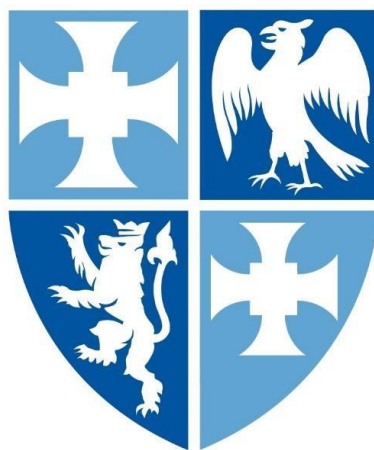


St John's College Regulations 2024-25



Introduction from the Principal

St John's College (including both John's Hall and Cranmer Hall) is a recognised College in the University of Durham. Students enjoy all the facilities and opportunities available within the University. They are also subject to its statutes and regulations, which are designed to safeguard the quality of the life of the University, its members and co-inhabitants of Durham, and the value of its degrees.

Therefore, the University requires that all its students, as they matriculate upon entering the University, accept this undertaking:

'I promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being in so far as they concern me'.

As part of joining the Durham community, the University also asks all students to agree to be good citizens by signing up to the Student Pledge which forms part of the University's regulations: <https://www.durham.ac.uk/colleges-and-student-experience/colleges/student-pledge/>

At College level, students in both Cranmer Hall and John's Hall are members of the College as a whole and are admitted to that common membership which implies acceptance of the following binding declaration, made during College matriculation in the College Chapel:

'I promise to observe the rules and regulations of St John's College, to uphold the privileges and good name of the same, and, so far as in me lies, to live in charity with all its members'.

Each College has its own individual style, ethos and regulations. When members of one College are on another College's premises, they come under the regulations of that College. Any breach of these regulations will be treated as a breach of their own College's regulations.

These regulations should be read in conjunction with the University's regulations, policies and codes of conduct, which can be found here:

www.dur.ac.uk/university.calendar/volumei/general_regulations/
www.dur.ac.uk/university.calendar/volumei/codes_of_practice/
www.dur.ac.uk/university.calendar/volumei/policies_and_strategies/

The regulations should also be read in conjunction with information provided and regularly updated on the [College Intranet](#).

These regulations are the result of the St John's Common Room and the staff working out together how best to take advantage of the privileges of membership of College and University, and how to meet its responsibilities. The College Regulations, and the related College policies and procedures, are reviewed and updated annually in consultation with the student body. They are meant to help members of the College live together not only in as trouble-free a way as is possible, but in a richly satisfying way that enables every student to grow and develop freely.

Professor Jolyon Mitchell

Principal

Contents

Introduction from the Principal	i
1. College life	1
1.1 Essential communication & personal details.....	1
1.2 College residents.....	1
1.3 Noise.....	2
1.4 Personal belongings insurance.....	2
1.5 Rooms, buildings and gardens	2
1.6 Damage to College property	3
1.7 Television licensing.....	3
1.8 Leaflets, posters and promotional materials in College	3
1.9 Events and room booking.....	3
1.10 Library	4
1.11 Parties.....	4
1.12 College Formal Dinners	4
1.13 College Bar and licensing.....	5
1.14 Illegal drugs	5
1.15 Alcohol	5
1.16 Firearms and Weapons	5
1.17 Pets and animals	5
1.18 Students living out of College	6
2. Safety.....	7
2.1 Resident Tutors and Reception Porters	7
2.2 Emergencies	7
2.3 Health and safety	7
2.4 Fire safety and regulations	7
2.5 Smoking	8
2.6 Electrical safety	8
3. University regulations, policies and codes of conduct	10
3.1 General Regulations.....	10
3.2 Codes of practice.....	10
3.3 Policies	10
3.4 Key University procedures relating to student conduct, appeals and complaints.....	11
4. College complaints policies and procedures	12
4.1 General procedures.....	12
4.2 St John's College Durham – Complaints Policy and Procedure	12
4.3 St John's College – Policy and Procedure for Student Complaints of Harassment and Bullying Against Staff.....	12

5.	College disciplinary procedures	13
5.1	General procedures.....	13
5.2	College application.....	13
5.3	Student Discipline Procedure.....	13
5.4	Operational Discipline Procedure	14
5.5	Standard minimum charges and fines	15
5.6	Room deposit deductions	16

1. College life

1.1 Essential communication & personal details

During term, all students are expected to check their University of Durham email account at least once every two days in order to be aware of any messages that have been sent to them by their Department or by the College.

All students who are asked to meet with a member of College staff must do so, given reasonable notice.

Students are required to keep the College and University informed of any change in their personal circumstances. This includes any change of address, personal email address, contact telephone number, emergency contact, or any change in the academic programme they are pursuing.

Log in to [Banner Self-Service - Durham University](#) to update your address, mobile phone number and personal information, including emergency contacts and personal email address.

College residents must also email johns.reception@durham.ac.uk to inform the College directly of their updated details – it is important that we have an updated mobile number, personal email address and emergency contact for each resident.

College does not communicate directly with students' parents, guardians or other third parties about matters relating to accommodation, student support or college in general, unless there is a critical need to do so (e.g. a medical emergency). See the following: [Statement on Information Sharing and Emergency Contact in Student Support](#)

1.2 College residents

All students resident in College accommodation are required to sign a License Agreement consisting of a [LICENCE TO OCCUPY COLLEGE ACCOMMODATION 2024-2025.pdf](#) and Particulars of Offer before taking up residence. The Licence for student occupancy lists the dates, terms and conditions of the room occupancy. This is a legal agreement and breaches of its terms may lead to its termination, resulting in a student being required to leave College accommodation.

Members of the College may not change their rooms without prior written permission of College staff. Any undertaking given by the College in respect of the provision of accommodation is not to be construed as giving rights to occupy any particular room. Although the College will endeavour to avoid unnecessary disturbance of students' occupation of rooms, it reserves the right to require students to move to another room if it considers it to be in the interests of good management or discipline to do so.

Residential information and updates will be shared by email to a residents' mailing list and on the [St John's College Intranet - Home \(sharepoint.com\)](#).

College residents must check in and out of College formally when being away from College for two consecutive nights or more using an online form: [Check in/out of College](#)

Day Guests may be entertained in College from 8.00am until midnight daily. College members will be held responsible for the safety and behaviour of their guests, and are expected to accompany their guests on College premises. Any guests may be asked to leave if complaints are received. Students may have one overnight guest in their room, but such occasions should never exceed two nights in any week. Guests must be booked through an online form: [Check in overnight guests](#). This is so Reception are adequately informed for fire

safety, and as failure to report guests leads to security issues. Details are found in article 3.6 of the [LICENCE TO OCCUPY COLLEGE ACCOMMODATION 2024-2025.pdf](#). As per the License to Occupy, College Officers reserves the right to refuse requests for guests to stay in College rooms. **In shared bedrooms consideration must be given to the other occupant of the room and guests require the willing permission of both occupants.**

1.3 Noise

It is important that all who live and spend time in College show consideration to their fellow residents, and that any issues of unwelcome noise are resolved informally wherever possible.

Where informal resolutions to noise problems have failed, immediate recourse may be made to a Resident Tutor, Reception Porter or College Officer who may take action under the License to Occupy.

There must be no playing of music or other loud noise in College premises between 11.00pm and 7.00am. After 11.00pm noise should be kept to a minimum in the gardens, landings, corridors and other public spaces of the College, except where permission has been granted for a party to take place or an extended bar opening. In particular, it is not appropriate to hold conversations in the corridors, or with study-bedroom doors open. Care must be taken even with private conversations within study-bedrooms that neighbours are not disturbed.

Where bedrooms are shared, consideration must be given to the other occupant of the room and loud music must not be played in a shared room without permission of both occupants. Failure to respect this rule will result in disciplinary action.

During the examination period in the summer term and the one week prior to it a period of "Exam Quiet" obtains and college members informed of the conditions in writing and in advance.

1.4 Personal belongings insurance

The University provides limited contents insurance to all students residing in College accommodation.

The policy number is HH1288. Visit [Endsleigh Insurance](#) to check the policy details and confirm your cover.

The College does not accept any liability for loss or damage, however caused, to students' personal belongings anywhere in the College during the term time or vacation.

All Colleges unfortunately suffer sporadically from petty theft. Any such incident (or other suspicious circumstances) must be reported to Reception immediately, and where necessary to the Police. **Residents should always lock their doors whenever they are absent from their rooms or sleeping; those in ground-floor rooms should close their windows too.**

1.5 Rooms, buildings and gardens

Student rooms are the property of the College. The College is responsible for the furnishing and decorating of rooms and cleaning out of term-time. No furniture may be removed from one room to another, and because of possible difficulties in cleaning rooms no additional large items of furniture may be introduced into rooms without prior permission. Blu-tac and similar adhesives are banned, and only pin-boards may be used for the display of posters and pictures. Any damage to walls resulting from failure to adhere to this regulation will result in

the cost for redecoration being deducted from the accommodation deposit.

Any requests for repairs or other maintenance issues must be submitted in a timely manner on the: [Quadpro system](#) If maintenance requests have not been responded to within a reasonable timeframe please escalate the issue by sending an email to: johns.maintenancesupport@durham.ac.uk.

Service Standards can be found here: [Service Standards for Repairs and Maintenance, 2024 - 2025.pdf](#)

For further detail on use, maintenance and cleanliness of College accommodation, please refer to the [LICENCE TO OCCUPY COLLEGE ACCOMMODATION 2024-2025.pdf](#)

1.6 Damage to College property

In a small community like St John's the expectation is that students who damage College property, whether accidental or wilful, will report the fact to the College, admit responsibility, and be prepared to pay all or part of the cost of repair. Cases of wilful or mischievous damage will be treated as a disciplinary issue. The Presidents of the SJCR, MCR and CCR and the College have agreed that if damage is not attributable to any student or group of students, then the College will levy the SJCR, i.e. all students collectively, to pay for its repair.

Keeping the common spaces clean

Housekeeping will routinely clean common areas such as shared bathrooms, social spaces and kitchens. For the maintenance of good kitchen hygiene College expects students to take responsibility for keeping the common areas, especially kitchens, tidy. This involves removing leftover food, keeping the hobs and worktops wiped down, regularly removing expired foods from the fridge and washing up of students' own kitchen utensils.

1.7 Television licensing

The College provides a TV license which covers the common rooms and social areas in College. Student rooms are not covered and it is the student's own responsibility to ensure they are compliant with [current legislation](#).

1.8 Leaflets, posters and promotional materials in College

Outreach and sharing of promotional materials within College should be done with sensitivity and respect, noting that College is home for all our students. The College does not permit handing fliers and leaflets to people directly in person or displaying these materials on walls/doors around college. Organised societies or campaigns can apply to host an outreach table in Houghton Dining Room or other specified location in College to share promotional materials. Requests should be made to Reception by email to johns.reception@durham.ac.uk. College Officers reserve the right to decline such requests. The College also does not permit putting promotional materials under doors directly into student bedrooms in College. Student bedrooms are students' personal space and must be respected as such. Posters can only be displayed on specified College or SJCR notice boards and must be signed off by Reception or the SJCR respectively.

1.9 Events and room booking

The College has a number of public rooms available for booking by students for a range of social and academic events and meetings. Students are required to book rooms using the

online booking form. College societies planning regular room bookings will be invited to do so at the start of each term. Any group or society wishing to book a College room for a meeting which will involve an outside speaker must provide details of any speakers and topics to the Vice Principal, at least two weeks before the date of the meeting as part of the room booking request. College Officers reserve the right to decline bookings at their discretion. For detailed information and the online booking form, visit the [Room Booking Policy](#) and book it through the [Room Booking Form](#).

1.10 Library

In the Sir William Leech Library & Learning Resource Centre:

- Silence must be kept as nearly as possible.
- Smoking and food are not permitted, and only lidded drinks are allowed in the Library.
- The building operates a clean desk policy. Users are requested not to leave books on desks when they are not in use. Open lockers are provided for the storage of non-valuable items.
- No book may be removed from the library without being properly issued. Books remain the responsibility of the borrower until they are properly returned.

For more details, please visit: <https://www.durham.ac.uk/colleges-and-student-experience/colleges/st-johns/facilities/library/>

1.11 Parties

Parties in College are allowed but require prior approval by College Officers or Residential Business Manager. Any party must be booked through the [Room Booking Form](#), and a [Food Disclaimer Form](#) must be submitted. The Form must be submitted at least five working days in advance, with as much details as possible, including date and proposed times; and confirm that they will take responsibility for the health and safety including compliance with College and University regulations. Care must be taken to reduce noise disturbance in the area. If the Reception Porter on duty, a Resident Tutor or a College Officer receives complaints, or deems that the noise being generated at any event is unreasonable, they may order the party to end immediately, or instruct that the noise levels be reduced. Students must comply with any such instructions immediately and without question. Failure to comply will result in disciplinary action.

1.12 College Formal Dinners

The College provides Formal Dinners free of charge to members (at Mega Formals, the SJCR charge for pre-dinner drinks). We hold 'normal' college formals, often on a theme, Once a Johnian vocation themed formals, and Mega Formals. All members of the College, whether living in or out of College, are welcome to sign up to attend. Booking for students is organised by the SJCR Formals Officer who also manages etiquette. Please note that there are a limited number of places at each formal, and particular student groups may have priority at particular themed formals. Students who have signed up to attend, but are unable to do so, must contact johns.formals@durham.ac.uk at least 24 hours before the start of the meal. Failure to do so will result in them being charged for the meal.

Gowns must be worn at all Formal Dinners unless advertised otherwise and should be kept on throughout the meal. Students who are not appropriately dressed may be asked to leave the dinner. Appropriate behaviour should be maintained at all times and drinking games are not permitted. Mobile phones need to be on silent.

Students who arrive at College Dinners in an intoxicated state, or who become evidently intoxicated over the course of the meal, or who behave in any other way that the Presiding College Officer deems inappropriate will be asked to leave and may be subject to further disciplinary procedures. Only wine bought from the College Bar or Reception may be brought in to be consumed at formal dinners, unless otherwise stated at the formal invitation.

1.13 College Bar and licensing

John's Bar is subject to licensing laws which must be strictly observed. Students may not bring their own alcohol into any communal spaces in the College. The College Bar is primarily for the use of College members. Each student from another College must hand their Campus card to the Bar Officer on duty as a condition of entry.

Glass containers may not be taken from the Bar. If drinks are taken out from the Bar they must be in plastic containers. On no account may alcohol be taken from the Bar on to the Bailey. Anyone breaching these regulations will be subject to a fine. Students attending the Bar must comply with bar staff instructions at all times.

1.14 Illegal drugs

The possession of illegal drugs is a criminal offence and the possession with intent to supply is a more serious offence. The College will not tolerate the use of illegal drugs found on the premises. Students found to be using or in possession of any illegal drug, including cannabis, on College premises will be subject to its disciplinary procedures. We also reserve the right to inform the police about students found to be using or in possession of drugs. The College will inform the police of any student suspected of dealing in drugs.

1.15 Alcohol

The College recognises that moderate consumption of alcohol can be an enjoyable part of socialising for many students but the abuse of alcohol by a minority can be damaging to the students themselves and lead to unacceptable behaviour.

Anti-social drunken behaviour is subject to College or University disciplinary procedures, as appropriate. The University has a specific [Policy on Student Alcohol Awareness and Use](#).

1.16 Firearms and Weapons

Firearms, including (but not limited to) full- and small-bore weapons, shotguns, air rifles, pistols, and crossbows, as well as any other illegal or dangerous weapons, such as knives and swords, are not permitted in College under any circumstances.

1.17 Pets and animals

Pets are not permitted on College premises. Exceptions are made only for guide dogs, working dogs, or registered therapy dogs, which must be registered in advance with Reception. Students are strongly discouraged from feeding local wildlife on the premises, including squirrels and birds.

1.18 Students living out of College

Students living out of College must adhere to the [Students Living Out - Code of Conduct - Durham University](#)

Students living out are encouraged to enjoy the privileges and responsibilities of membership of St John's as much as College residents. College is a critically important point of contact with the University on official academic matters, student support issues and, in addition, a medium for emergency messages. Students living out of College must provide the University and the College with their living-out address and contact details including a personal email address, phone number and emergency contact.

2. Safety

2.1 Resident Tutors and Reception Porters

Resident Tutors and Reception Porters act as frontline staff for safety and are first line responders to emergency situations. For the safety of all residents, compliance with their instructions is required. Failure to respect the instructions issued by a Resident Tutor or Reception Porter in connection with fire safety, security or discipline within the College will be treated as a serious disciplinary matter.

2.2 Emergencies

If you believe a situation to be an emergency, i.e. you believe that your own safety or that of another individual is at risk, you should notify the emergency services (999). After contacting the emergency services you must also inform the Reception Porter or Resident Tutor on duty of the situation if you are resident in College.

All students must be aware of and comply with safety and security procedures communicated as part of welcome and induction. Any hazard, incident or suspicious circumstances involving safety or security should be reported promptly to staff on duty.

The University operates a SafeZone application which we encourage students to download on their mobile phones: [SafeZone \(sharepoint.com\)](https://sharepoint.com)

2.3 Health and safety

To promote a safe College environment, all College members should understand their individual responsibilities and duty of care. Students should read the [College Health and Safety Policy](#).

College has a large number of external doors. It is vital for the personal security of everyone that these doors remain locked. Please check each time you use an external door that it closes and locks after passing through. Never hold the door open for anyone following after you unless you recognise them as a member of College. If you find a door open, with no apparent good reason, then please ensure it is closed. Any doors that are left open must be supervised at all times.

The College's doors on the Bailey are kept locked except the door to Haughton, it is normally locked after 8.00pm or earlier on weekends. Students coming in after this time must ensure that doors are locked shut.

Keys are issued for all bedrooms and must be returned at the end of a student's residence period. Any suspected thefts of keys should be reported as quickly as possible to the Police and Reception staff notified.

2.4 Fire safety and regulations

For the safety of all members of the College and their property, it is essential that the fire regulations should be carefully observed. All residents should read a copy of the Fire notice in their rooms and establish the location the relevant fire assembly points, exit routes and the procedure to be followed in the event of a fire.

Any situation involving fire or accident on the College site should always be reported to Reception staff or Resident Tutor who will log the incident or accident on the Durham University [GraCE form](#).

Please read the College Fire Safety Policy, which includes the College evacuation procedure available from the College intranet.

The following precautions should be followed by all residents:

- Ensure that all fire doors are not wedged open, or defective, this includes utility kitchens
- Ensure all portable appliances in your room, office, welfare room or teaching space have a current 'PAT tested' label
- Avoid overloading electrical circuits or tampering with appliances and regularly check plugs and wires
- Do not use any cooking equipment in bedrooms or offices
- Report any malfunctions (e.g. faulty extinguishers or missing notices) to Maintenance and any irresponsible behaviour or general matters to the Fire Officer (Ian Jackson, Facilities Manager) or Assistant Fire Officer.
- In accordance with the University Code of Practice smoking is forbidden in all areas of the College, with the exception of a dedicated smoking area on Linton Lawn.
- A small number of items are prohibited because they present a high risk of fire, including, but not limited to: block adaptors; plug-in air fresheners; heaters with an open bar heating element, or any access to the heating elements; non-automatic kettles; oil heaters and naked flames, such as candles, incense or similar items.
[Official University \(College\) Guide on Prohibited Items.pdf](#)

When a fire alarm is activated by misuse then the person responsible will be automatically fined and may be liable to criminal prosecution under Health and Safety legislation. Where the Fire Department charges the College for misuse, the charges will be passed on to the person responsible.

Tampering with fire detection equipment is both a criminal and a College disciplinary offence and could endanger lives. A fine will be imposed on any student attempting to cover or block smoke detectors or for any other damage to or interference with detection or safety equipment.

2.5 Smoking

Smoking, including e-cigarettes, is prohibited in all areas of the College apart from in the designated smoking area on Linton Lawn.

2.6 Electrical safety

There is an obligation on the College to control all electrical appliances connected to its electrical system and therefore it reserves the right to monitor the use of such appliances, PAT-test them, and prohibit the use of any which are unsafe. In particular personal cooking equipment in student utility rooms is liable to random testing, and will be removed if found to be unsafe.

It is strictly forbidden to interfere with electrical fittings, connect appliances to a lighting circuit, or to plug 2-way or 3-way adapters into a socket outlet. Fused British standard multi-way boards may, however, be used provided prior approval is obtained from the Facilities

Manager. Students must not carry out any electrical repairs, this includes the replacement of light bulbs. Any electrical faults or problems should be reported immediately on the [Quadpro system](#) to the Maintenance Team on johns.maintenancesupport@durham.ac.uk.

As voltage variation can occur naturally without fault on the part of the College or University, personal computer equipment should be fitted with voltage protectors.

No cooking appliances or electrical or oil heaters are allowed in College rooms.

The College follows the University rules on electrical appliances in college study bedrooms: [Official University \(College\) Guide on Prohibited Items.pdf](#)

3. University regulations, policies and codes of conduct

3.1 General Regulations

All students are bound by, and should familiarise themselves with, the General Regulations of the University Calendar:

- General Regulation I – Definitions
 - General Regulation II – Admission
 - General Regulation III – Residence
 - General Regulation IV – Discipline
- [General Regulations - Durham University](#)

3.2 Codes of practice

All students are bound by, and should familiarise themselves with, the codes of practice of the University Calendar:

- Academic Progress: A Code of Good Practice
 - Complaint Procedure for Students
 - Controlled Drugs: A Code of Practice
 - Durham Student's Union: A Code of Practice
 - Freedom of Expression in Relation to Meetings or Other Activities: A Code of Practice
 - Notification of Misconduct to the Police and Internal Action: A Code of Practice
 - Respect at Study Policy and Code of Practice and Procedures for Students to make a Complaint about Harassment
 - Student Behaviour in Appeals and Complaints: A Code of Practice
 - Students Living Out of College: A Code of Conduct
- www.dur.ac.uk/university.calendar/volumei/codes_of_practice/

3.3 Policies

All students are bound by, and should familiarise themselves with, the policies of the University Calendar:

- Anti-Bribery and Fraud Prevention Policy
- Equality, Diversity and Inclusion Policy [Equality, Diversity and Inclusion – Durham University](#)
- Fitness to Study Policy [Mental Health Policy and Procedure – Durham University](#)
- Gender Identity Policy (staff and students)
- Lecture Capture Policy
- Mental Health Policy [Mental Health Policy and Procedure – Durham University](#)
- Public Interest Disclosure Policy 'Whistle Blowing'
- Sexual Violence and Misconduct Policy [SMVPolicy2122AY.pdf \(durham.ac.uk\)](#)
- Student Alcohol Awareness and Use Policy
- Trans and Intersex Inclusion Policy

3.4 Key University procedures relating to student conduct, appeals and complaints

Students should familiarise themselves with the following procedures:

- Appeals relating to Board of Examiners or other relevant committee or officers' decisions relating to examinations, assessments, or academic progress or against expulsion or exclusion on academic grounds (including decisions about Academic Progress Notices – [Academic Appeals Procedure](#))
- Complaints involving an allegation of misconduct by a student – [Student Discipline Procedure](#)
- Complaints involving the behaviour of another student – [Student Complaint Procedure \(Individuals & Behaviour\)](#)
- Complaints about the behaviour of a member of staff of Durham University – [Student Complaint Procedure \(University & Services\) – Durham University 2020_2021ComplaintFormGuidance.pdf \(durham.ac.uk\)](#)
- Complaints involving an allegation of [sexual violence](#)
- Complaints about admissions decisions (other than admissions at Cranmer Hall) – [Admissions Regulations](#)
- Complaints about a University department (other than Cranmer Hall) or University support service beyond St John's College – [Codes of Practice – Durham University](#).

4. College complaints policies and procedures

4.1 General procedures

St John's College policies and procedures for complaints are developed in consultation with the student body. Complaints should be directed to the relevant Student Support Office. For students at John's Hall (i.e. those on undergraduate and postgraduate pathways not at Cranmer Hall) this is the Vice Principal's Office at johns.studentsupport@durham.ac.uk. For students at Cranmer Hall this is the Warden's Office at cranmer.warden@durham.ac.uk.

4.2 St John's College Durham – Complaints Policy and Procedure

St John's College (including Cranmer Hall) aims to provide a high standard and quality of service in respect of all its students, but recognises that things do go wrong. As part of its commitment to enhancing the student experience, this procedure has been established to deal with complaints about services provided by St John's College. The St John's College Complaints Policy and Procedure sits within the wider policies relating to Durham University. The full policy and procedure is available here: [St John's College Complaints Policy and Procedure.pdf](#)

4.3 St John's College – Policy and Procedure for Student Complaints of Harassment and Bullying Against Staff

All students have the right to study and to feel safe in an environment which is free from harassment and bullying. This policy has been written to support the development of a learning and living environment (including online) in which harassment and bullying is unacceptable and the understanding of this is such that individual students have the confidence to complain, without fear of reprisal or recrimination, in the knowledge that their concerns will be dealt with seriously, appropriately and fairly.

This procedure sets out how St John's College will deal with alleged incidents of bullying and harassment where the Reporting Party (the individual making the complaint) is a student and the Responding Party (the individual against whom the complaint is being made) is a member of staff, irrespective of their role.

The full policy and procedure is available here: [St John's College Policy and Procedure for Student Complaints of Harassment and Bullying Against Staff.pdf](#)

5. College disciplinary procedures

5.1 General procedures

St John's College follows the disciplinary procedures in the **General Regulation IV Discipline** in the University Calendar:

www.dur.ac.uk/university.calendar/volumei/general_regulations/

5.2 College application

As an Authorised University Officer under the General regulations of the University, the Principal has the right to exercise discipline within the College and to enforce its regulations. He may delegate this right to other members of staff and, in the day-to-day management of the College, powers of discipline will normally be exercised by the Vice Principal or the Warden of Cranmer Hall. However, complaints brought by members of the public against students of the College will always be referred to the Principal.

The SJCR President also has powers to discipline members of the SJCR, as defined in the SJCR constitution.

A list of disciplinary fines is found at the end of this document. However, College Officers reserve the right to impose other, non-monetary sanctions including but not limited to community service in and out of the College.

The first point of contact in College regarding discipline, complaints and support at John's Hall is the Vice Principal's Office, to be contacted on johns.studentsupport@durham.ac.uk.

Points of contact in College regarding discipline and support at Cranmer Hall is the Warden and the student's personal Tutor.

Operational Discipline across the College is overseen by the Finance & Operations Director.

5.3 Student Discipline Procedure

- Any allegation/report is made that a student has breached College or University rules and regulations, or brought the College into disrepute should be reported to the Vice Principal's Office on johns.studentsupport@durham.ac.uk
- In order to ensure a fair and transparent process, disciplinary proceedings will not be taken forwards as the result of anonymous reports. Any student facing allegations of misconduct has the right to view the full report and defend themselves.
- The Vice Principal's Office will review disciplinary reports and identify which policy or procedure will apply (see 4.2 and 4.3).
- Major allegations of misconduct under the General Regulation IV Discipline in the University Calendar will be referred to the Student Conduct Office.
- Non-major allegations of misconduct will be investigated by a College Officer, usually the Vice Principal (John's Hall) or the Warden (Cranmer Hall). Students will usually be invited to a disciplinary hearing, where having received the full report/allegation they will be able to present their case and any mitigation. They have the right to be accompanied at the meeting by a member of the SJCR or the University community.
- The student will be informed by email of any warning, fine or other penalty (including community service) imposed as an outcome of the investigation.

- The student(s) who made the original report will normally be informed of the outcome of the investigation, but all parties are expected to keep the matter confidential.
- Students are able to appeal the outcome in writing within 14 days by emailing johns.secretary@durham.ac.uk. A different College Officer will review the procedural handling of the case but will not conduct an additional investigation. Further details of appeals within University regulations can be found here: <https://www.dur.ac.uk/cla/appeals/>.
- Students accused of misconduct have the right to seek support from a member of the Vice Principal's Office who is not involved in investigating the allegations.
- Any student seeking support regarding an anonymous matter can meet with the Assistant Principal or Student Support & Enrichment Officer but this will not lead to a formal disciplinary investigation.

5.4 Operational Discipline Procedure

- Where an allegation is operational in nature (e.g. breaches of fire safety; smoking; vomit incidents), it will initially be investigated by the head of the relevant operations department in College, or another senior member of staff. This might result in a written warning or fine.
- In some more serious cases, the Finance & Operations Director will instigate a disciplinary hearing with the Vice Principal before any penalties are determined. At the hearing, students will be able to present their case and any mitigation.
- The student will be informed by email of any warning, fine or other penalty (including community service) to be issued.
- Students are able to appeal the outcome in writing within 14 days by emailing johns.secretary@durham.ac.uk. A different College Officer will review the procedural handling of the case but will not conduct an additional investigation. Further details of appeals within University regulations can be found here: <https://www.dur.ac.uk/cla/appeals/>.
- Operational discipline issues involving Cranmer students will follow the procedure above but be coordinated by the Operations Director and Cranmer Hall Warden rather than the Vice Principal, and the contact email will in these cases be cran.exec@durham.ac.uk.

5.5 Standard minimum charges and fines

	Item (non-exhaustive list)	Charge or Fine	Amount
	Behaviour bringing the College into disrepute	Fine	£50
	Disregard of the noise curfew as defined in the Licence to Occupy Agreement and in the Regulations	Fine	£50
	Smoking in non-smoking areas.	Fine	£50
	Activating fire alarm by smoking, lighting candles, joss-sticks etc	Fine	£150
	Activating fire alarm by inadequate supervision of toaster, microwave etc	Fine	£150
	Activating fire alarm by careless use of a hairdryer, aerosol or steam		nil
	First Offence		
	Second Offence after a warning re previous careless use	Fine	£50
	Activating fire alarm by careless impact with a call point		
	First Offence	Fine	£50
	Second Offence after a warning re previous careless use		£100
	Malicious activation of fire alarm	Fine	£150
	Failure to report responsibility for damage or loss to the SJCR President or a College Officer within 24 hours of occurrence	Fine	£100
	Removal and cleaning of bodily fluids	Charge	£60
	Failure to keep room in an acceptable state of repair or condition, after a warning, during Residence Periods	Fine	£50
	Leaving fire door propped open when unattended or disconnecting door closer	Fine	£100
	Tampering or removal of Fire Extinguishers	Fine	£150
	Tampering with or removal of safety/security devices, e.g. window restrictors	Fine	£50
	Replacement of a lost key	Charge	£50
	Replacement door lock - ASSA cylinder inc 2 No. keys	Charge	£100
	Replacement door lock - ASSA mortice escape sash lock inc 2 No. keys	Charge	£175
	Major Repairs to internal doors and frames (<i>Fire Door</i>)	Charge	£1000
	Replacement door frame (<i>Fire Door</i>)	Charge	£500
	Replacement door (<i>Fire Door</i>)	Charge	£500
	Replacement notice boards	Charge	£30
	Minor Repairs to plaster / paintwork	Charge	£50 – 250
	Replacement Door Closure	Charge	£90
	Replacement 13amp switched socket	Charge	£50
	Replacement Light fitting	Charge	£40
	Replacement of a light switch	Charge	£50
	Clear blockage from WC, bath, sink or urinal	Charge	£60
	Replace wash hand basin	Charge	£195
	Replace WC pan	Charge	£150
	Replace WC cistern	Charge	£100
	Replace WC seat	Charge	£35
	Replace of broken windows	Charge	£50 – 250
College Officers reserve the right to impose other, non-monetary sanctions for the above, and for other breaches of the College Regulations, including but not limited to community service in and out of the College.			

5.6 Room deposit deductions

Item (non-exhaustive list)	Replacement cost	Repair cost	Additional cleaning
Charge for cleaning where room has been left in an unacceptable condition	N/A	N/A	En-suite: Whole room - £60.00 Bathroom - £30.00 Single room: £50.00 Double/Twin: £75.00
Excessive rubbish left in room	N/A	N/A	£10.00 per bag
Mattress	£129.00 (single) £209.00 (double)	N/A	£20.00
Mattress Protector	£7.00	N/A	N/A
Duvet	£12.00 (single) £17.00 (double)	N/A	N/A
2 x Pillows	£5.00 each	N/A	N/A
Desk	£300.00	£50.00 - £100.00	N/A
Desk Chair	£85.00	N/A	£15.00 spot clean £25.00 full clean
Desk Lamp	£15.00	N/A	N/A
Easy Chair	£190.00	N/A	£15.00 spot clean £25.00 full clean
Chest of drawers	£300.00	£50.00 - £100.00	N/A
Wardrobe	£300.00	£50.00 - £100.00	N/A
Bedside Table	£100.00	£25.00 - £50.00	N/A
Bookcase	£75.00 - £180.00	£25.00 - £50.00	N/A
Waste Bin	£15.00	N/A	N/A
Paintwork	£200.00 - £350.00 for full room	N/A	N/A
Carpet	£200.00 - £300.00	£80 - £120	£20.00 spot clean £50.00 full carpet

Last updated 19 September 2024