator is the “Responsible Person”.

In the first instance, if you have any Health or Safety concern, take it to the Compliance Co-ordinator.

## **Accident and Near-miss Reporting**

An accident is “any unplanned event that resulted in injury or ill-health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”. A near-miss is “any unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near”.

Under the Health & Safety at Work Act 1974, the College has a responsibility as a landlord for the safety of visitors to the building (as distinct to employees) which includes our student and other residents. Part of our risk assessment provisions is to understand the accidents and near misses that occur so that we can take proactive action to aim to reduce such occurrences. All accidents and near-misses should therefore be reported.

How is this information used?

Accidents are investigated as required and remedial action taken. Additionally statistics are compiled (shared with the H&S Committee) and HODs to determine particular higher risk areas/activities to enable further mitigating action to be taken. In specified cases, accidents are reported to HSE (RIDDO Regulations).

To report an accident or near-miss, please use the on-line report here: <https://www.robinson.cam.ac.uk/about-robinson/accident-and-near-miss-form>

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## Development Office

The Development Office is situated at the top of V Staircase, and is the fundraising and alumni relations arm of Robinson College. Most of your involvement with them will be after graduation – though if you are looking to be connected with relevant alumni in your field of study they are always happy to help.

The Development Office organises the College's programme of events for Members and their families, including the Annual Reception, Reunion Dinners, Freshers' and Graduands' lunches, as well as subject and career-orientated drinks receptions and dinners. They also run the Entrepreneurs' Network in College, for those who are interested in moving into this field either during or after their time at University. Most of these events take place in London and Cambridge, but may be as far afield as Hong Kong, Singapore, Malaysia or New York. The Development Office also fundraises for Robinson's most pressing needs: College teaching, student bursaries, and for the fabric of the building itself to name just a few.

They also produce and distribute: *Bin Brook*, the College magazine; *The Robinson College Record*; and emails with information about College news as well as upcoming events. In addition, alongside forming contacts amongst the alumni base, they work with the Robinson College Alumni Association (Pegasus) (see below).

Whilst much of their role is external, the Development team is always available to offer advice to students organising their own events – just drop by, or make an appointment by contacting them on: [development-office@robinson.cam.ac.uk](mailto:development-office@robinson.cam.ac.uk). They also have vacation jobs available from time-to-time, usually in relation to the biannual Telephone Campaign; these are advertised to all students via email as well as on posters around College when there are vacancies available.

More details about the work of the Development Team can be found on the College Alumni website pages: <http://www.robinson.cam.ac.uk/alumni>.

### **RCAA: Robinson College Alumni Association (Pegasus)**

*N.B. The Pegasus Association is currently in the process of being reviewed, in order to make its role more relevant for our alumni community, so the below information is subject to change. If you are interested in learning more, please do get in touch.*

All those who graduate from Robinson are automatically enrolled as members of the Robinson College Alumni Association (Pegasus). The RCAA has an elected Committee of Alumni and College Fellows, which works in conjunction with the Development Office and encourages alumni networking.

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## Chapel

The College Chapel is next to the Porters' Lodge, with a door that is always open under the first bridge in Long Court.

It contains stained glass by Patrick Reyntiens from John Piper, who was responsible for the interior design, an organ by Erik Frobenius, a Steinway grand piano and a Rubio harpsichord. The Chapel and the small side chapel, which is part of it, may be used at any time for prayer or quiet. The Chapel is open all day, and the side chapel is open all night too.

All members of Robinson, their families and friends are welcome to attend chapel services. The Chapel is an ecumenical foundation, and the services are not those of any single denomination but on different occasions reflect the riches of different Christian traditions; Christians of all backgrounds may receive communion in chapel if they wish. These and other Christian activities in Robinson, and in the town, are advertised on the noticeboards outside the Chapel. Students interested in the use of the Chapel and issues of Christian action are encouraged to contact the Chaplain.

The Chapel has a strong musical tradition. The Choir sings and helps lead worship at the Sunday evening and Tuesday evening services.

It has toured in summer vacations to Scotland, Ireland, Poland, N.W. Europe, Norway, the Czech Republic, Canada and Hong Kong. Men and women singers are very welcome to join; auditions are held but previous experience is not necessary. The College offers Choral Awards and gives Choir members a free dinner in Hall each Tuesday. Anyone interested should contact the Chaplain or the Organ Scholar.

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## **Gardens**

Our College Gardens date back to late Victorian and early Edwardian times and everyone is encouraged to enjoy this wonderful heritage together with the more recent landscaping and plantings. There are seats, benches and tables around for students to use and indeed the gardens are well used in the warm summer months for relaxation and study. This includes welcoming students to walk anywhere on the lawns. However, when the soil is wet in the winter we ask people to keep to the paths rather than taking short cuts and damaging the turf.

The Gardens Department looks after all the grounds across the entire college estate. They work hard to keep lawns and planted beds looking attractive and interesting. The Gardens compound is located at Thorneycreek Cottage. Please help the Gardeners; they work very hard to maintain an attractive environment for all to enjoy.

### **Games in the gardens**

Ball games are not allowed (there are sports fields nearby) but when the College is closed to the public in the Easter Term exam period, to help with relaxation students can play Frisbee and croquet. The small lawn by the side of Thorneycreek is used as a croquet lawn during the summer.

The use of washing lines, repair of cycles, feeding of birds and other animals and the use of ordinary room furniture in the College grounds are not permitted.

No barbecues of any sort are permitted anywhere on the College site.

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## **Appendix 1**

### **COLLEGE COUNCIL 2024/2025**

The College Council for 2024/2025 will consist of

The Warden

The Deputy Warden

The Senior Tutor

The Finance Bursar

The Domestic Bursar (Secretary)

Dr S Archer

Dr R Fell

Professor G A C Jones

Professor G S Kaminski Schierle

Dr I Kavedžija

Dr J P Larsson

Dr P Murray

Dr P J Newton

Professor P N Schofield

Dr B D Sloan

Dr J R Thurlow

Dr C D Warner

and

Three Student Members (normally the Presidents of the MCR and RCSA and one more undergraduate representative)

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## Appendix 2

### DIRECTORS OF STUDIES 2024/2025

ASNC	Professor R C Love
Archaeology	Dr S E Kohring*
Architecture	Professor Y Jin
Asian & Middle Eastern Studies	Dr X Fan*
Chemical Engineering	Professor D Fairen-Jimenez
Classics	Dr R Omitowoju*
Computer Science	Dr R W Sharp (Part IA & Part II) Dr J Yallop (Part IB & III)
Design	Professor Y Jin
Economics	Dr M Kim*
Education	Dr E Rawlinson-Mills
Engineering	Dr A Georgiou (Part IA) Dr J Sayir (Part IB, IIA, IIB & MET) Dr S Annett (Part IA)
English	Dr H Thaventhiran (Part IB) Dr C Wilkinson (Part II)
Geography	Dr O Petri Dr D A Woodman (Part IA)
History	Dr R N Portass (Part IB) Professor A L Erickson (Part II) Dr R N Portass (History) Professor R Finnin (Languages) (Part IA)
History & Modern Languages	Dr O Wilson-Nunn (Languages) Part IB Dr R Fell (Languages) YA Professor J Page (Languages) Part II
History & Politics	Dr A Woodhouse
History of Art	Dr J Munns* Dr M Magalhaes-Wallace (Part I & Part IIA & IIB Social Anthropology)*
HSPS	Dr A Woodhouse (Part IIA & Part IIB Politics & IR) Dr S Hogarth (Sociology)
Land Economy	Dr J P Larsson

Law	Dr P Murray (Part IA & II) Dr B D Sloan (Part IB, LLM & MCL)
Linguistics	Dr T Biberauer*
Management Studies	Dr I A Rudy
Manufacturing Engineering	Dr J Sayir
Mathematics	Dr C D Warner (Part IA, II & III) Dr J Button (Part IB)
Medicine	Dr A Sharkey (Part IA & Part II) Dr A Corovic (Part IB)
Medicine - Clinical	Professor P J A Hutchinson Professor R Finnin (Part IA) Dr O Wilson-Nunn (Part IB) Dr R Fell (YA) Professor J Page (Part II)
Modern & Medieval Languages	Dr J Thurlow
Music	Dr O Restif (Part IA & IB) Dr C Crump (Part II & Part III) Dr W P Nolan (Part IA & IB & Chemistry) Dr B Monserrat-Sánchez (Physics/Astrophysics)
Natural Sciences (Biological)	Professor A C Copley (Earth Sciences) Dr R Dent*
Natural Sciences (Physical)	Professor R Oliver (Materials Science)
Philosophy	Dr M Simpson
Psychological & Behavioural Sciences	Dr S Archer
Theology	Dr V Montemaggi*
Veterinary Medicine (Pre Clinical)	Dr A Berry (Part IA & IB) Professor P N Schofield (Part II)
Veterinary Medicine (Clinical)	Dr N Bexfield

\* denotes external Director of Studies

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## **Appendix 3**

### **TUTORS 2024/2025**

#### **Senior Tutor**

Dr S Annett

#### **Deputy Senior Tutors**

Dr C Warner

Dr B McCabe

#### **Undergraduate Tutors**

Dr S Annett

Dr S Archer

Dr E Cooper

Dr A Georgiou

Sir R Heaton

Dr M E McDonald

Dr P Murray

Rev'd S Perry

Dr J Sayir

Dr R W Sharp

Dr M Simpson

Dr J R Thurlow

Dr C D Warner

#### **Women's Tutor**

Dr E Rawlinson-Mills

#### **Postgraduate Tutors**

Dr K Chalut

Dr S Hogarth

Dr G A C Jones

Dr B McCabe

Dr B D Sloan

Dr J T Tiffert

Dr C Truscott

#### **Financial Tutor**

Wg Cdr P D G Milloy

Mr S Hudson

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## Appendix 4

### ROBINSON COLLEGE STAFF

#### Bursary

Ms Fiona Brockbank (Finance Bursar)	39187
Dr Rachel Hooper (Domestic Bursar)	39538
Mr Mark Allen (Compliance Coordinator)	
Mrs Marie Jones (Bursars' Assistant)	36101
Mrs Maria Collins (Communications Manager)	30727

#### Finance Office

Ms Helen Carder (Head of Finance)	39174
Mrs Julia McCarthy (Deputy Office Manager)	68891
Miss Hannah Freeman (Management Accountant)	39113
Mrs Jane Hall (Student Accounts)	68892
Ms Nancy Huiying Zhu (Purchase Ledger)	68893
Ms Ewa Przewozniczuk (Payroll Officer)	39193

#### Warden's Office

Miss Helen Johnson (EA to the Warden)	39122
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#### Tutorial/Admissions Office

Mrs Keisha Sharp (Senior Tutor's Assistant/Accommodation Officer)	39123
Mrs Lynn Willmoth (Admissions Coordinator)	39143
Mrs Linda Hunns (Tutorial Assistant/Praelector's Secretary)	39142
Miss Francesca Amabile (Postgraduate Administrator)	61299
Miss Karolina Rawdanowicz (Outreach and Widening Participation Officer)	39224
Mrs Sarah Thomas (Accommodation and Tutorial Assistant)	39725

#### Development Office

Vacant (Director of Development)	68895
Mr Robert Smith (Development Manager: Major Gifts)	68894
Vacant (Alumni and Donor Relations Manager)	39213
Ms Margaret Nicholson (Research and Database Manager)	39184
Vacant (Development Officer)	39037
Mr Norbert Truszczynski (Events and Communications Admin)	39118

#### Conference & Catering Office

Mr Nick Lomax (Head of Conference and Catering Services)	
Miss Chelsea Roberts (Catering Office Manager)	39119
Vacant (Conference and Events Manager)	39116
Vacant (Conference & Events Coordinator)	30719
Mr Marco Ariano (Conference & Events Coordinator)	68889
Ms Soniya Sawant (Sales Account Manager)	30699
Miss Victoria Ballesteros Lugo (Catering Office Coordinator)	68888

#### Human Resources

Mrs Jenny Woodfield (Human Resources Manager)	32858
Mrs Chloe Hodgkisson (HR Coordinator)	30709

## **IT Department**

Mr Dave Johnstone ( <b>IT Manager</b> )	39806
Mr Michael Hauser ( <b>Deputy IT Manager</b> )	39109
Mr Kevin Bellwood ( <b>IT Systems Administrator</b> )	68925
Mr Darren Tarrant ( <b>IT Systems Developer</b> )	60192

## **Library**

Ms Judith Brown ( <b>College Librarian</b> )	39124
Dr Ian Chambers ( <b>Library Assistant</b> )	39124

## **Porters**

39100

Mr Neil Wilson ( <b>Head Porter</b> )
Mr David Faircliff ( <b>Deputy Head Porter</b> )
Mr Kevin Sebley ( <b>Senior Porter</b> )
Mr Nicholas Bone ( <b>Relief Porter</b> )
Ms Kotryna Dindaite ( <b>Lodge Porter</b> )
Ms Nicola Donald ( <b>Lodge Porter</b> )
Mr Iain Drylie ( <b>Lodge Porter</b> )
Mr Howard Jones ( <b>Lodge Porter</b> )
Mr Gerry May ( <b>Lodge Porter</b> )
Mr Edward Migdal ( <b>Lodge Porter</b> )
Mr Clifford Van Heerden ( <b>Lodge Porter</b> )

## **Maintenance -**

39129

Mr Chris Tyrell ( <b>Maintenance Manager</b> )
Mr Mark Allen ( <b>Maintenance and Housekeeping Office Assistant</b> )
Mr Andrew Barker ( <b>Maintenance Supervisor</b> )
Mr Ken Parker ( <b>Electrician</b> )
Mr Ben Saunders (Plumber/Heating Projects Engineer)
Mr Roger Russell ( <b>Plumber</b> )
Mr Andrew Kehoe ( <b>Painter</b> )
Mr Paul Gethin (Carpenter/ <b>Compliance and Maintenance Assistant</b> )
Mr Martyn Hawkes ( <b>Maintenance Assistant</b> )
Mr Bill McKim ( <b>Project Manager</b> )

## **Gardens -**

39167

Mr Guy Fuller ( <b>Head Gardener</b> )
Mr Paul Horner ( <b>Deputy Head Gardener</b> )
Mrs Ginny Barker ( <b>Assistant Gardener</b> )
Mr Nicholas Warrington ( <b>Assistant Gardener</b> )
Mr Nicholas Ashford ( <b>Part Time Assistant Gardener</b> )

## **Housekeeping -**

39128

Mrs Julie Allen ( <b>Housekeeping Manager</b> )	
Ms Aleksandra Kurcharska ( <b>Housekeeping Operations Manager</b> )	
Ms Lynne Freestone ( <b>Housekeeping Supervisor</b> )	
Mrs Sara Venkappa ( <b>Housekeeping Supervisor</b> )	
Mrs Edyta Wolszlegier ( <b>Housekeeping Office Assistant</b> )	68299



**Catering -** 39119

Mr Nick Lomax (**Head of Conference and Catering Services**)

Miss Chelsea Roberts (**Catering Office Manager**)

Mr Gary Dougan (**Head Chef**)

Mrs Johanna Truscynska (**Deputy Head Chef**)

Vacant (**Food and Beverage Manager**)

Mrs Helen Grattidge (**Deputy Food and Beverage Manager**)

Ms Ania Debicka (**SCR Supervisor**)

**Red Brick Café Bar -** 39138

Mr Simon Murden (**Bar Manager**)

**Head of Student Wellbeing and Welfare -** 30731

Ms Karen Tate (**Head of Student Welfare and Wellbeing**)

**College Nurse** 39136

Mrs Anne Considine (**College Nurse**)

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## Appendix 5

### FELLOWS

HEATON, Sir Richard N, MA KCB (Warden)  
ANNETT, S, MA, MPhil, PhD, MEd (Fellow and Senior Tutor Admissions Tutor (Arts))  
ARCHER, S A, MSc, PhD (Fellow)  
ASTLE, Professor D E, MA, PhD (Fellow)  
BERRIOS, Professor G E, MD, MA, FRCPsych (Hon), FMedSci(Life Fellow)  
BEXFIELD, N H, BVetMed, PhD (Fellow)  
BOSSAERTS, Professor P, Drs., MS, PhD, FSSA (Fellow)  
BRETT, M, MA, DPhil, PhD (Emeritus Fellow and Archivist)  
BROCKBANK, F, MA, FCA (Fellow and Finance Bursar)  
BROOKS, P N, MA, PhD (Life Fellow)  
BROWN, Professor L M, MA, ScD, FRS (Emeritus Fellow)  
CALDAS, Professor C, MD, MA, (Hon)PhD, FACP, FRCP, FRCPATH, FEAC, FMedSci (Fellow)  
CHALUT, Professor K J, PhD, MA (Fellow and Tutor)  
COLLINGS, Professor N, PhD, FRENG (Emeritus Fellow)  
COOPER, Dr E A P, MT, PhD (Fellow)  
COPLEY, Professor A C, MEdSc, PhD (Fellow)  
CORNICK, Revd Dr D G, MA, PhD (Emeritus Fellow)  
ĆOROVIĆ, A, MA, MB BChir, MRCP (Fellow) CRUMP, Professor C M, PhD, MA (Fellow)  
CRUMP, Professor C M, PhD, MA  
DAWAR, Professor A, MS, PhD, MA (Fellow)  
DILIP KUMAR, Mr A, MTech, PhD (Fellow)  
DOHERTY, G J, MA, Ph, FRCP (Fellow and Dean)  
DRUMMOND, Professor I T, MA, PhD (Emeritus Fellow)  
DUER, Professor M J, MA, PhD (Fellow)  
ELSHAFIE, M Z E B, MPhil, PhD (Fellow)  
ERICKSON, Professor A L, PhD, MA (Fellow and Alternate Dean)  
FAIREN JIMENEZ, Professor D, PhD, MA (Fellow)  
FELL, R, MA, MPhil, PhD (Fellow)  
FINNIN, Professor R E, MPhil, MA (Fellow)  
FORSYTH, Professor C F, LLB, PhD (Life Fellow)  
FREER, E A O, MA, MPhil (Fellow)  
GEORGIU, A, MA, PhD (Fellow)  
GRAY, Professor J C, PhD, MA (Life Fellow)  
GUILD, E M, MA, PhD (Life Fellow and Tutor)  
HOGARTH, S J, MSc, PhD (Fellow)  
HOOKER, Emerita Professor M D, DD, PhD, HonDLitt, HonDD, MA (Life Fellow)  
HUTCHINSON, Professor P J A, PhD, MB, MS, FRCS (Fellow)  
JIN, Professor Y, BArch, PhD (Fellow)  
JONES, G A C, PhD, MA (Life Fellow and Postgraduate Tutor)  
KAMINSKI, Professor C F, MA, DPhil (Fellow)  
KAMINSKI SCHIERLE, Professor G S, MSc, PhD (Fellow)  
KAVEDZIJA, I, MSc DPhil (Fellow)  
KIRKPATRICK, Professor R, MA, PhD (Life Fellow)  
KORNICKI, Professor P F, MA, MSc, DPhil, DLitt, FBA (Emeritus Fellow)  
LARSSON, J P, MSc, MA, PhD (Fellow)  
LATHAM, C, MA, VetMB, Cert.VR MRCVS (Fellow Emerita)

LIEU, Professor J M, MA, PCE, PhD, MA, HonDTheol, IHM, AAAS FBA (Fellow Emerita and Fellow Librarian)  
 LOVE, Professor R C, MA, PhD (Fellow and Deputy Warden)  
 MACHESKY, Professor L M, PhD, FRSE, FMedSci  
 MACKLEY, Professor M R, MA, MSc, PhD, FEng (Emeritus Fellow)  
 MARKAKI, Professor A E, PhD (Fellow)  
 MASSEY, J C, PhD (Fellow)  
 McCABE, B J, MA, PhD (Emeritus Fellow, Deputy Senior Tutor)  
 McDONALD, M E, MA, PGCE, DPhil (Fellow Emerita and Tutor)  
 McKIE, D S, MA, PhD (Life Fellow)  
 MILLOY, P D G, MEng, MA (Emeritus Fellow and Fellow Archivist)  
 MILNE, N S L, MA (Emeritus Fellow)  
 MONSERRAT, Professor B, MSci, PhD (Fellow)  
 MURRAY, P, MA, PhD (Fellow)  
 MYCROFT, Professor A, MA, ScD (Emeritus Fellow)  
 MYERS, J R, MA (Emeritus Fellow)  
 NEEDS, Professor R J, PhD (Fellow)  
 NEWTON, P J, MA, MSci, PhD (Fellow)  
 NOLAN, W P, PhD (Fellow and Tutor)  
 OLIVER, Professor R A, FEng, MEng, DPhil, CEng, FIMMM, FRMS (Fellow)  
 PAGE, Professor J E, MPhil, PhD (Fellow and Fellows' Steward)  
 PERRY, The Revd Dr S, PhD (Fellow, Chaplain and Tutor)  
 PETRI, O, BA, MA, MSc, PhD (Fellow)  
 PRICE, E K, MA, MSt, PhD (Fellow)  
 RAWLINSON-MILLS, E M, MA, PGCE, MEd, MA, PhD (Fellow)  
 REASON, R G, MA, FCA (Fellow)  
 RESTIF, O L J, MA, PhD, MA (Fellow)  
 RITCHIE, Professor D A, MA, DPhil (Fellow)  
 ROSELLÓ-DÍEZ, A, MS, PhD (Fellow)  
 RUDY, I A, MA, PhD (Fellow and Tutor)  
 SAYIR, J, MSc, DRSc, MA (Fellow)  
 SCHOFIELD, Professor P N, MA, DPhil, FRSB (Fellow)  
 SERGEANT, J F H, MA, DIPL ARCH, RIBA (Emeritus Fellow)  
 SHARKEY, A M, MA, PhD (Fellow)  
 SHARP, R W, MA, PhD (Fellow and Tutor)  
 SHIN, M D, MA, PhD, MA (Fellow)  
 SLOAN, B D, MA, LL.M, PhD (Fellow)  
 SMITH, Baroness Smith of Newnham, J E, MA, MPhil, DPhil (Fellow)  
 STEWART, M E, MA, PhD (Life Fellow)  
 SWAMINATHAN, Professor N, PhD, ME, MA (Fellow)  
 TAYLOR, Emeritus Professor J C, MA, PhD FRS (Emeritus Fellow)  
 THAVENTHIRAN, H L, MSt, PhD (Fellow and Tutor)  
 THOM, D, PGCE, MA, PhD (Fellow Emerita and Tutor)  
 THURLOW, J R, MPhil, PhD, ARCM, ARCO (Fellow, Praelector and Tutor)  
 TIFFERT, J T, MSc, DrMed, MA (Fellow Emerita and Postgraduate Tutor)  
 TRUSCOTT, C L, MA, MSci, PhD (Fellow)  
 WARNER, C D, PhD, MA (Fellow, Deputy Senior Tutor and Tutor)  
 WEISS, J E, MA, PhD (Fellow Emerita)  
 WILKINSON, Dr C L, MA PhD  
 WILLIAMS, Professor J A, MA, PhD, FRENG (Life Fellow)  
 WILSON-NUNN, O, MPhil, PhD (Isaac Newton/Robinson College Research Fellow)  
 WOODHOUSE, A, MA, PhD (Fellow)  
 WOODMAN, D A, MPhil, PhD (Fellow)

YALLOP, J D, MPhil, PhD, MA (Fellow)  
YATES, Professor A D, MA FRSA (Emeritus Fellow)  
YOUNG, Professor A L, MA DPhil (Fellow)

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## Appendix 6

### **ROBINSON COLLEGE, CAMBRIDGE GENERAL REGULATIONS FOR JUNIOR MEMBERS 2022/23**

All resident members of the College (not being Fellows) pursuing a course of study or research in the University (hereafter referred to as junior members) shall comply with such of the following Regulations as apply to them, and with any other Regulations made by or with the authority of the College Council. Any failure to do so may render them liable to disciplinary proceedings under College Statute XXX or to the imposition by an authorised College Officer of a charge or other penalty.

#### 1. Residence

(i) All junior members shall come into residence on the first day of each Full Term. Permission is required to come into residence earlier than the Saturday before Full Term or to remain in residence after the second Saturday following the end of Full Term. All junior members shall inform the College by completing the forms each term online, of their going down and coming up dates; permission must be sought to make any changes to these dates once notified.

(ii) All junior members (whether resident in College, or College hostel, or lodgings) shall sign the Redit Book in the Porters' Lodge when they come into residence.

(iii) Junior members who wish to be absent from College or a College hostel or their lodgings (as the case may be) from midnight to 0600hrs shall first obtain an Exeat by signing the Exeat Book in the Porters' Lodge.

(iv) No junior member shall go out of residence at the end of term without first signing the Final Exeat Book in the Porters' Lodge.

All junior members are required to see their Tutor before going out of residence at the end of term.

A junior member who has not kept the term as defined by University Regulations may not obtain a Final Exeat without tutorial permission.

(v) Every junior member shall register with a Cambridge doctor within seven days of first coming into residence.

#### 2. The Courts and Precincts of the College

No junior member shall:

(i) bring into or keep within the precincts of the College any animal including fish, birds, reptiles;

(ii) bring into the College courts any car, motorcycle, moped, bicycle or other vehicle;

(iii) make any undue noise in the courts or in College rooms, or play any musical instrument, record or CD player, radio or television so as to be a nuisance to other members of the College;

(iv) use the College lawns for the playing of ball, racket or similar games, including Badminton, with the exception of croquet and bowls on areas designated from time to time by the College and of frisbee throwing on the lawn between the main College building and Bin Brook. Footwear worn must not cause damage to the surface of the lawns. Walking and running on the lawns should be avoided at times of heavy rain or frost;

(v) fly drones of any sort within or above the precincts of the College and its gardens.

(vi) act in such a manner as to interfere with or inconvenience any function taking place within the College;

(vii) be inappropriately dressed when out of the privacy of their room – i.e. suitable attire, including footwear should be worn at all times when in the catering areas, the courts, the Porters' Lodge, or generally in and around the precincts of the College;

(viii) enter the area of the College Service Yard/Loading Bay at the North end of the College. This is a working area and it may not be used as a shortcut other than as a fire exit in the event of an emergency evacuation.

### 3. Safety Precautions

No junior member shall:

(i) tamper with the electrical wiring, plumbing, or other services in any part of the College or a College hostel;

(ii) tamper with or block any fire escape routes; this includes the storage of belongings, boxes, clothing, etc. on stairwells and on corridors, thus hampering use of the fire exit route.

(iii) discharge or interfere with any fire-fighting equipment without good cause;

(iv) use a barbecue of any type anywhere in the College, including the gardens;

(v) keep any ammunition, fireworks, firearm or airgun, including paint ball guns, in College, in a College hostel or in lodgings without tutorial permission. Explosives or highly flammable substances, including lighted candles, may not be brought into, kept or used in College, in a College hostel or in lodgings;

(vi) climb onto or be on roof areas or enter any areas containing control equipment for mechanical and electrical services;

(vii) combine with others to exceed the maximum numbers allowed in a lift irrespective of the total weight.

It is the responsibility of all members of the College to acquaint themselves with the procedures to be observed in the event of fire and generally to behave in a manner which does not endanger other members, staff or visitors.

A fine of up to a £250 and/or deprivation of accommodation and other facilities in College may be imposed on offenders who are caught interfering with or misusing any equipment in College relating to fire detection or control.

#### 4. College Rooms

(i) Furniture belonging to the College shall not be removed from any room without the consent of the Domestic Bursar. Any damage or loss shall be reported immediately to the Porters' Lodge.

Students may not introduce items of furniture of their own – e.g. double bed, arm chair without the approval of the Domestic Bursar. Furniture that is allowed must have an attached label which confirms that the filling material(s) and covering fabric(s) meet the requirements for resistance to cigarette and match ignition as shown in fire safety legislation.

(ii) Electrical appliances (other than heaters provided by the College, kettles, radios, televisions, hi-fi, video/DVD's, computers, hairdryers and shavers) shall NOT be used without the consent of the Domestic Bursar. Toasters and sandwich makers, electric woks, rice makers or any other cooking apparatus (unless proscribed as follows) with a heat source may be used but ONLY in the kitchens. **Cooking hobs, air-fryers and deep fat fryers may not be used under any circumstances anywhere within accommodation areas, including kitchens** – this applies to the main College building and to hostels. Spotlights, disco type flashing lights, Christmas tree/fairy lights may not be used anywhere in College premises, including hostels, without approval by the Domestic Bursar – such approval may be given once the item has been checked and approved by the College electrician. **Reel extension leads may not be used under any circumstances anywhere in College.** For clarity, you may use a 4-gang extension lead (not a coiled one) with each point individually isolated (anti-surge). The use must be safe which means:

- the combined maximum amps of all devices connected to the lead at any one time must not exceed 13amp
- the extension lead and all cables to and from it must not be stretched or under strain at all and should be supported – i.e. on a level surface, not suspended/hanging
- there is to be no “daisy chaining” of further extension leads or double adapters.

(iii) No cooking shall be allowed in College rooms and no barbecue or similar equipment is to be used anywhere in College without the permission of the Domestic Bursar.

(iv) No animal shall be kept in College rooms. This includes fish, birds, reptiles.

(v) Posters and similar notices facing outwards shall not be displayed in the windows of College rooms or in public parts of the College without permission. Notices may be posted only on approved notice boards in College precincts.

(vi) Aerials shall not be set up outside College rooms.

(vii) Junior members shall deliver the keys of their College rooms safely to the Porters' Lodge before they go out of residence at the end of each term. Junior

members will be charged the costs incurred by the College in replacing lost keys. That cost currently stands at £30.00 per key.

(viii) Damage to rooms or furniture (other than by fair wear and tear), including damage to decorations caused by affixing pictures etc. to the walls with tape, nails, or otherwise, will be charged to the occupant. Only shower fittings installed by the College are to be used.

(ix) A junior member wishing to vacate College accommodation for the following term shall give notice before the division of term. If the College is able to re-let the accommodation, rent will cease to be charged at the end of the term in which notice is given; if not, the junior member is liable for the full rent for the whole of the following term. Vacating College accommodation during the course of the academic year removes any right to accommodation in College in a subsequent year.

(x) Postgraduate students shall pay the Postgraduate Residence Charge in full for the normal period of 50 weeks' residence. Such rents shall be remitted only provided that:

(a) During the first 3 terms of the academic year, one full term's notice is required to vacate; without such notice the full Residence Charge shall be payable. During the Long Vacation, half of one term's notice is required.

(b) There shall be no reimbursement of the Residence Charge for periods of absence. The Residence Charge shall otherwise continue to be payable. A postgraduate student failing to fulfil the above conditions for compassionate reasons shall be dependent for relief upon the allocation of funds from the Financial Assistance Fund.

(xi) A married couple who are both junior members shall be entitled to accommodation only during term. Such accommodation will not normally be in the College buildings and the Residence Charge will be negotiated. The College shall not accept responsibility for providing married accommodation for a junior member who is not a member of the College.

(xii) Upon departure from your room at the end of each term, unless there is special dispensation allowed, junior members are required to vacate their room by the appointed time (1000hrs) and prepare the room in a tidy state for cleaning by placing all rubbish in the bags provided and removing any personal possessions unless you have a lockable top box in your room (but not at the end of Easter term). Failure to abide by these requirements may result in remedial charges to reimburse the College for its additional costs on the following scale: extra cleaning for very untidy/dirty rooms £25.00; late departure from the room standard vacation rent (2024/25 = £23.28) per day or part day; damage to the room or fittings subject to quote based upon cost plus addition of standard vacation rent per day if the room cannot be used.

## 5. Guests in College and in Lodgings

(i) The name of every guest of a junior member of the College, who is present in College or a College hostel between 0200hrs and 0600hrs hours shall be recorded by the occupant.

(ii) No more than one such guest shall be accommodated in any room without tutorial permission.



(iii) No one person shall spend more than three consecutive nights in the College or in a College hostel as such a guest without tutorial permission.

(iv) No guest shall spend more than fifteen nights per term in the College or in a College hostel without tutorial permission.

(v) No member of the College or person under eighteen shall be such a guest without tutorial permission.

(vi) Guests shall not be allowed to stay overnight in junior members' rooms in their absence without tutorial permission.

(vii) Should any unauthorised guest be found to be staying overnight in a junior member's room in contravention of any of the rules 5(i) – 5(vi) above, the College reserves the right to levy a fine in the amount of the room standard vacation rent (2024/25 = £23.28) per day, for each of the relevant nights and conduct such disciplinary action as may be appropriate.

(viii) All junior members shall at all times ensure that their guests observe the regulations and rules of the College while they are in the College, and they shall be responsible for any damage or extra costs arising from the presence of their guests.

(ix) No unaccompanied visitor shall be allowed into the College after midnight.

## 6. Formal Halls, Entertainment, and Parties

(i) Attendance at Formal Halls is subject to the following guidelines relating to standards of attire and conduct.

(i) Standard of Attire – Gowns should be worn at all times, dress should be smart/formal, no jeans, t shirts, shorts, trainers or sports attire.

(ii) Code of Conduct.

Attendees are not to drink excessive amounts of alcohol prior to and/or during Hall

No drinking games are permitted

No dessert/coin games are permitted

Attendees are expected to remain seated throughout Hall (exceptions acknowledged for toilet breaks)

All attendees to be respectful to serving team members at all times

Any alcohol consumed in Hall must be purchased from the College Bar – alcohol brought-in from outside College is not permitted

Smoking/vaping breaks are not permitted.

## 7. Cars, Motorcycles and Bicycles

(i) Junior members shall not keep a motor-vehicle, motorcycle, or moped in Cambridge unless they have first obtained tutorial and proctorial permission.

(ii) No motor-vehicle, motorcycle, or moped shall be parked within the precincts of the College except in such places and subject to such conditions as may be specified from time to time.

(iii) Every junior member who has a bicycle in Cambridge shall comply with the rules in respect of the parking of bicycles within the precincts of the College, and with the proctorial regulations regarding the number of bicycles.

## 8. Academic Dress

Gowns shall be worn in Chapel and at Formal Dinner in Hall.

## 9. Public Order

(i) No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College or any meeting held on College premises.

(ii) No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly on College premises; and no member of the College shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a College Officer in accordance with the Code of Practice issued in terms of section 43 of the Education (No 2) Act 1986.

(iii) All members of the College shall comply with any instruction given by a College Officer, or by any other persons authorised to act on behalf of the College, in the proper discharge of their duties.

(iv) All members of the College shall state their names when requested by any College Officer or by any other persons authorised to act on behalf of the College, in the proper discharge of their duties.

## 10. Smoke-free premises - College Smoking/vaping Regulations

(i) Under the Smoke-free England regulations set out in the Health Act 2006, it is illegal to smoke indoors in “public” places. Smoking/vaping is therefore not permitted in:

- any private or public room of the College,
- any staircase, hallway, walkway or balcony

There are 3 areas where smoking/vaping is permitted:

- Long Court in the bay adjacent to the Linnett Room and opposite the Dining Hall balcony (0800hrs to 2300hrs only).
- In the smoking/vaping shelter adjacent to the Service Yard during working hours, (Staff only).
- The gardens/grounds in general for junior members, conference delegates and members of staff during designated breaks.

Note that smoking is no longer permitted on Front Court.

(ii) Care should be exercised in not smoking/vaping near open windows or intakes for ventilation systems.

(iii) Staff and College Members may not smoke on the public pavements around the entrances to the College at Burrell's Walk and the Porters' Lodge (at the junction of Grange Road and Herschel Road).

(iv) Junior Members who ignore the regulations and do smoke in their bedrooms will be charged a cleaning fee of £25/term for specialist cleaning and may receive an

additional automatic £100 fine. Interference with smoke detection equipment in bedrooms or elsewhere will result in an automatic £250 fine.

(v) The College Nurse will be happy to advise staff and junior members on giving-up smoking/vaping.

(vi) The smoking/vaping rules above apply to all parts and buildings that form part of the College estate – Main College Building and Hostels.

YOU SHOULD NOTE THAT IN MANY INSTANCES THE COLLEGE IS OBLIGED TO IMPOSE THESE NO SMOKING/VAPING RULES BY LAW

**October 1982**

Revised August 2024)

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## Appendix 7a

### Code of Discipline

College members shall not intentionally or recklessly:

- (a) Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities in the University of Cambridge or its constituent colleges, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members and employees of the said University and colleges or by visiting speakers, or obstruct or attempt to obstruct any employee or agent of the said University and colleges in the performance of their duties;
- (b) Damage or deface any property of the University or any of its constituent colleges or of any member, visitor, officer or employee of the same, or knowingly misappropriate such property;
- (c) Occupy or use to attempt to occupy or use, any property or facilities of the University or any of its constituent colleges, except as may be authorised by the authorities concerned;
- (d)
  - i) submit to a supervisor employed by the College to teach that member, any written work of another unless such reliance on another's work has been fully and appropriately acknowledged in the written work submitted.
  - ii) use unfair means in any examination set and conducted by the College. ("Unfair means" shall bear the same meaning as it does in the University's Disciplinary regulations, regulation 6).
  - iii) assist any other member of the College to commit an offence under either (i) or (ii).
- (e) Forge or falsify expressly or impliedly any University certificate or document or knowingly make false statements concerning standing or results obtained in any examination;
- (f) Engage in any activity likely to cause injury to others or likely to impair their safety;
- (g) Engage in violent, indecent, disorderly, threatening or offensive behaviour or language; offensive behaviour here is to be assessed on the basis of normal standards of sensitivity.
- (h) Engage in the harassment of any member, visitor, employee or agent of the University and any of its constituent colleges (for the purpose of this Code, a single act of harassment on a single occasion is, if proven, sufficient to constitute a breach of discipline);<sup>2</sup>

<sup>2</sup> The charge of harassment does not cover cases of serious sexual misconduct or rape. Where any member of the College wishes to allege conduct amounting to serious sexual misconduct or rape, the College, lacking the forensic facilities or skills or the powers necessary to investigate such allegations, will provide pastoral care, guidance and support but will not investigate or bring charges in relation to the allegation itself. The proper investigating authority in such cases is the police but the College member making the complaint may also request that the University investigate the matter by referring the complaint to OSCA (see Appendix 9).

- (i) Engage in any fraudulent or dishonest behaviour in relation to the holding of any office in a college or University society;
- (j) Refuse to disclose their names and other relevant details to an officer or an employee or agent of the University or its constituent colleges in circumstances where it is reasonable to require such information to be given;
- (k) Decline or refuse to obey any lawful instruction of an officer or employee of the University or its constituent colleges;
- (l) Use, offer, or sell or give to any person drugs, the possession or use of which is illegal;
- (m) Breach any particular disciplinary regulation adopted by the College Council provided that the attention of the Junior Members to the existence of that regulation has been specifically drawn by appropriately widespread publication (for instance, in the *Junior Members' Handbook* or otherwise).
- (n) Fail to comply with the terms and conditions of any penalty imposed by the Dean or the Disciplinary Committee.

Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for breaches of this Code, and may be regarded as an aggravating factor.

#### NOTE

Junior Members are reminded of the University's Procedures and Regulations dealing with student complaints of harassment and sexual misconduct (**see Appendix 9**) and the College may, in appropriate cases, either itself refer, or request complainants to refer, complaints concerning such matters to the University authorities. Where an allegation amounts to conduct that, if proven, would constitute a criminal offence, a complainant may also be counselled to report the matter to the police for further investigation.

## **Appendix 7b**

### **Disciplinary Regulations**

*These Regulations were made by Council under Statute XXX on 28 November 2022.<sup>3</sup>*

#### **A. INTRODUCTION**

##### **Purpose and nature of this procedure**

1. This procedure enables the College to consider whether a member of the College *in statu pupillari* (referred to in these Regulations as a “student”) has breached the Code of Discipline and, if it is found that the Code has been breached, to impose a proportionate penalty. The procedure enables the College to respond appropriately to breaches of the Code of Discipline, and to support the College community. It does not exist to resolve personal disputes.
2. The procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. The process is designed to be navigated without legal assistance being needed.
3. Any Reporting Person, Respondent or witness who is a member of College will be offered advice on how to access support during this process. The support will depend on the circumstances of the case, but it may be delivered by the College, the University, the Students’ Union Advice Service or an external support organisation.

##### **Dean**

4. In these Regulations, “Dean” means the officer of the College designated by Council under Statute XXX.1, and includes Alternate Dean if Council has designated both a Dean and an Alternate Dean. The Dean’s function is to investigate possible breaches of discipline. The Dean has the power to impose penalties for breach of discipline without referring the case to a Disciplinary Committee, or to refer the most serious cases to the Disciplinary Committee.
5. In the exercise of their powers, the Dean has total discretion and is not subject to direction or control by any other person.

##### **Disciplinary Committee**

6. In these Regulations, “Disciplinary Committee” or “Committee” means the committee established by Statute XXX.2. Its function is to decide disciplinary cases referred to it by the Dean. It also hears appeals against penalties imposed by the Dean in cases that have not been referred to it.

<sup>3</sup> These Regulations replace the Dean’s Regulations and the Disciplinary Committee Regulations.

7. The Committee consists of the Chair, who may (but need not) be a Fellow of the College; and four other members, all of whom must be Fellows of the College.
8. The Chair is appointed by Council for a term of up to five years, after consultation with the Presidents of the RCSA and MCR. The other members of the Committee are nominated by the Chair to act in a particular case or group of cases from a standing panel of Fellows appointed annually by Council. Before making a nomination under this Regulation, the Chair must consult the President of the RCSA.
9. In making a nomination, the Chair must not nominate any Fellow who has had previous involvement with the case, or whose presence on the Committee might reasonably give rise to a perception of bias.
10. The Respondent may object to a member or members of the Committee nominated by the Chair. Any objection must state the reasons for the objection, and must be notified to the Secretary at least 48 hours before the scheduled start of the meeting. The Chair, whose decision is final, may replace the member with another Fellow nominated from the panel.
11. Council may appoint a Fellow of the College to be the Secretary of the Committee, for a term of up to three years. The Secretary will attend meetings of the Committee but is not, while they are in post, eligible to be nominated as a member of the Committee.

### **Disqualification**

12. If the Dean, or the Chair or any member of the Disciplinary Committee, or any member of Council, has reason to believe that their impartiality may reasonably be doubted because of their previous involvement with the matter in question, or their personal (as opposed to professional) knowledge of the Respondent or Reporting Person, or for any other reason, they must notify the Warden that they are unable to take part in the case. In this event, Council may, as necessary:
  - (a) appoint another Fellow to act as Dean in the case;
  - (b) appoint another person to act as Chair of the Disciplinary Committee;
  - (c) appoint another Fellow to be a member of the Disciplinary Committee in the case.

## **Reporting Person and Respondent**

13. In these Regulations:

- (a) “Reporting Person” means the person who makes a complaint to the Dean under Regulation 20;
- (b) “Respondent” means the person who is reported in the complaint as having possibly breached the Code of Discipline.

## **Standard of proof**

14. The standard of proof used by decision-makers under this procedure is the balance of probabilities. The burden of proof rests with the College. This means that the Dean or (as the case may be) the Disciplinary Committee or Council has to conclude that it is more likely than not that the Respondent breached the Code of Discipline before any penalty can be imposed on them.

## **Relationship with criminal proceedings**

15. Some breaches of the Code of Discipline could also constitute criminal offences. The Dean will not normally investigate a matter where criminal proceedings are ongoing (including criminal investigations and appeal processes), pausing any action under these rules until criminal proceedings are complete. Where the police have been involved but have indicated that no further action will be taken, or where the behaviour being investigated by the Dean is different to the behaviour being considered through criminal proceedings, the Dean may continue to take action under this procedure.
16. Decision-makers under this procedure will treat relevant police fines, cautions or criminal convictions received by the Respondent as evidence that the behaviour, on which the offence was based, took place. A ‘not guilty’ or ‘no further action’ outcome from the police or criminal proceedings will not by itself prevent the Dean from undertaking their own investigation as to whether a breach of the Code of Discipline has occurred. This may be because of the lower standard of proof: it is possible that a breach of the Code could be proven to the balance of probabilities but not to the criminal standard. Or it may be because prohibited behaviour under the Code is framed differently or more broadly than the criminal law.
17. Some breaches of the Code of Discipline will also be in breach of the University’s Statutes and Ordinances and may result in the University taking disciplinary action. The College will take into consideration any action taken by the University. The Dean should pause any action under these rules if it appears that the University is investigating or taking action on the matter in question.
18. In cases where the Dean identifies a need to put in place precautionary action while an investigation is continuing, the Dean will liaise with the Senior Tutor to determine what steps are necessary and to put them in place. This process is governed by the “Regulation Governing Precautionary Measures”, approved by



Council on 13 July 2020. The Dean and Senior Tutor may also liaise with the University to initiate the process outlined in the University's Statutes & Ordinances under Special Ordinance D (v): Precautionary Action.

19. While a case is continuing under any part of this procedure, a Respondent must not contact or attempt to contact the Reporting Person or any other Respondent or witness, either directly or through another person. Except where precautionary action precludes it, Respondents may continue to pursue and complete their studies, including graduating, unless informed otherwise by the Dean.

## **B. COMPLAINT AND INVESTIGATION**

### **Complaint to the Dean**

20. Any person may complain to the Dean that a student has breached the Code of Discipline. The complaint must be made in writing or by email.
21. No action will be taken on an anonymous complaint unless the Dean decides that there is a compelling case, supported by evidence, for the matter to be investigated.
22. Complaints should be submitted promptly. However, it is accepted that this is not always possible, for example where evidence of misconduct only becomes apparent after a significant period of time, or where a matter has significantly impacted an individual and the effects of this impact has led to a delay in reporting. Respondents will need to be students at the time the complaint is made.

### **Dean's initial steps**

23. The Dean will communicate with the Reporting Person to acknowledge receipt of the complaint. The Dean may request further information and offer a meeting to explain what will happen next.
24. The Dean will determine whether the following tests are met:
  - (a) there is an allegation that, on the face of it, would appear to breach the Code of Discipline;
  - (b) this procedure is an appropriate procedure to use to investigate the matter;
  - (c) the complaint has been submitted with reasonable promptness;
  - (d) the complaint has not already been investigated using this procedure.

## **Decision not to investigate**

25. Where the Dean concludes that one or more of the tests are unmet, they must decide not to commence an investigation (but see Regulation 40 for an exception).
26. The Dean must give reasons for that decision, and must communicate the decision and reasons to the Reporting Person.
27. Where an investigation is not commenced, and any complaint relating to that decision has been completed, the Dean must notify the Respondent of the complaint, the decision of the Dean, the reasons for the decision, and confirmation that no further action will be taken under this procedure.
28. Regulation 27 does not apply if the complaint is withdrawn by the Reporting Person.

## **Investigation**

29. If all four tests in Regulation 24 are met, the Dean must carry out an investigation into the possible breach of the Code of discipline.
30. The Dean must promptly tell the Respondent:
  - (a) that a complaint naming the Respondent has been received;
  - (b) the nature of the reported behaviour;
  - (c) the relevant parts of the Code of Discipline that may have been breached;
  - (d) that an investigation is being carried out under these Regulations (and the Dean should let the Respondent have a copy of the Regulations);
  - (e) a summary of possible outcomes, including referral to other procedures, for example fitness to study or fitness to practise, and who may need to be informed of these outcomes;
  - (f) what sources of help and support are available to the Respondent.
31. The Dean must also, unless the Respondent does not wish it, inform the Respondent's Tutor that an investigation into the Respondent's reported behaviour is being carried out, and must allow the Tutor to attend any meeting between the Dean and the Respondent.
32. As part of the investigation, the Dean may require written statements to be submitted, and may convene meetings to gather evidence relevant to the investigation. In those meetings, the Dean may interview the Reporting Person, the Respondent and other potential witnesses. The Dean may also collect information by assessing material that has been provided by others, such as records of correspondence, screenshots, CCTV footage, evidence from medical practitioners, and records of online activity.

33. The Dean must give anyone who may have been impacted by the behaviour under investigation the opportunity to make an impact statement.
34. Except where Regulation 35 applies, the evidence obtained during the investigation must be shared with the Respondent, giving the Respondent sufficient time to consider and respond to the evidence.
35. But the evidence may not be shared with the Respondent where:
  - (a) it reveals the identity or the personal data of the Reporting Person, or of a Witness; and
  - (b) that person does not wish that identity or data to be shared.
36. If, by virtue of Regulation 35, evidence cannot be shared with the Respondent, the Dean may only proceed with the investigation if they are sure that it is fair to do so. Sharing the gist of the evidence in question may offer a way forward in some cases. If they do proceed with the investigation, and subsequently find that there has been a breach of the Code of Discipline, they must say, in their statement of reasons under Regulation 41, whether any reliance is placed upon information which was not shared with the Respondent.
37. Any person invited to attend a meeting with the Dean may be accompanied by another senior or junior member of the College who is not otherwise involved in the case. They will have the opportunity to answer questions, to offer written information, and to suggest the names of any witnesses.
38. Written notes or audio recordings must be made of all meetings. The Dean may be accompanied by a person, approved by the Warden for this purpose, to assist the Dean in making a note or a recording.
39. Where a written note is made at the meeting or afterwards, those who were present must be given the opportunity to comment on it and indicate whether they agree with the content or not.

### **Previous investigations**

40. Where a complaint has previously been investigated, in whole or in part, the Dean may decide, exceptionally, to commence a new investigation. The Dean will take into account why the matter was not previously fully investigated (if that is the case), whether the outcome of the first process has been called into question, the length of time that has elapsed since the investigation, the severity of the alleged misconduct, the impact on the Respondent of undergoing a second disciplinary investigation, and whether leaving matters unaddressed would have an impact on matters of fitness to practise, or on any obligations the College may owe to professional or regulatory bodies in respect of the Respondent's character.

## **C. PENALTY FOR BREACH OF DISCIPLINE**

### **Finding of a breach**

41. If the Dean finds, after an investigation, that the Respondent has breached the Code of Discipline, the Dean will impose a penalty, unless they exceptionally conclude that no penalty is necessary. The Dean must give their reasons both for the finding of breach and for the penalty.

### **Penalties**

42. The penalty imposed by the Dean must be appropriate and proportionate to the breach of discipline.
43. The penalties available to the Dean include:
- (a) a written warning;
  - (b) a fine not exceeding £500;
  - (c) a requirement not to reside in College accommodation for a period not extending beyond the end of the academic year (or, when this penalty is imposed in the Easter Term, a period not extending beyond the end of the following Michaelmas Term);
  - (d) exclusion from, or restriction of access to, any part of the College (for example, the bar);
  - (e) a requirement to carry out up to 60 hours of work useful to the College, under the direction of the Domestic Bursar;
  - (f) a requirement to participate in a course of education, counselling or training intended to change behaviour;
  - (g) a requirement to write an essay on a subject related to the breach of discipline;
  - (h) a restriction on the purchase or consumption of alcohol on College premises;
  - (i) a curfew.
44. A penalty may be suspended or withdrawn on conditions reasonably imposed by the Dean.
45. The Dean may also make a recommendation to Council that it should use its power under Statute XXX.5 to deprive the Respondent of the status or emoluments of Scholar, Exhibitioner or Student.
46. Fines imposed by the Dean are payable to the College, which will normally donate them to a charity nominated by Finance Committee. The exception to this is where the Dean recommends to the Domestic Bursar that a fine should be applied to the repair or replacement of any property damaged through the breach of discipline.

## **D. CASES BEFORE THE DISCIPLINARY COMMITTEE**

### **Referring a case to the Disciplinary Committee**

47. Where the Dean forms the opinion that a disciplinary matter:

- (a) may, if a breach is found, merit the Respondent's temporary or permanent removal from the College, or
- (b) should for any other reason (such as seriousness, complexity or disputed facts) be heard by the Disciplinary Committee,

the Dean will not proceed to a finding, but instead will inform the Secretary of the Disciplinary Committee that a meeting of the Disciplinary Committee is required.

### **Procedure in the Disciplinary Committee**

48. The Chair has overall responsibility for ensuring that the proceedings of the Disciplinary Committee are fair, timely, and sensitive to the interests of everyone involved in the case.

49. The role of the Dean is to set out the facts before the Committee.

50. The Disciplinary Committee must:

- (a) ensure that the Respondent is made aware of what it is they are accused of doing;
- (b) give the Respondent an opportunity to attend before the Committee in person, to offer an explanation or a defence, or make a statement;
- (c) allow the Respondent to be accompanied by another senior or junior member of the College, or by another person who is not otherwise involved in the case, who will be permitted to advise the Respondent and speak on their behalf;
- (d) allow the Respondent's tutor to attend meetings of the Committee (unless the Respondent does not wish it);
- (e) allow the Respondent to call and cross-examine witnesses (themselves, or through a person accompanying them, or through the Chair).

51. Before the Committee meets, the Chair may decide any preliminary or procedural matter that has not already been agreed between the Dean, the Secretary and the Respondent.

52. The Committee meets in private, and the proceedings are confidential. Persons other than those mentioned in Regulation 50 may be admitted at the Chair's discretion.

## **Penalties**

53. If the Committee finds that the Respondent has breached the Code of Discipline, the Committee may impose a penalty on the Respondent. The Committee must give its reasons both for the finding of breach and for the penalty.
54. The penalty imposed by the Committee must be appropriate and proportionate to the breach of discipline.
55. The Committee has available to it the same penalties as are available to the Dean, and in addition the Committee may impose a penalty that the Respondent be temporarily or permanently removed from the College.
56. A penalty may be suspended or withdrawn on conditions reasonably imposed by the Committee.
57. The Committee may also make a recommendation to Council that it should use its power under Statute XXX.5 to deprive the Respondent of the status or emoluments of Scholar, Exhibitioner or Student.

## **E. APPEALS**

### **Appeals to the Disciplinary Committee against Dean's decision**

58. The Respondent may, within seven days of receiving the decision of the Dean, notify the Dean that they wish to appeal against the Dean's finding that the Respondent has breached the Code of Discipline, or the penalty imposed, or both. The notice must set out the basis for the appeal, and must specify whether the Respondent appeals against the finding or the penalty, or both. The time limit in this paragraph may be extended, in a particular case, by the Dean.
59. The Dean will inform the Secretary of the Disciplinary Committee that a meeting of the Disciplinary Committee is required.
60. The extent and nature of the meeting of the Committee will depend on the basis and extent of the Respondent's appeal.
61. During its meeting, the Committee may:
  - (a) if the evidence is clear and appears to be undisputed, adopt as evidence the notes of any interviews conducted by the Dean (without itself hearing the witness in question);
  - (b) hear witnesses previously interviewed by the Dean;
  - (c) hear witnesses, or consider fresh evidence, not previously heard or considered by the Dean.

62. In all other respects, the Committee will treat the case as one referred to it by the Dean, and Regulations 48 to 57 apply here, modified as the context requires.
63. There is no further appeal in these cases.

### **Appeal to Council against Disciplinary Committee decision**

64. The Respondent may, within seven days of receiving the decision of the Committee, notify the Warden that they wish to appeal against the Committee's finding that the Respondent has breached the Code of Discipline, or the penalty imposed, or both. The notice must set out the basis for the appeal, and must specify whether the Respondent wishes to appeal against the finding or the penalty, or both.
65. This right of appeal does not apply to cases where the Disciplinary Committee was meeting in an appeal capacity.
66. The Warden will summon a meeting of Council to consider the appeal.
67. The extent and nature of the meeting of Council will depend on the basis and extent of the appeal.
68. During its meeting, Council may:
- (a) if the evidence is clear and appears to be undisputed, adopt the notes of evidence considered by the Disciplinary Committee (without itself hearing the witness in question);
  - (b) hear witnesses previously heard by the Committee;
  - (c) hear witnesses, or consider fresh evidence, not previously heard or considered by the Committee.
69. No member of Council who was a member of the Committee may take part in the appeal.
70. Council will adopt the same procedure as that of the Disciplinary Committee, modified as the context requires. In imposing a penalty, Council has the same powers and duties as the Committee.

## **F. OTHER MATTERS**

### **Information-sharing**

71. All information received from a Reporting Person, Respondent, Witness or staff member, including any notes or recordings made under Regulation 38, will be handled sensitively, retained for a period and then destroyed in accordance with the College's Data Protection Policy.

72. This Regulation permits information-sharing for administrative purposes within the College. The College may share information and evidence relating to an investigation or its outcome with members of staff, the Respondent, a person assisting the Dean under Regulation 38, the Reporting Person, or a witness where it is strictly necessary to do so in order to process, investigate, or determine the outcome of a case or to implement any penalty imposed by the Dean, the Disciplinary Committee or Council.
73. This Regulation permits information-sharing for other administrative or regulatory purposes. Where relevant, the College will share the initiation of an investigation, the investigation findings and the reasoned determination of the Dean or the Disciplinary Committee, including any penalties, with the University, regulatory bodies (for example, the Disclosure and Barring Service), professional bodies (for example, the General Medical Council), or other organisations with whom the Respondent may be connected, where it is necessary to do so (for example, where the Respondent holds a relevant position of responsibility). Where formally requested to do so by an appropriate body, or where it appears to the College that a serious offence may have been committed or that someone may be at significant risk of harm, the College may disclose information received through this procedure to the police.
74. This Regulation permits information-sharing for the purpose of transparency. Following the conclusion of the procedure in a particular case:
- (a) the Dean or the Chair of the Disciplinary Committee will disclose the outcome to the Reporting Person;
  - (b) the Dean or the Chair of the Disciplinary Committee, having consulted the President of the RCSA, may publish a statement within College relating to the case;
  - (c) the Dean or the Chair of the Disciplinary Committee may consult Council, with a view to Council determining what further steps should be taken to notify other persons of the outcome;
  - (d) those involved may discuss their personal experience of the procedure with others, but they should not identify (or provide details that might identify) any other individual involved in the investigation or subsequent decision-making process.

## **Meetings**

75. At the discretion of the person calling or chairing the meeting, any meeting referred to in these Regulations may take the form of a virtual meeting, at which parties may attend by video or telephone call.

## **Report to Council**

76. The Dean, liaising with the Secretary to the Disciplinary Committee, will maintain a record of all penalties imposed by the College under this procedure. The Dean will submit an Annual Report to the Council giving an account of the



exercise of the Dean's powers during the previous year, including an account of cases before the Disciplinary Committee.

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## Appendix 8

### CODE OF PRACTICE ISSUED UNDER SECTION 43 OF THE EDUCATION (NO 2) ACT 1986 GOVERNING MEETINGS HELD ON COLLEGE PREMISES

1. Section 43 of the Education (No 2) Act 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers.
2. Section 43 also requires the College with a view to facilitating the discharge of its duty to secure freedom of speech within the law, to issue and keep up to date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises and about the conduct required of those persons in connection with meetings. This Code of Practice, therefore, applies to all students, other members and employees of the College, in respect of all meetings, outdoor and indoor, on College premises including meetings organised by conferences and other outside bodies.
3. The attention of members of the College is drawn to the following College General Regulations (**Appendix 6 Information for Junior Members**):
  9. (i) No member of the College shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the College or any meeting held on College premises.
  - (ii) No member of the College shall intentionally or recklessly impede freedom of speech or lawful assembly on College premises; and no member of the College shall negligently, intentionally, or recklessly fail to give any notice which is required to be given to a College Officer in accordance with the Code of Practice issued in terms of section 43 of the Education (No 2) Act 1986.
4. (i) In order that the College may take the steps necessary to fulfil its duty under section 43, notice of the intention to hold a meeting anywhere on College premises (including within the rooms of junior members) must be given to Head of Conference & Catering on the appropriate "Request to hold an Event" form (obtainable from the Conference Department) by the organisers of the meeting, at least three full days in advance of the meeting, save in the case of meetings in the Auditorium, Umney Theatre or CW Building when five full days' notice is required. In reckoning the days of notice, Saturday and Sunday shall be excluded.
- (ii) The duty to give notice shall not apply to the following meetings:
  - (a) meetings where the intention of the organisers is that only resident members of the University will be present;

- (b) meetings where the expectation of the organisers is that not more than fifty persons will attend and that no persons who are not resident members of the University will address the meeting.
  - (iii) The “Request to hold an Event” form shall state the name of the member of the College taking responsibility for the meeting, and, details of the event including - the place, the names, addresses and college (if any) of the organisers, the name of the organisation making the arrangements, the name of the expected speaker and whether or not such a speaker is a resident member of the University.
- 5. The organisers of any meeting held on College premises shall comply with any conditions set by the College authorities in respect of the organisation of the meeting. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall be changed, and that the meeting may be ordered to be cancelled on account of a threatened breach of the peace. The cost of meeting these conditions, and the responsibility for fulfilling them, rests with the Meeting Organisers.
- 6. The College authorities, including the Domestic Bursar, the Tutors and the Conference Organiser, shall in the exercise of their duties in regard to the organisation of meetings, uphold the College's duty in terms of section 43. However, the College may still deny the use of its premises on any or all of the following grounds:
  - (a) because of a prior booking or planned use of the room or part of the College in question either by the College or some other body;
  - (b) because no member of the College is willing to accept responsibility for the meeting in question;
  - (c) because it is not reasonably practicable to organise the meeting without running an unacceptable risk of serious public disorder occurring at the meeting;
  - (d) because it is not reasonably practicable for some other reason to organise the meeting as intended by the organisers.
- 7. The organisers of any meeting on College premises, and persons attending that meeting, must comply with instructions given by any College Officer or any other person authorised to act on behalf of the College (including the University Proctors) in the proper discharge of their duties. Any person attending a meeting who is not a member of the College may be required at any time to leave the College premises, notwithstanding any payment that such person may have made to attend the meeting. The attention of members of the College is drawn to the following College General Regulations under which it is a breach of University discipline for students of the University to (**Appendix 7a Information for Junior Members**):
  - (j) Refuse to disclose their names and other relevant details to an officer or an employee or agent of the University or its constituent colleges in circumstances where it is reasonable to require such information to be given;

- (k) Decline or refuse to obey any lawful instruction of an officer or employee of the University or its constituent colleges;
8. The provisions of section 43 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that the University disciplinary regulations apply on College premises as elsewhere in the precincts of the University, and their attention is particularly drawn to the following University regulations of discipline:
- Whereas it is the duty of the University to maintain good order and discipline within the University:
- (i) No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University, or any part thereof, or of any College.
  - (ii) No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the precincts of the University. No member of the University shall intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a Code of Practice issued under the provisions of section 43 of the Education (No 2) Act 1986.
  - (iii) All members of the University shall comply with any instructions given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of their duties.
  - (iv) All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor, or other person in authority in the University or in any of the Colleges of the University.
9. The attention of organisers of public meetings and assemblies is drawn to sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements may affect the conduct of meetings. A speaker who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Moreover, an assembly of persons, even if directed to lawful purposes, ceases to be lawful if it threatens serious public disorder or breaches of the peace.
10. Any person who is in any doubt about the application of this Code of Practice to any meeting in the College is under an obligation to consult the Bursar who shall determine whether the provisions of the Code apply to the meeting in question.
11. In this Code the phrase “resident member of the University” shall bear its usual meaning save that it shall include resident members of Robinson College.
12. Breach by any member of the College of any of the requirements of this Code may be treated as a serious disciplinary offence.

## HARASSMENT AND SEXUAL MISCONDUCT POLICY

Robinson College is committed to providing an environment that is free from harassment, discrimination, and abuse. This includes sexual misconduct and all types of harassment, whether of a sexual nature or not. No member should be subject to harassment or sexual misconduct, and no member should subject anyone else to harassment or sexual misconduct. All members should be afforded dignity and respect. The College will not tolerate harassment or sexual misconduct and will always take allegations of this nature seriously.

Robinson College has adopted the [http://www.studentcomplaints.admin.cam.ac.uk/files/code\\_of\\_conduct\\_for\\_students\\_in\\_respect\\_of\\_harassment\\_and\\_sexual\\_misconduct.pdf](http://www.studentcomplaints.admin.cam.ac.uk/files/code_of_conduct_for_students_in_respect_of_harassment_and_sexual_misconduct.pdf).

The College recognises that incidents of harassment and sexual misconduct are chronically underreported, and that the majority of sexual violence is perpetrated by people who are known to a survivor, such as a friend, partner or acquaintance. In line with the [University of Cambridge's Student Mental Health & Wellbeing Plan 2022-2025](#), the College aims to:

- provide advice and guidance for students who have experienced harassment
- create a healthy culture of consent and respect through preventative initiatives and clear reporting procedures.

If students believe that they have been subject to harassment or sexual misconduct by any member of the College community they may:

- seek advice, guidance and support at any time
- seek alternative or informal resolution through the College
- raise a formal complaint within the College
- raise a formal complaint with the University
- report the matter to the police.

This policy explains each of these steps in turn.

### **Advice, guidance and support**

A student who believes they have been subject to harassment or sexual misconduct may seek advice from a RCSA or MCR welfare officer. Or they may approach their Tutor, the Senior Tutor, the Women's Tutor, the College's Discrimination and Harassment contact, or a member of the [wellbeing team](#).

There is "no wrong door" – any of these College officers will be happy to listen, and if they are not the best person to offer advice and support, they will help the student find the right assistance. At all stages, confidentiality will be respected: the identity of any student making a complaint or named in a complaint will not be shared internally or externally without their consent unless that is absolutely necessary, for example to protect others.

The College will continue to provide support, advice and guidance to students pursuing a complaint or named in a complaint, either internally or externally.

Students may also seek independent support and information from the Cambridge University [Students' Unions' Advice Service \(SUAS\)](#) and the [University Counselling Service](#). In cases of sexual assault and harassment, they may also seek support from the [University's Sexual Harassment and Violence Support Service \(SHVSS\)](#). The University of Cambridge's [Breaking the Silence campaign](#) against sexual misconduct offers anonymous reporting and a range of resources and support services.

If, at any time, a student feels that they are being disadvantaged or suffering reprisal from any member of the College community, including the person they have made a complaint about, as a result of complaining about harassment or sexual misconduct, they should seek advice from the Senior Tutor or any of the people listed above.

### **Complaints about Fellows and staff**

Where a student is concerned about the behaviour of a Fellow or a member of staff, they may raise the matter informally or formally with their College tutor, or with a member of the wellbeing team, the Domestic Bursar, the Dean or Alternate Dean, or with the Warden. Whichever route is adopted, the College officer in question will be able to advise the student, take steps to ensure their safety, and make sure that the correct procedure is followed (the procedure may differ depending on whether the person against whom the complaint is made is employed by the College). If the conduct is criminal in nature, the College will support the student in reporting the matter to the police. In all cases, the student can access through the College all the advice and support described above.

The remainder of this policy is principally about cases where it is another student whose behaviour is the subject of complaint.

### **Alternative or informal resolution**

In some cases involving a complaint by one student about the behaviour of another, it may be appropriate for the student making the complaint to try to resolve the matter themselves directly with the other student.

If seeking alternative or informal resolution in this way, however, a student is advised to seek support on a confidential basis from their Tutor or the Senior Tutor, either to help them to work out what to say or, in some cases, to accompany them when they meet the person they are complaining about. Because of the possibility of counter-accusation or recrimination, students are advised to alert a supporting person, such as their Tutor or another student, to the problem before approaching the person concerned, even if they feel able to take this action on their own. It is important to ensure that the facts are recorded promptly and accurately. Alternatively, the student may wish to ask for [SUAS's](#) help in resolving the matter informally.

If a direct approach has been tried and has not worked, or if a student does not feel able to make such an approach, the Senior Tutor, another Tutor or another College Officer may be able to seek an alternative or informal resolution to the problem on their behalf. Alternative or informal resolution brokered by the College will not involve an investigation or any assessment by the College in relation to the culpability or otherwise of individuals. Students seeking such an investigation are strongly encouraged to raise a formal complaint under the University procedure.

If attempts at alternative or informal resolution are unsuccessful, the student may raise a formal complaint through the University or College procedure, but there is no obligation on the student to seek alternative or informal resolution first.

### **Formal complaint: University or College?**

Complaints can be raised under either the College procedure or the University procedure, but not both. Here are factors that may be relevant in choosing which procedure to follow:

1. If the complaint is about harassment (but not of a sexual nature) students are encouraged to use the College procedure.
2. Students at any College may use the Robinson College procedure to raise a complaint about the behaviour of a student or students at Robinson College (but see factor 5 below).
3. If the complaint is about the behaviour of a student at another College, it may be possible to raise it under that student's College's procedure; if this is not possible, the University procedure can be used.
4. The College and the University expect that complaints against students from more than one College, or involving members of a University club or society, would normally be raised under the University procedure because of the likely complexity of such cases.
5. The College and the University strongly encourage complaints about sexual misconduct to be directed to the University procedure, rather than the College procedure. This is because the University is more likely to have the forensic and investigatory capacity properly to investigate a serious accusation of this nature while protecting confidentiality. If a matter is raised within the College that in the view of the Dean or the Alternate Dean cannot for those reasons be satisfactorily investigated internally, the Dean or Alternate Dean may ask for the complaint to be re-directed to the University procedure.

### **Making a complaint through the University**

The University's guidance in support of students who have been subject to any form of abusive behaviour, physical misconduct, sexual misconduct, or other form of inappropriate behaviour by other students or staff is [here](#). It explains how to report an incident, either anonymously or with contact details.

The Head of the University's Office for Student Conduct, Complaints and Appeals (OSCCA) or a deputy will be able to answer any specific questions students or staff might have about the procedure and will endeavour to ensure that the students understand the procedure at each stage. OSCCA can be contacted by email: [OSCCA@admin.cam.ac.uk](mailto:OSCCA@admin.cam.ac.uk).

### **Making a formal complaint within the College**

Harassment and sexual misconduct are breaches of the Code of Discipline (appendix 7a of the [Junior Members Handbook](#)). A student who believes that they have been subject to any such behaviour may make a complaint to the Dean. The Dean (or the Alternate Dean) may carry out an investigation, and if they conclude that there has been a breach of discipline, they may impose a penalty or arrange for the matter to

be considered by the Disciplinary Committee. But the Dean or Alternate Dean may ask for complaints of sexual misconduct to be re-directed to the University procedure.

The Disciplinary Regulations (appendix 7b of the [Junior Members Handbook](#)) set out the functions of the Dean and the Disciplinary Committee, and the procedure adopted by them.

### **Reporting to the Police**

Sexual assault and rape are criminal offences, and students will be supported to come to an informed decision as to whether to report such an incident to the police. They may do this at any time, regardless of any earlier decision not to do so. But if a student decides not to report the incident to the police, neither the College nor the University will require them to do so.

In exceptional circumstances, where the facts as they emerge give rise to concerns that there is a significant ongoing risk to members of the College or University community, or the wider community, the Senior Tutor may make an executive decision to refer the matter to the Police. The Senior Tutor will, in all but exceptional circumstances, inform the Complainant of their intention to report the matter to the Police, and their reasons, before doing so. If the matter is being dealt with by the Police or through the courts, then the College will normally suspend any action under a formal complaint or towards alternative or informal resolution.

### **Precautionary action**

The College may take precautionary action, independently or in collaboration with OSCCA, to protect an individual or the community while a matter is being investigated or tried in any forum or process. Any precautionary action is not intended to be punitive and does not make any assumptions about the merits of the complaint, or the guilt or otherwise of the person who is the subject of the complaint.

Precautionary action might include requiring an individual to:

- move out of College accommodation;
- move rooms or be restricted from accessing specified College or University facilities, services, clubs or societies;
- refrain from entering the College site, or specific College or University buildings or areas.

Council has adopted a Regulation *[Appendix 15 of the [Junior Members Handbook](#)]* governing the use of precautionary action.

Policy Owner: Senior Tutor

Approved by Council: 27 February 2023

Next Review date: March 2025



## PREVENT DUTY – INTRODUCTION

Under Section 26 of the Counter-Terrorism and Security Act 2015, The University (and through it the College) has a statutory duty to have 'due regard to prevent people from being drawn into terrorism'. This is known as the Prevent Duty.

Robinson College is strongly committed to the principle of freedom of speech and expression. It fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, question and test received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive and respond to intellectual and ideological challenges in a constructive and peaceable way. The College also acknowledges its statutory duties in protecting its members and other people from "radicalisation", which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism.

The College has detailed policies for the management of internal and external events held in College, which include procedures for booking, and risk assessment of such events. The following activities shall not be permitted in Robinson College.

- Speeches or activities directly or indirectly promoting violence or which may promote or advance the radicalisation of College members (in this context 'radicalisation' refers to the act of inciting others to support terrorism or commit acts of terrorism).
- The presence of any speakers, visitors, or guests whose influence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of any University member(s) and/or any member(s) or of the general public.
- Activities of any kind which disregard the safety of participants and/or onlookers.

Additional to these processes, both on the College website and in the Junior Members Handbook, students are made aware of a Code of Conduct they are expected to follow and a Code of Practice Governing Meetings held on College Premises.

Key staff members undertake Prevent Training to increase their awareness of the risks of radicalisation and the signs that may be observed, such as changes that they may see in a student's behaviour. Equally students may become aware of changes in their fellow students that they find unusual or perhaps worrying. These may not be of any importance but nevertheless, it is worth mentioning your observations to the Domestic Bursar, the Senior Tutor and/or the Tutorial Office. If you are in any doubt, about whether what you have seen is relevant, please report it and let others make the decision.

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## Appendix 11

### The University of Cambridge Sports Centre Working with Robinson College

The University of Cambridge Sports Centre is open to everyone and offers some great facilities. Opened in 2013, the University Sports Centre has a Gym, Strength & Conditioning room, Sports Hall, Squash and Fives courts, Studios and a Team Training Room used by University Club squads and international performance athletes. We offer a wide range of sports clubs and fitness classes for both members and casual users.

#### Cambridge Sport Membership

Our Cambridge Sport Membership is more than just a gym. We want to ensure our members have access to variety in their fitness routines allowing them to do so much more than pound the treadmill. Cambridge Sport Membership includes:

- Access to the Gym
- Access to the Strength & Conditioning Room
- Badminton Court Hire
- Squash Court Hire
- Fives Court Hire
- Use of Wilberforce Road Athletics Track
- Fitness Classes
- Personal Programmes

#### Working with Robinson College

We currently offer two options for Cambridge Sport Membership. A 12 month option and a monthly direct debit option. The Sports Service have agreed to discount the annual costs by 20% for first time members from Robinson College. **Please note that this membership is only available to purchase at the sports centre.**

Membership Type	Time Period	Regular Price (Renewal Price for following years)	Sports Service Discount (20%)	Robinson College Contribution (25%)	New Price
Student 12 Month*	12 months from start	£320	£64	£80	<b>£176</b>
Student 12 Month (Sep & Oct only**)	12 months from start	Was £320, Now £215	£43	£53.75	<b>£118.25</b>
Staff 12 Month*	12 months from start	£370	£74	£92.50	<b>£203.50</b>

\*These memberships benefit from the "Universal Gym" Scheme allowing access to 50 other University Gyms encouraging these members to use these facilities when visiting or during vacations.

\*\*To assist with the transition of new membership options, we will be applying a special offer to the Student Annual Membership option in September and October. This was also be eligible for the additional Robinson College Discount.



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## Appendix 12



### **Robinson College** ***Support and Assess Capability to Study Procedure***

#### **1. College Statement**

1.1 This College procedure can be applied if there is any question as to the capability of students to proceed with their studies. There are a variety of circumstances when this may be activated (see further section 3, below). Sometimes capability will be a matter of physical state (for instance some protracted or severe illness). It could be the mental or social state of the student, or it might relate to circumstances arising in the student's family or surroundings that could have a significant impact on a student's ability to study effectively. Cases may be raised directly by a student, by that student's friends, by a supervisor, Director of Studies or Tutor or be relayed from elsewhere in the University. The Senior Tutor may consider that the identity of the individual or individuals raising the concern may need to be withheld or protected at any stage in the procedure in exceptional circumstances. Anonymous referrals shall only be acted upon in exceptional circumstances as the Senior Tutor sees fit, having regard to the seriousness of the issues raised and the fairness to any individuals mentioned in the referral.

1.2 The College understands students with mental health conditions are often highly aware of their difficulties and needs, that they act responsibly in seeking help, and that doing so is right. Asking for help would not ordinarily engage this more formal process of assessment. Occasionally a situation that would normally have been considered cause for a disciplinary hearing of some sort will be judged to call for pastoral rather than punitive action and will be fed into this scheme.

1.3 'Capability to study' as used in this document relates to the entire student experience, and not just a student's ability to engage with their academic studies. The College and University expect students to be able to live and work in harmony with others, and not to conduct themselves in a way which has an adverse impact on themselves or those around them. This procedure is not designed to address academic performance issues (which will be dealt with under the normal academic assessment and monitoring procedures) or disciplinary issues (which will be dealt with under normal disciplinary procedures) except where they clearly result from a capability to study issue where the normal procedures may not be appropriate.

1.4 A student's capability to study may be called into question if illness, mental health difficulties, psychological or emotional problems, or personality disorders are seriously disrupting the student's own studies or the studies of others or result in unreasonable demands being placed on staff or other students.

1.5 If concerns are raised whilst a student is on authorised study away from Cambridge (e.g. is on a Year Abroad, has leave to Work Away, or is on a placement), the College may discuss with the other institution and the University Department, where appropriate, alternative arrangements that might address any concerns. Such

alternative arrangements do not, however, exclude further steps being taken under these Support and Assess Capability to Study procedures.

1.6 Unless the student is still legally a child (that is not yet 18 years old), parents/guardians may only be informed that the capability to study procedure has been invoked with the express consent of the student. Such consent should be communicated to the Senior Tutor.

1.7 The overriding aim of Robinson's procedure is to find a balance so that proper support is put in place for students to enable them to fulfil their potential while not allowing potential disruption or distraction to go untreated. Students should be given a clear understanding of the routes open to them to enable them to fulfil their potential and the procedures that the College and University will apply when dealing with them. To this end the scheme is described in terms of three stages:

1.8 Stage 1 normally commences when a potential cause for concern is raised often by others. In extreme or urgent cases it will be possible to escalate instantly to Stages 2 or 3. Stage 1 attempts to maintain as informal a style as possible: students will, under this stage, meet with their Tutors and will have an opportunity to discuss why issues of capability to study have been raised. In some cases, at the end of such a meeting all will end up reassured and no further action will be needed, but more often some equally informal follow-up will be established to confirm that whatever gave rise to concern has been resolved. Tutors will be able to explain University options (e.g. sometimes the availability of the Disability Resource Centre or Counselling Service, sometimes the procedures for special arrangements for sitting exams, or for seeking examination allowances). If all parties are satisfied this may complete the proceedings, but any case of disagreement or for issues that prove difficult to resolve at that level either the student or the College can escalate the case to Stage 2.

1.9 Stage 2 is similar in intent to stage 1, and happens entirely within the College, but involves a small panel who can take views directly from the student and collect reports from others who may be involved. Its discussions will be recorded and the object of the exercise is to bring in some independent but experienced voices and seek ways in which whatever might have been disrupting or appearing to disrupt the student's progress or ability to function fully in the College environment are resolved so as to allow the student to proceed through the course of study and graduate successfully.

1.10 If problems remain beyond Stage 2, the College will take advantage of the University's Procedure to Support and Assess Capability to Study (set out at <https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6586/6586-SACS-ANNEXES.pdf>) which is broadly similar in structure to Stage 2 but that is (a) further independent of the College and hence may be valuable if there could be seen to be any conflicts of interest arising in any internal process and (b) has stronger ultimate powers to enforce solutions in extreme cases, up to and including excluding a student from the University either on a temporary or permanent basis. It is anticipated that few cases will reach this level, i.e. Stage 3. It may be useful to see here: <https://www.studentcomplaints.admin.cam.ac.uk/supporting-and-assessing-capability-study>

1.11 Incoming undergraduates are sent a copy of the College's Support and Assess Capability to Study Procedure (included in the Junior Members' Handbook) and of the University's Support and Assess Capability to Study Procedure, as set out in the University's Statutes and Ordinances. The scheme as a whole applies to all junior members (both postgraduates and undergraduates) as well as to exchange students,



students while on their year abroad and/or out of residence for any other reason. It should be stressed that the Support and Assess Capability to Study procedures are seen as part of the provision of pastoral care within the College and University and not as any form of disciplinary process, and that it is very much hoped that what is called 'Stage 1' here in fact reflects what has been current practice for many years - with now the stages beyond that merely codifying how a Tutor can escalate issues that they have found intractable.

## **2. Introduction to the Procedure**

2.1 This procedure sets out the steps which will be taken by the College and University when there is concern that a student's behaviour or health has the potential to disrupt or threaten the welfare or academic progress of the student, or of others in the academic community. It applies to all matriculated students.

2.2 Where a student has such problems, it may not be appropriate for that student to be subject to normal disciplinary proceedings, but the problems may be such in their impact on the student or others that there is no option but to suspend or terminate the student's other studies under Stage 3.

2.3 Decisions made concerning a student's capability to study are made through a collective supportive process, after appropriate consultation and after consideration of the student's ability to study, learn effectively and to complete the course successfully.

2.4 The Support and Assess Capability to Study procedure is in three stages:

Stage 1: Informal College action (discussion with the student and encouragement to seek support)

Stage 2: College Case Review Group (more structured meeting with action plan)

Stage 3: Formal consideration, conducted under the University's Procedure to Support and Assess Capability to Study:

<https://www.studentcomplaints.admin.cam.ac.uk/supporting-and-assessing-capability-study> (which includes powers for the student to be temporarily suspended pending consideration of the student's case)

2.5 Cases can be considered via each stage, or serious cases can be taken directly to Stage 2 or 3.

2.6 Stages 1 and 2 are managed by the College regardless of whether the concerns are raised by members of this College, another College, or the student's Faculty or Department. Stage 3 involves committee members appointed by the University as set out here: <https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6586/6586-SACS-ANNEXES.pdf>. These committee members are empowered to take decisions on behalf of the University, and to make recommendations to the College.

2.7 The procedure allows for temporary suspension by the University in cases causing very serious concern.

2.8 The procedure is separate from disciplinary and academic progress procedures; and from Fitness to Practise (<https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6586/6586-FTP-ANNEXA.pdf>) procedures.

### **3. Circumstances under which this procedure may be implemented**

3.1 A student's capability to study may be brought into question as a result of a wide range of circumstances. These include (but are not restricted to) the following:

- (a) Serious concerns about the student emerge from a third party which indicate that there is a need to address the student's capability to study.
- (b) A member of the College has been told of a problem by the student and/or the College has been provided with information which indicates that there is a need to address the student's capability to study.
- (c) The student's disposition is such that it indicates that there may be a need to address an underlying problem because that student's behaviour is causing serious problems or serious problems to others.
- (d) Behaviour that would otherwise be dealt with as a disciplinary matter, but is considered the possible result of an underlying physical or mental health problem.
- (e) The student's academic performance or persistent behaviour is not acceptable and this is thought to be the result of an underlying problem which may mean that the student is not fit to study.

3.2 If staff within the College, or the student's Faculty or Department, have concerns regarding a student's capability to study they should discuss them with the Senior Tutor. The Senior Tutor will then investigate and consider whether it is appropriate to initiate the capability to study procedure.

3.3 The severity of the problem and the student's engagement with efforts to respond to it will determine which stage of the procedure is invoked.

### **4. Stage 1 - Informal Action by the College**

4.1 If the Senior Tutor determines that concerns about a student's capability to study warrant initiation of the procedure, a member of College staff designated by the Senior Tutor to handle the case at Stage 1 should approach the student and explain to that student that concerns about capability to study have emerged. The designated person would usually be the student's College Tutor, but might be a College nurse or other member of the pastoral support team. Should the Tutor or other member of staff require advice or guidance on how to approach the matter, the Tutor should contact the Senior Tutor.

4.2 The designated member of College staff should make the student aware of the precise nature of the behaviour that has caused the concerns about the student's capability to study to be raised. The designated member of staff, involving others as appropriate will attempt to resolve the matter by informal discussions with the student. Opportunity to explain the student's own views on the matter should be given, and the student should be encouraged to think about using one or more of the support services offered by the University or the College. It may also be necessary to consider whether all 'reasonable adjustments' to the academic arrangements and support have been put in place to enable the student to study effectively.

4.3 In most cases issues can be resolved at this level, and the student will respond positively. It may be necessary to obtain independent corroboration as to whether support offered is being taken up.

4.4 A review period should be determined by agreement between the designated member of the College and the student. At the end of this period a meeting should be held to discuss steps taken by the student to address the concerns about capability to study. If the concerns have been addressed satisfactorily, this will be noted. Further meetings may be scheduled to continue to monitor the situation.

4.5 If, however, the concerns have not been addressed to the satisfaction of the designated member of College staff, a further review period may be agreed, or the case will move to Stage 2 of the procedure.

4.6 The informal discussions, advice and any undertakings made by the College and/or the student should be documented and should be kept confidential to the designated person, the Senior Tutor and the student. A letter setting out what has been agreed should be given to the student. If the concern was raised by a member of the student's Faculty or Department, the Senior Tutor will inform the student that a discussion has taken place, and that action has been agreed to address the concerns that have arisen.

4.7 If a student is unable or unwilling to co-operate, he or she should be informed that more formal action under Stage 2 of this procedure may be considered appropriate.

## **5. Stage 2 - College Case Review Group**

5.1 If the action taken under Stage 1 has not been successful, or it is felt that the case is too serious to be dealt with informally, Stage 2 of the procedure will be invoked. The student's Faculty or Department will be informed on a 'need to know basis' both that Stage 2 of the procedure has been invoked, and the reasons for this. The student's Head of Faculty or Department or other nominated person, who might for example be the student's supervisor in the case of a research student, will be invited to provide a written report on any concerns that the student has that might relate to the case review.

5.2 A meeting of a College Case Review Group will be convened by the Senior Tutor. The Group will be made up of the student's Tutor and the Senior Tutor, and may include others as deemed appropriate by the Senior Tutor, including the College Director of Studies, or Faculty/Departmental representatives. The student may be accompanied to this meeting by a student or other friend or representative (e.g. from the Students' Union Advice Service) and will notify the Senior Tutor 24 hours in advance whether the student will be accompanied and, if so, by whom. The Senior Tutor may request that a representative from the Counselling Service or Disability Resource Centre also attend to advise the Group.

5.3 The Senior Tutor shall designate a member of the College as the point of contact with the student. The designated person will normally be the student's Tutor, who should ensure that the Senior Tutor is kept informed of all communications. The Senior Tutor should be the main point of contact with all other agencies and individuals and should keep records of the whole process. The Senior Tutor should appoint a deputy if unavailable to act at any stage.

5.4 Before the meeting, an assessment may be sought from a qualified practitioner familiar with the HE environment and the spectrum of student difficulties, or from the University Occupational Health Service, Disability Resource Centre of University Counselling Service (e.g. a Mental Health Advisor) or other expert. The student will be encouraged to consent to this.



5.5 The assessment will form part of the material used to determine the following matters:

- (a) the nature and extent of any condition from which the student may be suffering;
- (b) the student's prognosis;
- (c) the extent to which it may affect the student's capability to study and manage the demands of student life;
- (d) any impact it may have or risk it may pose to others;
- (e) whether any additional steps could reasonably be taken by the College, in light of any medical condition, to enable the student to study effectively; and
- (f) whether the student will be receiving any ongoing medical treatment or support.

5.6 The student will be asked to authorise full disclosure to the College Case Review Group of the results of any medical examination. The College recognises that any such information disclosed will constitute "sensitive data" for the purposes of the Data Protection Act 2018 and will be handled, processed and stored accordingly.

5.7 Should the student refuse to undertake an assessment, or to disclose its results, the College may continue this procedure based on the information already in its possession. In these circumstances—i.e. where the student refuses to undertake an assessment, or to disclose its results—the College may infer an increased level of risk to the student.

5.8 The student will be given at least 14 days' notice of the convening of a College Case Review Group and informed of the purpose of the meeting. This period may be shortened in an emergency on the decision of the Senior Tutor. The student will also be provided with any documents that will be considered by the Group, and asked to provide any documentation the student may wish the Group to consider at the meeting.

5.9 The student may be accompanied at the meeting by a Cambridge Students' Union representative, a fellow student, or other representative. A support worker may also accompany disabled students. The student should notify the Senior Tutor at least 24 hours in advance of the meeting if the student is to be accompanied and by whom.

5.10 The purpose of the meeting will be to ensure that:

- (a) the student is made fully aware of the nature of the concerns that have been raised;
- (b) the student's views are heard and taken account of; and
- (c) the student is fully aware of the possible outcomes if difficulties remain.

5.11 The Case Review Group will order its proceedings at its own discretion. If the student declines to attend the meeting of the Case Review Group it may still proceed, and outcomes will be communicated to the student in writing by the Senior Tutor.

5.12 The Case Review Group may decide:

- (a) that no further action is required; or

- (b) that one or more of the following actions should be taken:
- i) formally to monitor the student's progress for a specified period of time; and/or*
  - ii) to recommend that special academic arrangements or support are put in place; and/or*
  - iii) with the student's consent, to agree that the student's studies be suspended for a period of time with appropriate application to the relevant University authority. Return to College would also be conditional on medical approval particularly from the College's psychiatric nurse;*

or

- (c) to refer the case to the University's Support and Assess Capability to Study committee, for consideration under Stage 3 of this procedure; or
- (d) in the case of a medical or veterinary student, refer the case for consideration under the University's Fitness to Practise procedures.

5.13 The Senior Tutor, as convenor, will record the decisions of the College Case Review Group and will communicate them to the student, and will ensure that any follow up action is taken.

5.14 If the student's progress is to be monitored under (b)(i), an action plan will be agreed with the student, outlining any steps which the student will be required to take, and/or any support to be provided to the student. Regular review meetings with the student will be arranged with a nominated member of College staff, to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided.

5.15 The student will also be informed of the consequences of any breaches of the action plan, which will normally involve that student's capability to study being considered at Stage 3.

5.16 If it is recommended that special academic arrangements or support are put in place under (b)(ii), the details should be agreed with the student's Faculty or Department (and in the case of a research postgraduate student with the appropriate Research Supervisor) and by the student, and approved by the relevant University authority.

5.17 The student will be informed that unless these arrangements remedy the concerns to the College's satisfaction, and the satisfaction of the relevant Faculty or Department if appropriate, the student's capability to study may be considered at Stage 3 of these procedures.

5.18 The case will only be referred for consideration under Stage 3 of this procedure in the most serious of cases where, for example, evidence of a serious risk to either the health and safety of the student or others has been identified, and it is thought that suspension, exclusion or expulsion of the student may be the appropriate course of action, or where a particular course of action has been recommended but the student does not agree.

5.19 The decision of the Case Review Group, together with a record of the meeting, will be sent to the student by the Senior Tutor within 14 days from the date of the meeting, and a copy kept on the student's personal file. A copy of this documentation will also be sent to the student's Faculty or Department on a 'need to know' basis and, in the case of a PhD student, to the student's Supervisor.

## **6. Stage 3 - Formal consideration, conducted under the University's Procedure to Support and Assess Capability to Study**

6.1 This stage of the procedure may be implemented as a result of a wide range of circumstances. These include, but are not restricted to, the following:

- (a) a written referral from a Stage 2 Case Review Group; or
- (b) if, after consultation with those involved in the case, in the opinion of the Senior Tutor or Head of Faculty or Department, initial concerns are raised in writing which are sufficiently serious as to warrant the consideration of the student's suspension, exclusion or expulsion; or
- (c) following a written referral from College or University disciplinary proceedings in the light of concerns about a student's capability to study; or
- (d) where the student has refused or failed to co-operate with the procedures under Stage 2 and the Case Review Group consider that a referral to Stage 3 is appropriate; or
- (e) the student's academic performance or persistent behaviour is considered to be unacceptable and this is thought to be the result of an underlying problem which may mean the student is not fit to study; or
- (f) serious concerns arise about the student's capability to sit examinations or other assessment.

6.2 Under Stage 3, the matter is referred to the University and the procedure that will be followed to determine capability to study will be that as set out in the University's Statutes and Ordinances, here: <https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6586/6586-SACS-ANNEXES.pdf> . A copy of these can also be found in Appendix 13, below.

## **7. Return to Study**

7.1 After a break in study as a result of capability to study proceedings at Stages 2 or 3, the student may make a request to the University and the College for permission to return to the course. If the request is made after temporary exclusion by the University's Procedure at Stage 3, the request to return will be considered in accordance to the procedures recommended by the committee, as set out here, under 'Return to study': <https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6586/6586-SACS-ANNEXES.pdf>.

7.2 If the request is made as a result of proceedings at Stage 2, the student will only be permitted to return if, after receiving medical advice, the College and relevant University authority is satisfied that the individual is fit to study and able to comply with any conditions imposed for the student's return.

7.3 In cases where the College has any continuing concerns about the student's capability to study, it may require a second medical opinion. In this case a student may be asked to undergo a medical assessment, at the College's expense, by doctors/specialists, including the University Mental Health Advisor, nominated by the College, to allow the situation to be properly evaluated. Where the College has continuing concerns regarding the student's capability to study, it may refer the case for further consideration to the College Case Review Group.

7.4 In any case where a student returns to study following the implementation of the capability to study procedure, the College should hold a preliminary meeting with the student to discuss what support measures need to be put in place for the student's return and establish a return to study plan. This initial meeting should include the student's Tutor, the Senior Tutor and the Director of Studies.

7.5 At this meeting it is recommended that a schedule of regular review meetings with the student be agreed, in order to monitor and support a return to study plan.

7.6 If so, the student must provide their continued cooperation in this respect and such review meetings may continue for part of all of the remainder of the course and residency in College.

7.7 There should be a written record of what is agreed for the return to study plan and a copy given to the student.

7.8 The Senior Tutor should ensure that, where appropriate, a copy of the plan is sent to any support agencies who have agreed to help implement the plan, and that any necessary support from agencies external to the College is put in place.

7.9 The Senior Tutor should make arrangements for monitoring the delivery and acceptance of the support plan. If the student does not engage with the return to study plan, then it is likely that a Case Review Group will be required to assess the student's capability to study.

7.10 In the event that a student's request to return to study is declined by the relevant University authority, the student will have a right of review under the review procedures for the decisions by that authority. Details of how to review a decision made under Stage 3 can be found here: <https://www.admin.cam.ac.uk/reporter/2019-20/weekly/6586/6586-SACS-ANNEXES.pdf>.

7.11 If the College declines the student's request to return in circumstances where the University does not object to that request, the student may seek a review of that decision by a new Case Review Committee consisting of four Fellows with tutorial experience and who have had no previous involvement in the case under the chairmanship of the Warden. The procedure to be followed by this Case Review Committee will be that applicable to a Stage 2 review but the decision of this Committee will be final and is not subject to any further review.

7.12 In the event that the request is declined and the relevant University or College (as the case may be) procedures have been exhausted, a Completion of Proceedings letter will be issued at the conclusion of the proceedings, and the student may seek to have the case reviewed by the OIA.

## **7. General Matter**

The College acknowledges that, as a result of implementing this procedure, it will receive personal sensitive data and data of a confidential nature pertaining to the student and other third parties, and shall ensure that all such data is handled, processed and stored accordingly.

## **APPENDIX**

### **Crisis Situations**

It is possible that a student may pose such an extreme personal risk and/or risk to others that the student requires emergency assistance outside these procedures.

In a situation where it is believed that a student's behaviour presents an immediate risk, the Emergency Services should be contacted by dialling 999.

The College Porters' Lodge should be informed: 01223 339100.

This should be followed up as soon as possible by notifying the Senior Tutor of the details of the incident and action taken.

The person witnessing the student's behaviour should not leave the scene until they have briefed the Emergency Services, bearing in mind the primary necessity to ensure their own safety.

The Porters' Lodge will keep a record of the action taken by the Emergency Services and pass this on to the Senior Tutor. The Senior Tutor or nominee will ensure that contact is made at the appropriate level of detail with the student, the student's Tutor and Director of Studies, or Supervisor in the case of postgraduates, and that appropriate arrangements are made with regard to follow up.

In the case of medical and veterinary students, incidents should be reported by the Senior Tutor to the Medical and Veterinary Progress Panel for advice as to whether there might be Fitness to Practice issues to consider.

Last reviewed	March 2024
Date of Next Review	As appropriate

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## Appendix 13

### PROCEDURE TO SUPPORT AND ASSESS CAPABILITY TO STUDY

*Amended by Grace 8 of 29 July 2020*

#### 1. Glossary of key terms

**1.1** In this procedure, the following terms shall have the meanings set out below:

Collegiate University Community	All registered or formerly registered students, other matriculated persons, all members of the Regent House, and all University and College employees, workers, staff or secondees, visiting scholars and visiting students
Committee	The Study Capability Assessment Committee (see Regulation 6).
Decision-maker(s)	Those who have authority to make decisions concerning capability to study under this procedure (see Regulations 5 and 6)
Department	The University institution at which the student is studying. References to the Head of Department or Departmental staff refer to the Head and the staff of that institution, who may be the Chair of the Faculty Board and the staff of that Faculty
DRC	Disability Resource Centre
OSCCA	Office of Student Conduct, Complaints and Appeals
Rules of Behaviour	Rules of Behaviour for Registered Students and Formerly Registered Students <sup>1</sup>
Student	Registered student as defined in Statute A X 2(c) <sup>2</sup>

## Scope and principles

### *Introduction*

1.1. This procedure sets out the steps that will be taken by the University when there is concern that a student's behaviour or health is adversely impacting upon the welfare or academic progress of the student, or of others within the Collegiate University community, or has the potential to do so.

1.2. Where an alleged breach of the Rules of Behaviour is likely to have been caused by an underlying health condition, this procedure should be initiated.

1.3. All students should be encouraged to engage fully with their studies. Students should be informed about how to access relevant academic skills support, pastoral support and, for students with disabilities, how to ask for reasonable adjustments that will be offered and put in place unless declined by the student.

1.4. Where concerns regarding the student's behaviour or health remain after the actions in Regulation 2.2 have been taken, this procedure should be initiated.

### *Stages*

1.5. The procedure has two stages:

Stage 1 – support to study (see Regulation 5)

Stage 2 – assessing a student's capability to study (see Regulation 6)

Students will have the opportunity to ask for a review of a stage 2 decision using the Procedure for Review of Decisions of University Bodies.<sup>3</sup> The decision on the completion of that review will be the final stage of the University's internal procedure and therefore a Completion of Procedures letter will be issued. The Completion of Procedures letter will explain to the student how to raise a complaint with the external ombudsman, the Office of the Independent Adjudicator, if the student remains dissatisfied with the University's action or inaction.

### *Engagement with the procedure*

1.6. A student must engage fully with this procedure, including responding to emails, adhering to deadlines and attending meetings either physically or virtually. If a student does not engage fully with the procedure, this is likely to lead to escalation within the procedure and for the decision-makers to assess that the risk to the student or the Collegiate University community is high, resulting in precautionary action under Special Ordinance D (v). Some students may find engaging with the procedure worrying or challenging, particularly stage 2, as it may include consideration of whether the student is currently capable to continue studying. The student will receive information on how to access support during the procedure. The appropriate support will depend upon the student's circumstances but may be delivered by a College, the University, the Students' Union's Advice Service or external support organisations. Decision-makers will take into account the potential effects upon the student made known to them in reaching their decisions.



1.7. Reasonable adjustments shall be made to the procedure to allow fair access for students with a disability requiring them. Students are requested to inform their Department of any requests for reasonable adjustments when accessing Regulation 5 of the procedure, or the Head of OSCCA when accessing Regulation 6 of the procedure, where these have not already been anticipated and put in place.

1.8. The student and all others involved in the procedure are always required to communicate and act respectfully and reasonably whilst using the procedure. Abusive behaviour will not be tolerated. If, following a warning, someone continues to behave in an unacceptable manner, that person may be subject to separate disciplinary action. Where the student is continuing to behave in an unacceptable manner, this behaviour may lead a decision-maker to consider that the risk the student poses to the Collegiate University community or themselves is high and refer the concern to the Academic Secretary to consider precautionary action under Special Ordinance D (v).

### *Representation*

1.9. In order to ensure that a student's views are accurately represented during the procedure, it is preferable for the University to correspond directly with the student. Where this is not in the best interests of the student, for example because the student lacks capacity or requires support to receive correspondence as a result of an underlying health condition, correspondence can be directed through an authorised representative where explicit permission is given by the student.

1.10. This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. It is not normally necessary for a student to be legally represented at any meetings that form part of the procedure, other than in exceptional circumstances.

### *Decision-making*

1.11. Any action taken under this procedure will be limited to that necessary and proportionate to protect the best interests of the student, and other members of the Collegiate University community.

1.12. The standard of proof when making decisions under this procedure is the balance of probabilities. The burden of proof that some form of action is required to be taken in relation to the student's studies rests with the University. This means that it is necessary to prove that it is more likely than not that behaviour occurred which requires action to be taken. Decisions must be supported by evidence, and will take into account the credibility of evidence.

1.13. All decision-makers will receive appropriate training to undertake their role and be appropriately resourced and supported. Decision-makers in stage 2 will not have had any previous involvement with the matter or any personal knowledge of the student.

1.14. A student may choose to intermit at any time during this procedure. The decision-maker will normally accept any request for intermission provided criteria for intermission are met.

1.15. This procedure can be suspended at any time by a decision-maker to enable a student to intermit from study or for a criminal investigation or proceedings to be completed. When a student intends to return to study after intermission or when the criminal proceedings have been completed or a decision has been taken not to take further action through the courts, the



decision-maker may request additional medical evidence or resume this procedure in order to ensure the student is fit to resume study.

**1.16.** Any reference in this procedure to a University officer or other named role-holder includes a deputy appointed by that officer or role-holder to exercise the functions assigned to that officer or role-holder under this procedure.

## **2. Circumstances under which this procedure may be implemented**

**2.1.** A student's capability to study may be brought into question as a result of a wide range of circumstances. These include, but are not restricted to, the following:

- (a) Students who have individual learning plans in place and are struggling to manage their studies or other elements of their course;
- (b) Students who are not attending, submitting work and/or repeatedly not responding to emails;
- (c) Students with complex personal circumstances (for example, health, family or financial issues);
- (d) Students who regularly submit applications for examination allowances as a result of ongoing health concerns;
- (e) Students whose health, wellbeing or behaviour is causing concern to others, although there may be no negative impact on their academic work and progression;
- (f) Students whose behaviour is impacting upon the health and safety of others.

## **3. Raising a concern**

**3.1.** The following individuals and bodies may initiate this procedure:

- (a) the student's Head of Department;<sup>1</sup>
- (b) the student's Senior Tutor;
- (c) the University Advocate or Student Discipline Officer; or
- (d) the General Board.<sup>2</sup>

Where the student's Head of Department initiates the procedure and considers that support to study under stage 1 of this procedure is appropriate, the Head of Department shall manage that process and report on any actions taken to the Head of OSCCA, and Regulations 4.2–4.8 shall not apply.

In all other cases, the person or body will initiate the procedure by making a written referral to the Head of OSCCA setting out the grounds for concern and all relevant evidence about the student's capability to study.

**3.2.** The Head of OSCCA, following consultation with the student's Head of Department and, where applicable, the student's Senior Tutor, will consider the grounds contained in the referral and shall determine whether to refer the concern:

- (a) to stage 1 of this procedure;
- (b) to stage 2 of this procedure;
- (c) to an alternative procedure where appropriate, for example, an equivalent College procedure, the Student Disciplinary Procedure or the University's Fitness to Practise Procedure.

**3.3.** The Head of OSCCA may in addition refer the concern to the Academic Secretary to consider precautionary action under Special Ordinance D (v) where there are reasonable grounds to consider the student is a risk to themselves, or to the Collegiate University community, and there is a need for immediate action to be taken.

**3.4.** The Head of OSCCA when making a decision under Regulation 4.2 shall take into account whether the concern is likely to be resolved with additional supportive actions from the Department. Where stage 1 does not appear likely to resolve the concern, or actions equivalent to stage 1 have already been attempted without success, it will be referred to stage 2.

**3.5.** Where a student is also a member of a College, the College may also have a procedure to support or assess the student's capability to study. There are a number of factors that can determine which procedure is most suitable to use, including whether:

- (a) the behaviour that has prompted the concern is occurring primarily within a College or University setting;
- (b) the College has a procedure sufficient to consider the concern;
- (c) the student's relationship with the College or the University has broken down.

**3.6.** In some circumstances it may be appropriate for the College to take forward the equivalent of stage 1 of this procedure. Where the concern is not resolved by this action, the College may decide to refer any consideration equivalent to stage 2 into the University procedure by making a written referral under paragraph 4.1.

**3.7.** The decision regarding which procedure to use will be made jointly by the student's Senior Tutor and the Head of OSCCA.

**3.8.** The Head of OSCCA shall write to the student within 7 days of the decision being made under Regulation 4.2, outlining the concern and informing the student of the decision and the reasons for the decision.

<sup>1</sup> In the case of students on inter-departmental courses, referral may be by the Head of any of the Departments teaching the student.

<sup>2</sup> Or bodies acting under powers delegated by the General Board, including the Examination and Assessment Committee and the Postgraduate Committee.

#### **4. Stage 1 – support to study**

**4.1.** The Head of Department will nominate a member of Departmental staff to undertake the actions under stage 1.

**4.2.** The student will be required to attend a Support to Study meeting with the nominated Departmental staff member to understand why staff have concerns regarding the student's behaviour and to discuss what supportive actions can be taken to help address the behaviour.

**4.3.** The student will normally be given at least 7 days' notice of the meeting taking place. The student will be informed of the purpose of the meeting including a summary of the behaviour which has led to the meeting taking place and will be able to bring an appropriate supporter and a College Tutor to the meeting. Where the student has a DRC advisor, this person may also attend to provide expert information in relation to any adjustments or other support options that may be discussed.

**4.4.** During the meeting, the Departmental staff member will outline the behaviour that led to the meeting taking place and the student will be given an opportunity to provide a response or explanation for the behaviour. Where a student disagrees that the behaviour has taken place then this should be noted, with the student still having the opportunity to agree to engaging with supportive actions.

**4.5.** Supportive actions can be any actions that may assist students in continuing with their courses. Supportive actions must be agreed between the Departmental staff member and the student. Some examples of these actions may include:

- (a) additional meetings with College or University staff to discuss behaviour expectations or academic work;
- (b) additional study skills or language sessions;
- (c) mentoring, which can either be specific mentoring to support a student in managing their studies with a disability or more general mentoring (mentoring should only be carried out by staff, not peers);
- (d) interim milestones or deadlines for academic work to ensure that formal deadlines will be met;
- (e) the student engaging with the DRC, or with counselling or other medical or health professionals, including agreeing to undertake further assessments;
- (f) a review of reasonable adjustments in place;
- (g) the student not contacting or communicating with named staff or students, or to only communicate or contact named staff or students as explicitly defined by the action;
- (h) using named University facilities or buildings as explicitly defined, for example, not using particular spaces out of hours or without supervision.

**4.6.** Any actions that will require the input of staff or a service outside of the Department must be agreed with the relevant staff or service before the supportive action is finalised.

**4.7.** Within 7 days of the meeting taking place, the student will receive from the Departmental staff member a summary of the content of the meeting and a list of the agreed supportive actions, and a date of review to check that the agreed actions have improved matters. The student will be required to confirm agreement to the supportive actions within 7 days of receiving the written copy.

**4.8.** Where a student does not agree to any supportive actions being put in place; or where the student has failed to comply with the actions; or where following the review date the actions have not had the desired impact, the Head

of Department may refer the matter to the Head of OSCCA for possible consideration under stage 2 of the procedure.

## **5. Stage 2 – assessing capability to study**

**5.1.** Where a concern is referred to stage 2 of this procedure, a Study Capability Assessment Committee will be appointed by the Head of OSCCA within 21 days of the referral from standing panels appointed annually by the Council. The Head of OSCCA will be Secretary to the Committee.

**5.2.** A Study Capability Assessment Committee shall comprise:

- (a) a member of the Regent House who shall act as Chair;
- (b) a Senior Tutor from a College other than that of the student concerned;  
*and*
- (c) a medically qualified person.

**5.3.** The Chair will set a date for a formal meeting of the Committee to hear the case, which date may be changed by the Chair if the circumstances require it.

**5.4.** The Secretary of the Committee shall give the student at least 14 days' notice of the date of the meeting of the Committee. The student will also be informed of the time, venue, and purpose of the meeting, and will be provided with any documents, including a summary of the concerns to be considered at the meeting. The student will be invited to provide any documentation which the student wishes the Committee to consider in advance of the meeting. The Secretary of the Committee will ensure that all parties have access to the same documents.

**5.5.** If the student is unable to attend the meeting, or declines to do so, the Committee may agree to proceed in the student's absence.

**5.6.** The student may be supported and/or represented (including in her or his absence) at the meeting by a supporter or representative of the student's choice. A support worker may also accompany a disabled student. The student should notify the Secretary of the Committee at least 7 days in advance of the meeting if the student intends to attend the meeting and if the student will be accompanied and/ or represented, and, if so, by whom. Where a student and a representative attend the meeting the student may still be required to answer questions at the Chair's discretion.

**5.7.** The purpose of the meeting will be to consider the information available and to reach an appropriate decision, action plan, or other outcome. The student's Senior Tutor and Head of Department will be requested to provide relevant written evidence to the Committee, and may be requested to attend at the Chair's discretion. The Committee may request other specialist or relevant opinion, including medical reports or reports from other specialist advisers, and may also request to see documents and records resulting from consideration of the student's case by the student's College under its procedures or any other evidence considered necessary and proportionate. The Committee may ask the student to attend a consultation with an expert but the Committee may proceed to consider the student's capability to study notwithstanding a refusal or failure by the student to attend a consultation as requested. Subject to the express provisions of this procedure, the Chair shall otherwise acting reasonably regulate the arrangements for the provision of documentation and other evidence (including adjourning the meeting where necessary so that additional information can be sought), as well as the conduct of the meeting.

**5.8.** The Committee shall make such decisions by a simple majority in respect of a student's capability to study as it considers necessary and proportionate. These decisions may include, but are not limited to, one or more of the

following:

- (a) to agree that no further action be taken by the University;
- (b) to agree a plan of action(s) with the student;
- (c) to make the student's access to University facilities and premises subject to specified conditions;
- (d) to make such recommendations, including to the student's College, and/or direct such actions, in respect of the student, as the Committee considers fit;
- (e) in the case of a medical or veterinary student, to refer the case for consideration under the University's Fitness to Practise Procedure;
- (f) to refer the case for consideration under the University's disciplinary procedures;
- (g) to suspend the studies of the student temporarily and to determine the minimum period after which the University will consider an application to resume study, and what conditions, if any, must be met before an application to resume study may be made;
- (h) to withdraw the right of a student to continue to study on a given course, or on any course, offered by the University;
- (i) to (remove the student's University membership and)<sup>1</sup> exclude the student permanently from the University.

**5.9.** For the purposes of candidature for an examination or competition, any terms during which a student's studies are temporarily suspended by the Committee will be disregarded.

**5.10.** Where the Committee decides that a student's access to University facilities and premises shall be subject to specified conditions, the Committee shall stipulate arrangements for monitoring the student's compliance with those conditions and for dealing with any alleged breach of those conditions on the part of the student.

**5.11.** The student, the relevant Senior Tutor, and the relevant Head of Department shall be notified in writing of the decision of the Committee, with reasons, within 7 days of the meeting of the Committee. The letter shall also include the procedure to be followed where the student wishes to review the Committee's decision.

**5.12.** Where the student asks for review of the Committee's decision using the Procedure for Review of Decisions of University Bodies, the decision will continue to be implemented until such time, if any, that the review results in an alternative decision.

<sup>1</sup> The entry in angular brackets will be inserted subject to the approval by Her Majesty in Council of the amendments to Statute B I 2 approved by Grace 8 of 29 July 2020.

## **6. Return to study**

**6.1.** A student whose studies have been temporarily suspended under this procedure may make an application addressed to the Registry for permission to resume study after such period and subject to meeting such conditions as may have been determined under Regulation 6.8(b) above. Where the Registry considers that the application appears to meet the conditions to return to study, it will be considered at the discretion of the Registry either by the same Committee that made the decision temporarily to suspend the student



or by a differently constituted Committee appointed in accordance with Regulation 6.2 above. The application shall be heard at a meeting of the Committee managed in accordance with Regulations 6.3–6.8, save that, if, having reviewed the student's application and any documentation submitted with it, the Committee agrees that the student may be permitted to resume study either unconditionally or subject to specified conditions to which the student consents in writing, the Committee may proceed without a meeting.

**6.2.** The Committee shall make such decisions by a simple majority in respect of a student's capability to return to study as it considers necessary and proportionate. These decisions may include, but are not limited to, one or more of the following:

- (a) to permit the student to resume study, subject (if the Committee considers it appropriate) to specified conditions, including in the case of a disabled student defining reasonable adjustments, as appropriate, to support the student's studies and examination;
- (b) to make such recommendations in respect of the student, including to the student's College, as the Committee considers fit;
- (c) in the case of a medical or veterinary student, to refer the case for consideration under the University's Fitness to Practise Procedure;
- (d) to refuse the application to resume study and to determine the minimum period after which the University will consider a further application to resume study, and what conditions, if any, must be met before such an application to resume study may be made;
- (e) to withdraw the right of a student to continue to study on a given course, or on any course, offered by the University;
- (f) to (remove the student's University membership and)<sup>1</sup> exclude the student permanently from the University.

**6.3.** It may not always be possible for a student to return to exactly the same course following a long period of suspension, as the course may have been discontinued or significantly modified. It may also be necessary for a student to return to the course at a point prior to which they left, if this is necessary for academic reasons or to enable support mechanisms to be set up.

**6.4.** Where a Committee has allowed a student to resume her or his studies, the Committee may, at the request of the student, allow a term of residence, put the student in standing for the purposes of examination, or agree such other academic arrangement as the Committee may think fit.

**6.5.** Where a Committee decides that a student's resumption of studies shall be subject to specified conditions, the Committee shall stipulate arrangements for monitoring the student's compliance with those conditions and for dealing with any alleged breach of those conditions on the part of the student.

**6.6.** The Secretary of the Committee will communicate in writing, within 7 days of the decision being made, the decision and reasons for the decision to the student, the Head of Department, and the Senior Tutor. The Secretary will also confirm the process for reviewing the Committee's decision.

**6.7.** Where the student requests a review of the Committee's decision using the Procedure for the Review of Decisions of University Bodies, the decision will continue to be implemented until such time, if any, that the review results in an alternative decision.

<sup>1</sup> The entry in angular brackets will be inserted subject to the approval by Her Majesty in Council of the amendments to Statute B I 2 approved by Grace 8 of 29 July 2020.

## **7. Reporting and Monitoring**

**7.1.** OSCCA shall monitor all concerns reported using this procedure and shall produce an annual report summarising the anonymised decisions made by the Head of OSCCA and the Study Capability Assessment Committee. The annual report shall be submitted to the General Board through its Education Committee and to the Council.

***The purpose of this monitoring shall be to ensure that decisions are made consistently and at the appropriate level, that appropriate action is taken on issues identified and that information gathered is used to improve guidance and support for students and staff using the procedure.***

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## Appendix 14

### Explanatory Outline of Disciplinary Procedures

Students of Robinson College are, like all members of our community, treated as adults. Individually and collectively, we are responsible for maintaining the College's atmosphere as a pleasant and friendly place in which to live, study and work. Accordingly, we expect students always to behave considerately, kindly and in an orderly manner.

The Code of Discipline sets out the general rules of behaviour with which you must comply. Please note paragraph (m), which explains that the Code covers behaviours which may not be mentioned in the Code itself but are addressed by specific College regulations. The smoking ban in most areas of the College is a good example of this.

Occasionally the rules are broken, and the College has to deal with misconduct by one or more students. Disciplinary cases are dealt with by the Deans, who are Fellows of the College. We have two Deans at Robinson: Professor Amy Erickson and Dr Gary Doherty. The Disciplinary Regulations explain how the Deans work, the role of the Disciplinary Committee, the sorts of penalty that can be imposed for a breach of discipline, and the role played by the University's complaints process. The Regulations will help you to understand what happens when there is a complaint, and what you might do if you are subject to misconduct yourself or if you witness it.

The Harassment and Sexual Misconduct Policy concerns a class of behaviour that we take very seriously. It covers sexual misconduct and all types of harassment, whether of a sexual nature or not. The College will not tolerate harassment or sexual misconduct. The policy also explains the role of the University in investigating matters of this nature.

As a Robinson student, you are bound by these clear and sensible rules. Please refresh your memory of their contents from time to time, as ignorance is no excuse for breaching them.

The Porters are often the first people to see or hear about misconduct. Please report any urgent issues to them. Students subject to misconduct can access professional support. As with so many welfare-related issues, talking to your Tutor would be a good place to start. They will be able to provide you with initial advice.



## Appendix 15

### Regulation Governing Precautionary Measures

1. Should either College officer consider it necessary, the Senior Tutor or the Dean (hereinafter referred to, either when acting jointly or individually, as “the relevant College officer”) shall have the power to impose any of the precautionary measures set out in paragraph 3 below on any junior member of the College:
  - (a) to ensure that a full and proper investigation can be carried out in relation to any matter (either under a procedure in the College, in the University, or by the police); or
  - (b) to protect any person while any matter is being dealt with under a procedure in the College or in the University, or at the request of the University, or as part of a criminal process; or
  - (c) to safeguard the health, safety or wellbeing of other members of the College or College staff.
2. Subject to paragraphs 5 and 6 below, the relevant College officer may impose precautionary measures under this section in relation to any matter for an initial specified period up to 21 days and thereafter for successive specified periods of up to two months.
3. The precautionary measures which the relevant College officer may impose under this Regulation are any one or more of the following measures:
  - (a) excluding the junior member from some or all of the College’s facilities and/or premises;
  - (b) suspending the studies in full or in part of the junior member in question;
  - (c) imposing conditions on the junior member:
    - i. in connection with that junior member’s use of the College’s facilities and/or premises or that junior member’s contact with other persons; or
    - ii. in such other ways and in such other circumstances as may be considered necessary.
4. In considering whether any precautionary measures are necessary, the relevant College officer may seek medical or other expert advice and may require the junior member to attend an assessment for the purpose of obtaining that advice.

5. As soon as practicable after the relevant College officer has decided to impose precautionary measures on any junior member, the relevant College officer shall notify that junior member in writing as to the precautionary measures which have been imposed and the grounds for imposing them, making clear at the same time that such measures do not constitute any penalty or sanction or imply any finding of wrongdoing. Except where the relevant College officer provides otherwise, precautionary measures shall take immediate effect as soon as they are communicated to the junior member on whom they are imposed.
6. Before deciding whether or not to impose (or re-impose) any precautionary measures on any junior member under this Regulation the relevant College officer shall give that junior member a reasonable opportunity to submit written representations, except that the relevant College Officer shall not be obliged to provide such an opportunity where it is not possible or appropriate to do so due to the urgent or sensitive nature of the matter. Where a junior member on whom precautionary measures are imposed has not been given an opportunity to submit representations before the decision to impose those precautionary measures was taken, the relevant College officer shall provide notification that the junior member may request that the relevant College officer review the decision by submitting written representations within three days of receiving the notification. On receipt of any request for a review under this section, the relevant College officer shall review the decision to impose precautionary measures and shall notify the junior member seeking the review as to the outcome of that review within three days.
7. On the expiry of an initial, or any subsequent, period for which precautionary measures have been imposed, or if the relevant College officer receives evidence of failure to comply with the terms of the precautionary measures, the relevant College officer will review the position to determine whether or not the precautionary measures should be re-imposed for a further period and/or whether their terms should be revised, and the junior member who has been subject to the precautionary measures in question will be entitled to submit written representations and to be duly notified in accordance with paragraphs 5 and 6. In addition, a person on whom precautionary measures are imposed under this Regulation shall at any stage have the right to request a review of the decision to impose such measures if there is a material change in the circumstances of the case. Such a request should be made in writing to the relevant College officer, who shall notify the junior member seeking the review as to the outcome of that review within five days of receiving the request for review.
8. Any junior member on whom precautionary measures are imposed under this Regulation may request a review of the decision by an Ad Hoc Committee consisting of three senior members of the College Council appointed by the Warden. No member of Council who has served as the junior member's Director of Studies, Tutor or supervisor may serve on the Ad Hoc Committee and no review under this paragraph can take place until all rights under this Regulation to request the relevant College officer to review the decision have first been exhausted. Any review under this paragraph may be initiated by sending to the Warden written grounds of review within three days of the date when the decision which is the subject

of the review was notified to the junior member. The Warden shall appoint the Ad Hoc Committee to undertake the review within two days of receiving the written grounds of review and the Ad Hoc Committee shall issue a decision within five days of receiving the written grounds of review from the Warden. The Ad Hoc Committee shall have power to confirm, quash, or amend the original decision of the relevant College officer or to refer it back to the relevant College officer for further consideration.

Approved by Council 13/07/2020

Reviewed and approved by Council 07/11/2022

Reviewable as appropriate.



### ROBINSON COLLEGE

#### STUDENT COMPLAINTS PROCEDURE

This procedure is for all Robinson College students.

#### 1. Glossary of key terms

1.1 In this procedure the following terms shall have the meanings set out below:

Case Handler	A member of the College who determines whether a complaint is eligible to be investigated and who conducts any subsequent investigation under the Formal Resolution stage
Complainant	The student who has made a complaint under this procedure
Complaint Officer	A trained member of staff who decides whether a complaint is upheld or dismissed under the Formal Resolution stage
Completion of	A letter that confirms the end of the College's internal proceedings
Procedures Letter	following which a student may be able to raise a complaint with the Office of the Independent Adjudicator
Reviewer	A trained senior College member who decides whether a complaint is upheld or dismissed under the Review Stage

1.2 The 'Warden' is the head of house of Robinson College. Where it is stipulated in the Procedure that an appointment or decision lies with the Warden, he/she may from time to time delegate to the Deputy Warden or other senior officer in the College or he/she may submit it for resolution to the College Council as appropriate.

#### 2. Scope and Principles

2.1 This procedure applies where a student member of the College wishes to express dissatisfaction, either about the College's action or lack of action, or the standard of service provided by or on behalf of the College, including domestic services. The procedure has three stages: Informal Resolution, Formal Resolution and Review.

2.2 This procedure cannot be used to make a complaint relating to the following:

a) University provision, for which the student should consult the relevant University complaint procedures ([www.studentcomplaints.admin.cam.ac.uk](http://www.studentcomplaints.admin.cam.ac.uk));

b) A decision made by an academic body regarding student progression, academic assessment or awards, for which the student should consult the University examination review and examination allowances procedures.

In addition, certain matters are covered by other procedures of the College and/or the University, and the College reserves the right to refer the matter to those procedures for investigation and appropriate resolution. These include:

c) Complaints against one or more members of the College or University which may instead be addressed through relevant disciplinary procedures;

d) Complaints relating to serious harassment or sexual misconduct perpetrated by other students, which with the Complainant's permission be handled under either the College or the University Procedures for the handling of student cases of harassment and sexual misconduct.

2.3 Before making a complaint, Complainants should read the procedure. All Complainants are encouraged to seek support from a College Tutor (Undergraduate or Postgraduate), a member of the Students' Unions' Advice Service, or other advisor of the student's choosing.

2.4 A Complainant may be invited to attend a meeting under paragraphs 3.2, 4.8 and 4.11 as part of this procedure. A Complainant who is invited to attend a meeting will be entitled to choose whether or not to attend the meeting, noting that non-attendance may affect the acceptance of grounds for a Review of any formal complaint decision on the basis of incomplete evidence. The Complainant is also entitled to be accompanied by someone of the Complainant's choosing, providing that such attendance is notified in advance of the meeting. During any meeting, the Complainant is entitled to ask for breaks during the meeting, to allow an opportunity for the Complainant to consult any accompanying person in private.

2.5 This procedure is an internal process and does not have the same degree of formality as a court of law. It is not necessary or appropriate for Complainants or the College to be legally represented at any meetings that form part of the procedure, except in exceptional circumstances.

2.6 This procedure can only be used by a student who has been affected by the subject matter of the complaint. Complaints should be made by Complainants themselves in order to ensure their views are accurately represented, unless a compelling case is made to demonstrate that the Complainant cannot act on their own behalf, and the College has received a statement in writing that the Complainant is prepared for the third party to act on their behalf in full. In this circumstance, the College will communicate only with the authorised representative and therefore any reference in this procedure about communication to or from a Complainant refers instead to the Complainant's authorised representative.

2.7 Group complaints can be submitted, but a single group representative must be identified with whom the College will correspond and who will be responsible for liaising with the other Complainants. In such cases, references in this procedure to the 'Complainant' shall be construed as referring to more than one person. The

College may separate group complaints where it considers that the issues raised impact Complainants differently or where Complainants are seeking different remedies.

2.8 The College reserves the right to make a judgement on whether or not to accept formal complaints that are made anonymously. Anonymous complaints will not normally be accepted, as this may limit the investigation and communication of the outcome. Exceptionally, an anonymous complaint may be considered if there is a compelling case, supported by evidence, for the matter to be investigated.

2.9 Complainants will not be disadvantaged for raising a valid complaint. The College will act reasonably in considering complaints under this procedure and decisions will be made fairly and transparently. The Case Handler, Complaint Officer and Reviewer will have had no material involvement in the matters raised as part of the complaint or in the earlier stages of the procedure and will be independent and impartial.

2.10 Case Handlers, Complaint Officers and Reviewers will be appointed by the Warden. The Complainant will be advised of who will take on these roles and be given the opportunity to raise any concerns with the person making the appointment relating to real or potential conflicts of interest.

2.11 Any reference in this procedure to a College officer or other named role includes a deputy appointed by that officer or role-holder to exercise the functions assigned to that officer under this procedure.

2.12 Complainants are required to raise a complaint as soon as possible and within the required timeframe (see paragraph 3.1, 4.1 and 5.1), to ensure effective remedies can be provided without further disadvantage to the Complainant. Complaints or evidence submitted outside this timeframe will not be accepted unless there is a valid reason for delay, supported by evidence, which will be judged on a case-by-case basis by the Case Handler, Complaint Officer or Reviewer, as appropriate. Delays as a result of revising or studying will not normally be accepted as a valid reason for delay.

2.13 The College aims to process any formal complaint through Formal Resolution and any Review within 90 calendar days. The 90 calendar day timeframe requires Complainants to comply with any timescales set down in this procedure. There will occasionally be circumstances when, for good reasons, the College will need to extend the timeframe and in these circumstances the Complainant will be notified and kept updated as to the progress of their complaint.

2.14 The College will only share the information and evidence submitted in a complaint with members of staff where it is strictly necessary in order to process, investigate and consider the complaint. All information received from a Complainant will be handled sensitively and in accordance with the Policy on the use of personal information under the Student Complaint Procedure (see Appendix).

2.15 The Case Handler, Complaint Officer or the Reviewer may terminate consideration of a complaint if it is considered to be frivolous or vexatious. Examples

of vexatious complaints are those which are obsessive, harassing or repetitive; insist on pursuing unrealistic or unreasonable outcomes and/or requests which are designed to cause disruption or annoyance. If a complaint is terminated then the Complainant will be issued with a Completion of Procedures letter.

2.16 Complainants, their advisors and staff of the College are required to communicate respectfully and reasonably at all times whilst using the procedure. Abusive or threatening behaviour and language including unreasonable persistence, unreasonable demands, lack of co-operation or any aggression or threat of aggression will not be tolerated. If, following a warning, a Complainant behaves in an unacceptable manner, the Case Handler, Complaint Officer or the Reviewer may terminate the Complainant's request without further consideration. If a request is terminated then the Complainant will be issued with a Completion of Procedures letter.

2.17 When using this procedure, Complainants are encouraged to provide details and evidence of any disability and/or any reasonable adjustments which may be appropriate in light of their disability. Where it may be helpful and following the consent of the Complainant, an appropriately trained staff member may be asked to provide a decision regarding reasonable adjustments. When notified of a disability, the College will always consider whether reasonable adjustments to the procedure are required, based on the needs of the individual.

### **3. Informal Resolution**

3.1 Complainants should raise complaints, in writing or in person, with the Senior Tutor, College Tutor (Undergraduate or Postgraduate), or with the Domestic Bursar as soon as possible and normally within 28 days of the matter occurring, to ensure that the matter can be investigated properly.

3.2 Following being informed of a complaint, the College staff member should respond to the complaint in a timely manner and normally within 21 calendar days of its receipt. The response should be in writing and should include information about raising a formal complaint if the Complainant remains dissatisfied with the response. Where a response cannot be provided within 21 calendar days, the staff member will write to the Complainant within that period to indicate the reasons for delay and when a response is likely to be provided. The staff member may invite the Complainant to a meeting as part of an investigation, but is not obliged to hold such a meeting.

### **4. Formal Resolution**

4.1 Where a Complainant is dissatisfied with the outcome or the timelines of the Informal Resolution, or declines to engage with Informal Resolution, or where Informal Resolution is inappropriate as the issues raised are serious or systemic, the Complainant can raise a complaint under the Formal Resolution stage. Complainants should raise a formal complaint by submitting it to the Warden normally within 28 days of either a) the informal response to the complaint; or b) the matter of complaint first arising, where the Complainant reasonably considers Informal Resolution to be

inappropriate. The Warden will appoint a Case Handler for the Formal Resolution stage.

4.2 The Case Handler shall determine on a case-by-case basis whether the period of 28 calendar days should run from a later date in recognition of a Complainant's further reasonable attempts at Informal Resolution; or whether it is reasonable for the Complainant not to have attempted Informal Resolution.

4.3 The complaint should set out the Complainant's concerns clearly and succinctly and provide all relevant evidence to substantiate the issues raised. The Complainant should also outline what in their view would constitute a suitable outcome and remedy for their complaint. Evidence may include independent medical evidence, reports by professionals, financial information or witness statements.

4.4 A Case Handler will consider the submitted Complaint and evidence and will make one or more of the following determinations:

- a) the complaint in whole or in part is eligible to be investigated using this procedure;
- b) the complaint in whole or in part should be referred for consideration under an alternative procedure;
- c) the complaint in whole or in part is ineligible to be considered by the College, for example because it is out of time, is not a matter that can be resolved by the College, lacks substantive content, or is considered malicious, vexatious or frivolous;
- d) the Complainant should attempt Informal Resolution before investigation of the complaint under this stage of the procedure.

4.5 Where a determination is made under paragraph 4.4 a), the Complainant will be informed and the Case Handler will conduct an investigation, requiring written statements and evidence from witnesses and Institutions concerning the events and applicable procedures, as appropriate.

4.6 Where a determination is made under paragraph 4.4 b)-d), the reasons for this and information about the options available to the Complainant will be provided in writing within 7 calendar days. If the Complainant disagrees with the determination under paragraph 4.4, the reasons for the disagreement should be provided by the Complainant, in writing and within 7 calendar days of receiving the decision, to the Warden who will review the determination within a further 14 calendar days. Where a complaint cannot be considered further by the College, a Completion of Procedures letter will be issued. Where matters raised within the complaint would be more appropriately considered under alternative College procedures, the Case Handler will inform the Complainant about which matters will be considered under which procedure. In some circumstances, it may be necessary to suspend one procedure pending the completion of another.

4.7 Some request may require the College to take swift action, for example where the issues raised have detrimental consequences for the Complainant's or another College member's health and safety (including mental health) or where external time limits apply, for example in meeting regulatory requirements for the completion of courses. If this is the case, this procedure may be expedited.



4.8 A Case Handler may or may not meet individually with the Complainant, staff who attempted to informally resolve the complaint or witnesses as part of the investigation, or collect further evidence, at the Case Handler's discretion and where the Case Handler believes it to be beneficial to do so. Where a meeting does take place a note-taker will be present. The written notes taken will be presented to those in attendance at the meeting for factual clarification, following which the notes will become the formal record of the meeting.

4.9 The Case Handler shall prepare a report containing the process that they have followed, the information they have gathered, the conclusions that have been drawn and any recommendations. The Case Handler should also consider whether mediation or conciliation might be effective at this stage.

4.10 Following investigation, the Case Handler will provide all of the materials to a Complaint Officer, appointed by the Warden.

4.11 The Complaint Officer will consider all of the materials provided. In exceptional circumstances the Complaint Officer may request further written statements, or hold a meeting with any individual involved in the complaint, or hold a hearing. The Complainant will receive all of the materials considered by the Complaint Officer at least 7 calendar days in advance of any meeting or hearing.

4.12 Following consideration, the Complaint Officer will have the power to make one or more of the following decisions:

- a) that further steps should be taken to resolve the complaint informally (for example, through mediation with the agreement of both parties);
- b) to uphold a complaint in whole or in part and where appropriate require such remedies as necessary;
- c) to dismiss a complaint in whole or in part where it is found that:
  - 1. the College acted reasonably and in line with its procedures and written documentation
  - and/or
  - 2. the substance of the complaint was not justified; and/or
  - 3. the Complainant has not been substantively disadvantaged by any variation of College procedures or written documentation.

4.13 The Complainant will receive confirmation in writing of the Complaint Officer's decision, along with the reasons for the decision and copies of all relevant material considered by the Complaint Officer at the conclusion of the investigation.

4.14 Regardless of the decision made, the Complaint Officer may make observations and recommendations to the College for consideration following the outcome of a complaint.

## **5. Review**

5.1 The Complainant should confirm to the Complaint Officer whether they accept the outcomes of the formal complaint or whether they remain dissatisfied.

5.2 If a Complainant is dissatisfied following the Formal Resolution decision, the Complainant can submit a Request for Review form within 14 calendar days of the Formal Resolution decision and evidence being provided to them. Alternatively, if the Complainant is dissatisfied with the decision but does not believe the reasons for the dissatisfaction would meet the grounds for a Review, the Complainant can request a Completion of Procedures letter.

5.3 The Review will not usually consider issues afresh or involve a further investigation. A Review can only be requested on the following grounds:

- a) procedural irregularities that occurred during Formal Resolution, which were material or potentially material to the decision reached; and/or
- b) the Formal Resolution decision is unreasonable, in that no reasonable person could have reached the same decision on the available evidence; and/or
- c) the availability of new evidence, which materially impacts the complaint outcome and which, for valid reasons, could not have been submitted at an earlier stage.

5.4 A Review of the complaint is a two-stage process. On receipt of a Request for a Review form, the Reviewer will consider whether there are grounds for a Review, based on a cursory review of the Request and the evidence provided. If the Reviewer does not consider that the Request is eligible for review, the College will issue a Completion of Procedures letter.

5.5 If the Reviewer accepts there are valid grounds for Review, they will then consider in detail the Complainant's Request, the information considered during Formal Resolution, the decision and any new information. The Reviewer may request further information.

5.6 Following investigation, the Reviewer will have the power to either:

- a) uphold the complaint in whole or in part and require such remedies as necessary; or
- b) dismiss the request for Review and confirm the Complaint Officer's decision.

5.7 The Complainant will receive the Reviewer's decision and the reasons for the decision, in writing, normally within 28 calendar days of submitting the Request for Review form. This is the final stage of the College's internal process and therefore the Complainant will be issued with a Completion of Procedures letter.

5.8 If a Complainant remains dissatisfied at this stage, a complaint may be submitted to the Office of the Independent Adjudicator for Higher Education (OIA), the external ombudsman for complaints from higher education students.

5.9 If a Complainant chooses to raise a complaint with the OIA, the Reviewer's decision will still be enacted unless a review outcome from the OIA recommends otherwise.

## **Appendix: data protection privacy notice under the Student Complaint Procedure**

*A copy is to be provided to the Complainant at the earliest contact and published on the College's website*

1. In order to deal with a Complainant's request it will be necessary for the College to process a Complainant's personal data in accordance with this policy. The overall purpose of processing personal data in the context of the investigation and resolution of student complaints is to decide what steps can appropriately be taken in response to such complaints. Personal data will be disclosed only to those persons who need to see such data for the purposes of conducting an investigation, responding as part of an investigation, determining or recommending a resolution, or deciding what other steps can appropriately be taken. No person will be told any more about the investigation than is strictly necessary in order to obtain the information required from them. Such persons may include:

- staff handling, investigating and considering the complaint;
- individuals named or involved in the complaint, such as students, staff or external bodies;
- authorised representatives of other external bodies involved in the complaint;
- the College's legal advisors;
- relevant staff in the University; and
- a Complainant's authorised representative.

Documentation gathered in the course of an investigation under the procedure will be disclosed in full to the Complainant except where information refers to an individual who has not explicitly consented to the disclosure of personal data.

2. The College will seek the Complainant's written consent before notifying the Complainant's College Tutor (Undergraduate or Postgraduate) that a complaint has been submitted so that they are aware of the complaint and able to assist in providing support.

3. The College will seek the Complainant's explicit written consent before consulting appropriate staff members regarding support and any reasonable adjustments for disabled students.

4. Following completion of the procedure, the complaint, all the documentation generated in the course of the investigation and the decisions made under the procedure, will be retained securely by the College in the Warden's office for six years following the completion of the complaint. All staff involved in handling the complaint will be required to pass over all documentation they hold. This information will be used for the purposes of responding to any complaints regarding the application of this procedure as well as for compiling anonymous statistics regarding its use. Further, where any complaint is subsequently submitted under this procedure by the same Complainant, this information may be taken into account by the Case Handler, in reaching a decision under paragraph 2.14 or 4.4 of the procedure. The information

may also be used if relevant for the purposes of conducting disciplinary proceedings or referral for consideration under another procedure under paragraph 2.14 or 4.4 of this procedure.

5. Nothing in this policy is intended to prejudice any rights of access to personal data that any person may have under data protection legislation as applicable at the time or otherwise.

6. Any questions or concerns about this policy should be directed to the Senior Tutor in the first instance.

**Owner: Senior Tutor**

**Published date: 23/05/2023**

**Review date: May 2025**