



Trevelyan College  
Durham University

# College Handbook 2023/2024



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## SECTION 1: Introduction

Congratulations on obtaining a place at Durham University and Trevelyan College. This is an achievement of which you should be extremely proud.

Let me say a few words about the wonderful community that you are joining. Trevelyan (Trevs) is a vibrant, supportive, and enabling environment where you will be valued and empowered to venture out of your comfort zone, gain new experiences to become future-ready graduates and develop new skills for lifelong learning. We encourage our students to explore their interests, discover new passions, and challenge themselves to reach new heights. There's something for everyone, from various extracurricular activities to sports, arts, and community outreach initiatives.

I encourage you to get involved, make new friends, and create lasting memories during your time here. I am genuinely excited to witness your growth and achievements throughout your time at Trevs. Remember, you are not just students but essential members of the Trevs family. Your unique perspectives, talents, and contributions will enrich and improve our community.

I am looking forward to welcoming you to Trevelyan in September. You will have plenty of opportunities to get to know the team when you arrive – in the meantime, please look at our college staff pages to learn more about us. Your first days at university will be very exciting, but they will also have their challenges, so please come and speak to one of us if you have any questions or worries or would like to chat.

Once again, welcome to Trevs! Let's embark on this incredible journey together.

*Professor Adekunle Adeyeye  
Principal of Trevelyan College  
August 2023*



**All guidelines within this handbook are subject to the General Regulations, Codes of Practice and Licence Agreement of the University**



## SECTION 2: History of the College

Trevelyan College was founded in 1966 and named after George Macaulay Trevelyan, the famous historian and Chancellor of the University from 1950 to 1957. Trevelyan was originally a women's college - in fact, it was the last purpose-built all-female college to be built for a British university. Men were admitted for the first time in 1992 and the College is now a diverse, international community with just over 1,000 students.

Trevelyan's motto is *Vera Fictis Libentius*, or "Truth More Readily than Falsehood". The College crest is closely modelled on that of the Trevelyan family, including the famous swimming horse, a reference to the legend of the first Trevelyan who swam his horse from St Michael's Mount to the Cornish mainland for a wager.

Trevelyan's distinctive hexagonal architecture was designed by John Eastwick-Field and has won a Civic Design Award. Its facilities are all interconnected and under one roof, which adds to the friendly atmosphere upon which the College prides itself. In 2020, Trevelyan supplemented our Latin motto with an additional English one, "Explore without Limits". This reflects the College's focus on providing its students with the opportunities they need to challenge themselves and develop into well-rounded, future-ready graduates.

College Principals	1966-79	Miss Joan Bernard
	1979-80	Professor John Clarke (Acting Principal)
	1980-95	Miss Deborah Lavin
	1995-96	Dr George Marshall
	1996-2000	Professor Malcolm Todd
	2000-2008	Dr Nigel Martin
	2008-2019	Professor H. Martyn Evans
	2019	Dr Ian Latham (Associate Principal)
	2020 -	Professor Adekunle Adeyeye





## SECTION 3: Vision, Mission, and Values

### Our Vision

To inspire and empower every student to explore without limits.

### Our Mission

To create a vibrant, supportive and enabling environment where students are valued, empowered to venture out of their comfort zone, gain new experiences to become future-ready graduates, and develop new skills for lifelong learning.

### Our Values

Our values are: respect for all, inclusivity, innovation, curiosity, creativity, supportive, and resilient.



## SECTION 4: Important Information

### 1: Regulations

The General Regulations of Durham University and associated Codes of Practice, to which all students and staff are subject are published in the University of Durham Calendar, Volume I, which can be consulted at:

[General Regulations - Durham University](#)

**Where specific codes of practice or regulations are cited in this handbook details can be found by visiting the web address above.**

The University's policies can be accessed at:

[Codes of Practice - Durham University](#)

[Student Support & Wellbeing - Durham University](#)

Where relevant, the regulations apply equally to term-time and vacations.

If students are in doubt about the exact meaning of the General Regulations, or how they apply to individuals, they should consult a College Officer.

**Breach of the Regulations may be regarded as a disciplinary offence and may affect a student's right to remain in occupation of College accommodation under the terms of the Licence Agreement.**

**At Trevelyan College, student members are expected:**

- (a) to observe the General Regulations and Codes of Practice of the University;**
- (b) to follow the instruction of the College Officers and those acting on their behalf;**
- (c) to accept responsibility for the consequences of their actions;**
- (d) to treat other College members, College staff and College property with respect and consideration;**
- (e) to meet with a College Officer when requested to do so.**

### 2: Matriculation

At the Matriculation Ceremony in the Cathedral one undergraduate and one postgraduate student, as the representatives of the College, sign the Matriculation Book on behalf of all the new students entering the College and University. By this act, and by signing their Registration Forms, each student makes the following declaration:

*"I hereby promise to conform to the discipline of the University, and to all its statutes, regulations and rules in force for the time being, in so far as they concern me. I understand that whilst working or studying in another institution I must obey the rules and regulations of that institution and shall be subject to its disciplinary arrangements"*

All new students also sign the Matriculation Book in College.

### 3: Residence

Students should familiarise themselves with the University Regulations on Residence and Academic Progress ([Sections III and V](#)) and should be aware that residence privileges may be withdrawn in accordance with the Regulations on Discipline ([Section IV](#)).

#### **Academic progress:**

The General Regulations of the University state that all students are required to fulfil their academic commitments. They are required to attend all courses of instruction in each of the subjects for which they are registered, and fulfil all academic obligations, including examinations, collections, departmental tests, field trips and placements. Under the Academic Progress Regulations (University General Regulation V), Departments may take action against those who fail to do the requisite work or whose attendance and/or work is considered to be unsatisfactory. Informal and then formal warnings may be followed by an Academic Progress Notice (APN). If the conditions of this are not satisfactorily fulfilled a student may be required to withdraw from the University. As such, any illness that prevents a student from fulfilling their academic obligations must be reported via the online [Self-Certification Form](#).

#### **Absence from College:**

The College cannot give permission for a student to miss academic commitments. In cases where there is extended absence or other difficulties, a College Officer should be consulted.

At all times, including periods of absence at weekends, the signing-out book kept in the Porters' Lodge should be signed on leaving College and on return, and keys left at the Porters' Lodge.

Postgraduate students are also obliged to comply with the University regulations regarding academic progress.

### 4: Accommodation

#### **I. Accommodation in College**

##### Undergraduate:

First-year undergraduates and new postgraduate students will be contacted about accommodation before the start of the academic year by the University Accommodation and Allocation Office.

Students in their second, third and fourth year, and returning postgraduates, have the option of living in college but the number of rooms are limited therefore students must apply for accommodation which is allocated based on priority criteria.

##### Postgraduate:

College has specific rooms that are allocated to postgraduates. All postgraduate accommodation is fully catered in term-time, self-catering in vacations. Every effort will be



made to allow postgraduate students to occupy the same room for the whole of the year, but in exceptional circumstances the College reserves the right to ask them to move.

#### Licence Agreement:

All students resident in College accommodation are required to sign a Licence Agreement before being allocated accommodation. This Licence for student occupancy lists the dates, terms and conditions of the room occupancy. The full version is published on the College Accommodation and Allocations website. Returning students will be asked to sign these agreements following the announcement of the residence charges for the next academic year.

#### Room changes:

Members of the College may not change their rooms without permission. Requests to change room will not be considered before 1 November. Any room change requests should be made in writing to the Assistant Principal via [trevelyan.studentsupport@durham.ac.uk](mailto:trevelyan.studentsupport@durham.ac.uk).

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.

#### Entry to Student Rooms:

While every effort will be made to respect the privacy of students, the College reserves the right to enter any student room, at the discretion of the Principal or a College Officer. Students are required to allow access to housekeeping and maintenance staff, whenever it is needed. In other cases, entry to a student's room will be made only in exceptional circumstances, if there are reasonable grounds for believing it to be in the interests of the student, if the student is believed to be at risk or it is believed the student could pose a risk to other students.

#### Students Who Go Out of Residence or Withdraw:

The following policy will normally apply to any student who withdraws from College accommodation during the academic year, i.e. before the end date of their Licence Agreement, regardless of whether the student is withdrawing from the University. Students who move out of College during the academic year will normally be required to accept liability for an early termination fee of either 40% of the whole year's fee or the remainder of the outstanding balance, whichever is the lesser. If you feel that the fee should be waived then please discuss this with a College Officer.

### **Room Allocation Process**

#### a. First Year Students:

Rooms are allocated to first year students after the confirmation of places in August and September. There is no segregation by gender. Every effort will be made to allow undergraduate students to occupy the same room for the whole of the year, but in exceptional circumstances the College reserves the right to ask them to move.

b. Shared Rooms:

The College has 18 shared rooms, which are allocated to first year students.

A short questionnaire is sent to new undergraduates and students are asked to state a preference regarding sharing a room. Rooms, including the shared rooms, are allocated on the basis of the information supplied. Whilst we try to accommodate preferences, this cannot be guaranteed. Any students who are unable to share a room for personal or medical reasons should declare this in the questionnaire. Please note, evidence may be required.

c. Continuing Students:

Continuing undergraduate and postgraduate students will be asked in late Michaelmas term to express an interest in applying for college accommodation for the next academic year.

The allocation of rooms for continuing undergraduate students will not be communicated to students until they arrive into college for Michaelmas Term. The allocation is made by the Assistant Principal on a strictly impartial basis.

d. Exemptions:

Any undergraduate member holding one of the offices who is required by the terms of that office, to live in College. This currently is restricted to JCR President only.

e. Accessible Bedrooms:

There are two accessible bedrooms in College with en-suite facilities. Fire alert equipment is available for use by hearing impaired students. If a student has any accommodation requirements due to a disability or medical need, this should be highlighted on the allocation questionnaire.

## **Students Who Live Out of College**

All students are expected to ensure that their term time address, personal and emergency contact details are kept up to date and accurate on Banner Self-Service. This should be done before the start of Michaelmas term.

Students living out of College retain all the rights and privileges of College membership and are encouraged to come into College and use its facilities.

## **Registration at the End of the Easter Term:**

Students are reminded that they are required to register for the following academic year in the Easter Term.

## **5: Keys & Front Door Access**

The front door of the College is locked between midnight and 6:30am: entry is made using your University campus card. Students are reminded that the following conditions are to be observed:

- i. Entry must not be given to persons outside the College.
- ii. The front door is in no circumstances to be left open between midnight and 6:30am for others to enter. Students must satisfy themselves that it is completely closed, when it will lock automatically.
- iii. Room keys must not be loaned to other persons within or outside the College.
- iv. Nothing in the granting of personal keys alters the existing University Regulations.
- v. Room keys must be returned at the end of each term if you are leaving College.
- vi. The loss of a key must be reported immediately to a Porter where a temporary replacement will be issued.
- vii. A charge will be made if a room key is lost, or not handed in at the end of term.
- viii. The issue of keys will be reconsidered if either persistent abuse or a security risk is proved.
- ix. Keys are the personal responsibility of individual students and should not be given to anyone else for return to the Porters' Lodge.

Cases of non-observance of these regulations will be referred to the Principal.

Students are asked to show consideration and remember to take their keys with them when they go out.

## **6: Rooms**

- i. Students are expected to keep their rooms and the public areas of the College in a good state of repair and of reasonable cleanliness. Members of the College will be held responsible for any damage which they cause to furniture, fittings or fabric within the College. A condition inventory of furniture and fittings will be made prior to occupation.



- ii. Any damage or breakage, or defects in appliances and fittings, including those in the pantries and bathrooms, should be reported immediately to the porter on duty or using the online maintenance reporting system. Repairs by porters are normally actioned within 5 days, if the repair is to be dealt with by Estates & Facilities you will be advised of the service time by email.
- iii. Failure to keep a room in good condition will be reported to the Operations Manager.
- iv. College furniture and equipment should not be taken out of the building or left on landings.
- v. Only white tack should be used to hang pictures and posters in rooms without noticeboards: other methods (such as drawing pins, nails, blue tack and sticky tape), should not be used as it may damage the walls. In rooms with noticeboards only the board should be used, not the walls.
- vi. It is the responsibility of the students to clean their own bedrooms and to dispose of any rubbish that is accumulated in the bedrooms and shared pantry/kitchen areas. All students must take care to clean after themselves and to keep the shared areas tidy.
- vii. It is the responsibility of all the residents on a landing to keep the landing area clean, tidy and free from obstructions at all times. Landings are public areas and thoroughfares for fire escape. No furniture is allowed on the landings.
- viii. Energy conservation is important for environmental and economic reasons. Students are asked to close windows and switch off lights when they leave their rooms for any period of time.
- ix. Smoking and vaping is not allowed in college rooms or elsewhere within the college buildings, or within 10m of the entrance areas or in the inner quad.
- x. Students may not keep any pets or other livestock in their rooms.
- xi. Rooms must be cleared/vacated in accordance with the license agreement. Posters and white tack should be removed from the walls.

## **7: Visitors**

College members are responsible for the behaviour, conduct and welfare of their guests at all times. Guests are expected to conform to University Regulations.

Visitors are not normally entertained between 11.45pm and 8.30am. The front door is locked at midnight. All visitors entering or leaving between midnight and 8.30am must be escorted in or out of the College by their host.

## **I. Overnight Guests:**

### **a. Signing In:**

Resident members of College must sign in any guests who stay in College overnight. A book is available in the Porters' Lodge for this purpose.

### **b. Guest Rooms:**

Residents may book a guest room, if available, by arrangement with the Operations Manager. Payment must be made at the time of booking.

### **c. Study Bedrooms:**

Residents may have guests to stay in their study bedrooms on the following conditions:

- i. Only one guest may be resident in any one room at any time. No one individual may spend more than three nights out of seven in College as a guest of one or more College residents, without the prior permission of the Principal. Any guest not complying with these regulations will be asked to leave immediately.
- ii. Guests must use their own sleeping bags.
- iii. Any meals required should be booked and paid for using the payment system available in the Servery.
- iv. Students who have guests to stay in College must be resident in College themselves while their guests are staying.
- v. A student in a twin room must not have a guest to stay in that room without the permission of their room-mate, even if that room-mate will be away for the duration of the visit.
- vi. If there are any complaints about a guest, a College Officer, the President of the JCR or the MCR President, as appropriate, may ask the guest to leave.
- vii. Guests under 18 years of age should not be accommodated as overnight guests.
- viii. Residents are responsible for the actions of their guests at all times. The resident may face disciplinary action for unacceptable behaviour displayed by their guest.

## 8: Health

### Medical Registration:

All new students can pre-register online with the Claypath and University Medical Group before arrival by completing the pre-registration form linked [here](#).

Current students who are already in Durham can register online with the Claypath and University Medical Group by completing the registration form linked [here](#).

If you pre-register, then registration with the Claypath and University Medical Group will happen automatically when you are in Durham on 25 September 2023. Other registration with a UK medical practice will continue until that date. If this is your first time registering with a UK medical practice you can still pre-register.

The pre-registration form asks whether you have an NHS number or not. You will only have a number if you have previously registered with a doctor in the UK, but you can still complete this online pre-registration if you are an overseas student and don't already have an NHS number.

Completing the pre-registration form before you arrive in Durham enables the Claypath and University Medical Group to prepare to support you and be aware of any current medical issues.

There are other medical practices in Durham that you may want to consider. A full list with locations can be found linked [here](#).

Further information about medical registration can be found [here](#).

Information about vaccinations can be found [here](#).

### Illness:

If an ambulance is called by or for a student, the Porter on duty (outside office hours) or a College Officer must be informed at once.

A student (resident or non-resident) who is ill and unable to attend classes or fulfil academic commitments should inform the College and Department as soon as possible by completing an online [Self-Certification of Absence Form](#).

A student who feels their work and examination performance has been affected by health or personal problems is strongly advised to talk to the Assistant Principal who may advise you to submit a Serious Adverse Circumstances (SAC) form. The Learning and Teaching Handbook contains detailed information on the University's regulations concerning [Student Absence, Illness and Adverse Circumstances](#). Your College and department will also email information about SACs as the exam period approaches.

Any student who has been in contact with infectious diseases must inform the College Student Support Office immediately.



## **Dentists:**

Students are advised to register with one of the local dental practices. At the time of registration, they should state clearly whether they wish to be treated as an NHS or private patient. However, because many of the local practices will no longer take new patients, students are advised to have a full dental health check up with their home dentist before coming to university.

## **9: Accident, Emergency & Evacuation Procedure**

All emergencies should be reported immediately. The Porter is on duty 24 hours a day and the College Office and Reception are staffed in office hours. Lists of emergency phone numbers are available at the Porters' Lodge.

The College is required to inform the University Safety Officer formally of all accidents which lead to injury or might have led to injury. All such incidents, even minor ones, should be reported to the Porter on duty.

The Porters are to be informed of individual medical cases, with the student's permission, for use only in cases of emergency medical call out.

In the event an emergency evacuation is required (bomb alert, fire, flooding, loss of power), the sounding of the fire alarm would indicate you should leave the building via the shortest escape route and make your way to Elvet Hill Car Park where college officers and porters will brief you.

## **10: Safety**

### **Policy:**

All students are required to observe the Health and Safety legislation covered by the Health and Safety at Work Act (1974) and the [University Safety Policy](#).

There are communal pantries on each landing equipped with cooking equipment, including some of the following: kettles, toasters, microwave ovens and refrigerators. This equipment must not be removed from the pantries or switched from one pantry to another.

Students may not bring their own cooking appliances, electric irons, kettles or heating appliances. Cooking in study bedrooms is dangerous and is expressly forbidden. Mini-fridges are permitted for specific medical reasons only: medical evidence will be required. Other appliances (e.g. audio equipment, computers etc.) can be used in study bedrooms, if the appliance is connected to a 3 pin plug. Forbidden or dangerous electrical items will be removed without notice.

Care must be taken not to overload the electrical circuits by using too many appliances simultaneously. Box socket adapters are not allowed, but trailing (gang) sockets are permitted if they are correctly fused. It is strongly advised that gang sockets and electrical equipment (especially computers) should be fitted with voltage protectors, to provide protection from power surges. The College can accept no responsibility for damage caused to electrical equipment, including computers, due to power surges.

The Operations Manager or their deputy will from time to time inspect any electrical equipment in study bedrooms, to assess its safety. Advanced warning will be given. College staff have instructions to report any potentially unsafe electrical equipment: any which are unsafe will be removed.

Interference with fuse boxes or with electrical installations in general is forbidden. In case of emergency the Porter should be informed at once.

Alternative forms of heating, additional to those supplied by the College, must not be introduced without the prior consent of the Operations Manager.

Using foreign appliances in UK sockets is dangerous unless the plug has been converted for UK use. The use of an EU conversion plug is essential. If you are unsure, please take your appliance to the porter to be checked.

### **Fire Precautions:**

Fire instructions are posted on every door and must not be removed. It is the responsibility of all residents and their guests to familiarise themselves with these regulations as well as the fire escape routes. All members of the College are required to comply with the fire precaution procedures.

Fire drills will be held at least once a term.

Fire alarms should only be set off in case of fire. Anyone who sets off a fire alarm without good cause will be liable for disciplinary action. This can include, but is not limited to, malicious breakage of a fire alarm glass, inadequate supervision of cooking, smoking, careless use of hair dryers/aerosols, and use of candles, scent sticks etc.

In the event of a fire alarm being sounded, **everyone must leave the building immediately** and assemble in Elvet Hill Car Park. No-one should re-enter any building until told by a Fire Officer or a member of staff that it is safe to do so. From the first sounding of the fire alarm until all emergency vehicles have departed, the approach road and College entrance area must be kept clear to allow emergency access. Failure to vacate the building may incur disciplinary action.

Fire alarms, fire detectors and firefighting equipment must not be tampered with; it is essential that equipment should be fit for immediate use at all times. Fire alarms should only be set off in case of fire. It is a criminal offence to interfere with any form of fire equipment and any person who does so endangers the lives of residents and risks expulsion from the University and/or criminal prosecution. Any person who sets off the fire alarm without good cause has committed a serious disciplinary offence. Misuse of the fire alarms and firefighting equipment is an offence under Section 8 of the Health and Safety at Work Act 1974, and the College reserves the right to seek investigation and subsequent prosecution.

Fire doors must not be wedged open or tampered with at any time. Otherwise, the safety of everyone in the building may be jeopardised.

The smoke detectors are sensitive: false alarms should be avoided by keeping the pantry doors closed and by not leaving cooking unattended.

Candles and oil lamps, joss sticks, night lights and incense may not be kept in study bedrooms. Lighted candles are a major fire hazard and their use is forbidden by the University Safety Officer. Any breach of this regulation may incur a sanction.

Posters, notices etc. must not be placed in corridors, staircases and other walkways, entrance doors or fire doors.

### **Smoking:**

Smoking or vaping is not permitted within 10 metres of the College buildings, except where explicitly indicated, including all study bedrooms, the entrance areas and the inner Quad. Anyone failing to observe this rule may be subject to a sanction. Similarly, anyone found extinguishing a cigarette and thereby causing damage will be charged for the cost of repair.

### **Prohibited Areas:**

Access is forbidden to the roof areas, college kitchens and boiler rooms. Access is also forbidden to areas of the College which are locked out of hours e.g. the Dining Hall at night. Undergraduates may enter the SCR only as the guests of a full member of the SCR.

### **Barbeques:**

Barbecues are strictly prohibited anywhere on the College estate.

### **Security:**

Security is a major matter of concern for all residents. Care should be taken over the safe-keeping of keys. They must never be entrusted to anyone else. Most break-ins are affected by access through ground floor windows left ajar. Windows must be firmly closed when rooms are unoccupied. The opening limiters on the windows should not be removed at any time. Valuables should not be left visible on tables near windows. Study bedrooms should be locked whenever they are unoccupied. Anyone acting suspiciously should be reported immediately to the Porters or a College Officer. If you feel the seriousness warrants it, please contact University security on 0191 334 2222 (42222 on an internal phone) or the Police ringing 999.

## **11: Student Fees**

### **Residence charge:**

The General Regulations of the University require students to pay the residence charge within the time period on the invoice. If the bill is not paid within this time limit an administration charge may be charged. Any student who anticipates difficulty in the payment of this bill by the due date should contact the Student Support Office as soon as possible to discuss the matter.



## **Tuition fee:**

Students are responsible for the payment of tuition fees either by themselves paying directly or through a tuition fee loan, or by the Student Loans Company, after assessment by their Local Authority. They should apply in good time to the Local Authority for an assessment of their position. Students will be informed before their arrival in Durham of the arrangements for the submission of this assessment and for the collection of tuition fees. Late payment or failure to notify a change of assessment may attract an administration fee. Further details concerning the payment of fees can be found here:

<https://www.durham.ac.uk/study/undergraduate/fees-and-funding/>  
<https://www.durham.ac.uk/study/postgraduate/tuition-fees-and-charges/>

## **Debts:**

Students may not carry debts forward from one term to the next without the express permission of the Principal. Students with debts may be barred from continuing residence in College accommodation.

Under the University's regulations, students will not be permitted to attend a Congregation ceremony or receive a degree parchment if they have any outstanding tuition fee debt owed to the University.

## **12: Discipline**

All members of College are asked to be mindful of the fact that they live among others in a community. Your conduct within this community must be legal, in compliance with the Regulations and the Codes of Practice of the University, and not detrimental to anyone else's wellbeing.

A student who brings the College into disrepute will be liable to disciplinary action by the College. Action may be brought against students in respect of such behaviour within other Colleges, within the precincts of the University, or elsewhere.

Responsibility for discipline within the College is vested in the Principal, as the "Authorised University Officer" under the General Regulations of the University. The College Officers and the Porters act with the authority of the Principal, and all members of the College must obey their instructions and requests.

Students are expected to adhere to the University's regulations on conduct; failure to do so can result in disciplinary action. Full details of the University's Non-Academic Misconduct Policy and Procedures can be found here:  
<https://www.dur.ac.uk/colleges.se.division/studentssupportdirect/conductteam/nonacademicmisconduct/>

- College / Departmental Concerns are considered minor in nature.
- Category 1 offences involve allegations of student misconduct which, whilst serious in nature, do not seriously affect or cause serious damage to the University, its reputation, its staff or students or the wider community. Category 1 Offences are

considered less serious in nature but will warrant formal investigation and possible sanction by a College AUO.

- Category 2 offences involve allegations of student misconduct that either do or have the potential to seriously affect or cause serious damage to the University, its reputation or to its staff and students. Category 2 Offences are considered more serious in nature and warrant investigation and possible sanction by the Senate Discipline Committee. Sanctions for Category 2 offences include exclusion from the University and other sanctions that may impact on a student's academic progress.
- Category 2 offences may also include instances where student misconduct is frequent or repeated or the student fails to comply with disciplinary decisions or sanctions previously reached at lower levels or fails to comply with the terms of a suspension.

Examples of alleged offences are listed in Appendix A and B of the Non-Academic Misconduct Procedure:

<https://www.dur.ac.uk/resources/colleges.se.division/NAMP2021PolicyTemplate.pdf>.

The examples given are intended to be illustrative rather than exhaustive.

A student may exercise the right to appeal in writing to the Student Conduct Office within ten days of receiving the outcome of an investigation, as outlined in the Non-Academic Misconduct Procedure.

The JCR President has power to discipline members, as defined in the JCR Constitution. The MCR President has power to discipline members, as defined in the MCR Constitution.

The Sabbatical Bar Steward, or their deputy, has the authority to ask students to leave or exclude them from the College bar for misbehaviour, reporting such action to the Principal or Vice Principal at the earliest opportunity.

Wherever possible, the College will work with representatives of the JCR and MCR to investigate wilful or negligent damage or theft in an attempt to absolve the general community and to place responsibility on the individual(s) involved. In the case of wilful attributable damage which is not admitted within 24 hours of the incident, a sanction may be imposed in addition to covering the cost of repair. In the case of unattributable damage, or loss, the total cost of repairs, any fines and administration charges will be charged to the common room responsible.

## **13: The Bar**

The College holds a club license allowing the sale of intoxicating liquors during permitted hours to members of the University and their guests, and to persons attending conferences and functions at the College.

The Sabbatical Bar Steward is responsible for the operation and running of the College Bar in term time and during the Christmas and Easter vacations. Hours of opening are agreed with the College Officers.

The College Bar, staffed largely by students, is an important part of social life, a place to meet and drink in a civilised atmosphere. Both the Bar and the College have a policy of active opposition to alcohol abuse and its consequences ([Codes of Practice - Durham University](#)).

Excessive consumption of alcohol may cause anti-social behaviour but never forms an acceptable excuse for this and indeed will be held by the College to constitute a further offence additional to any other offences resulting from such excessive consumption. College student communities will bear any costs of material damage caused by drunken conduct, and identified individuals are liable to be sanctioned.

The Bar Steward or their deputy has the right to exclude individuals from the Bar, reporting their actions to the Principal or Vice-Principal. A ban from the College Bar will result in a complete ban from all University Bars. The Principal may close the Bar at any time at his/her discretion.

Students from other colleges will be asked to surrender their campus cards at the Bar before being served on Fridays, Saturdays and Formal Nights and any other night at the discretion of the Bar Steward: these will be returned on leaving. Any student behaving in a manner that is unacceptable to the Bar Committee, the JCR President or a College Officer will be required to leave and their campus card retained. Disciplinary action may follow at the discretion of the student's Head of College.

Any student must surrender their campus card on the request of anyone acting under the authority of College Officers, including bar staff and porters.

## **14: Drugs & Alcohol**

Students are expected to exercise limits to their consumption of alcohol. Drinking to excess can lead to serious health problems in a relatively short time and can adversely affect academic work. Information on support available can be found at: [Your Health - Durham University](#)

The Student Code of Practice on Controlled Drugs can be viewed online: [University Calendar : Codes of Practice - Durham University](#)

## **15: Personal Harassment**

The College is a co-educational, multi-cultural community with members from a wide variety of ethnic, national, social and religious backgrounds. Such diversity within our community requires that each member should be aware and respectful of the cultural traditions and sensitivities of others from different backgrounds.

The College is committed to providing a working and learning environment that is free of personal harassment of any kind. The College regards harassment of one member of the College community by another as wholly unacceptable behaviour. Students are expected to treat all members of the community with respect including their peers, staff, visitors to the University, and members of the local community. Students are expected to behave in a way that does not interfere with or cause disruption to the normal operations of the University.

If any member of the College feels that they are suffering harassment, they can discuss their concerns with the Assistant Principal or Vice-Principal in the first instance, who will be able to advise on the reporting process and support available. Information on how to report, and the support available, can also be found via the Report+Support Tool, which can be accessed at: [Report + Support - Durham University](#)

Some cases will be referred to the Student Conduct Office, which covers student complaints, student discipline, allegations of student misconduct, and sexual misconduct and violence. The Student Conduct Office works closely with Departments and Colleges across the University to offer advice on cases within their remit. The Student Conduct Office develops policies, manages open cases, and offers staff training for matters relating to all elements of discipline, misconduct and student complaints.

Durham University has a Student Complaining Procedure (Individuals and Behaviour) which can be accessed at: [Student Complaint Procedure \(Individuals & Behaviour\) - Durham University](#).

The Student Conduct Office reserves the right to take disciplinary action against you under its [Academic](#) and [Non-academic](#) misconduct procedures ([General Regulation](#) IV – Discipline).

## **16: Noise**

The College is an academic community and consideration for others is of paramount importance. Undue noise must be avoided at all times and anyone so disturbed may complain at any time.

**Quiet should be observed in College between the hours of 11.00pm and 8.00am.**

Noise from within a study bedroom that disturbs the right to peace and quiet of any other student after this time, is regarded as excessive.

During the Easter Term, in the weeks before and including the examination period, the right to quiet study for those taking exams must be respected. Those using the College grounds for recreational purposes should be aware that, because of the layout of the buildings, noise carries easily to many rooms. For this reason, those doing music practice (especially in the Mash Room) or playing games on the lawns around College and on the tennis court should do so with extra consideration until the last day of the examination period.

In the case of excessive noise found offensive, disturbing or inconvenient to anyone living or working in the College, the following complaints procedure should be followed:

- An approach should be made directly to the person concerned.
- If the noise continues the matter should be referred to the Duty Porter.
- In serious or repeated cases of complaint, the matter will be referred to a College Officer (usually the Vice-Principal) by the Duty Porter, who will investigate the complaint and may impose a sanction on the student(s) concerned.
- In addition, any member of College may complain about noise to the Principal or one of the College Officers, who may sanction the student(s) concerned.

Residents are permitted to keep and play in their rooms musical instruments and audio equipment, but these should not be played so loudly as to inconvenience other residents. Audio equipment should not be audible outside the room in which it is used, and should not be used out doors within the College grounds without prior permission of the College Principal.

Ball games should not be played within the College buildings.



## 17: Complaints Procedure

Students who feel that they have a legitimate complaint concerning any member of the College should, in the first instance, make it directly to the person concerned.

If this proves to be unsatisfactory the complaint may be referred to:

- (i) The President of the JCR, or the MCR President, as appropriate.
- (ii) The Vice-Principal or another College Officer
- (iii) The Principal.

Under no circumstances should complaints be made directly to other members of staff.

In cases of alleged crime, internal procedures are not an alternative to informing the police and may not be invoked by victims or others who will not report the offence to the police and/or will not cooperate with police enquiries.

Students who have complaints about student organisations or who feel unfairly disadvantaged by reason of not being a member of a union or student organisation should consult the [University's Code of Practice for Common Rooms](#).

Durham University has a Student Complaints Procedure which can be accessed at: [Colleges and Student Experience Division : Student Complaints - Durham University](#)

## 18: Exclusion from College

Any student committing a serious offence against the Regulations, including a failure to pay bills or fines, may be excluded by the Principal from the whole or any part of the College, or may be forbidden to use the facilities of the College.

## 19: Door to Door Campaigning

Door to door campaigning, political canvassing, collections or evangelising, other than for JCR or MCR elections as specified in the JCR or MCR Constitution, may not be conducted by members or non-members of the College without the written permission of the Principal. This will be given only in exceptional circumstances. Canvassing in relation to public elections is not permitted.

## 20: Freedom of Expression

Durham University is committed to freedom of expression within the law and encourages free expression and debate amongst our staff, students and visitors.

All students have the right to study in an environment which is free from harassment and our commitment to protecting free speech must be balanced with our safeguarding responsibilities to all students.

[Our Codes of Practice](#) set out clear guidelines for students and outline a range of support mechanisms for students who feel they have been subject to harassment.

Any College (or University) group or society wishing to book a College room for a meeting which will involve an outside speaker must give notice to the Vice-Principal. Such notification must be given at least one week before the date of the meeting. It is the responsibility of the organiser of the meeting to provide the Vice-Principal with full details of the purpose of the meeting, the name of the group or society, and the names of all outside speakers invited to the meeting for consideration. If the Vice-Principal is not notified, the meeting will not be allowed.

## **21: Equality, Diversity & Inclusion**

The College (and wider University) is committed to promoting an inclusive and supportive work and study environment that enables all members of our community to achieve their full potential. All members of the College are entitled to equal treatment in all circumstances. Students and staff can study, work, and live in a community that does not tolerate bullying, harassment, hate, and sexual misconduct. Anyone who feels that they have been treated in a manner that does not reflect these values can speak to a member of the Student Support team in confidence.

Durham University's "Report and Support" tool allows any members of the community to report bullying, harassment, hate incidents, or sexual misconduct. Reports can be made anonymously, or with contact details on the [Report + Support](#) website.

## **22: Policy for the Environment**

Durham University is committed to reducing its environmental impact, a commitment that is reflected in its policies, plans, and procedures.

The College encourages a responsible and energy-efficient environmental policy within the College and its grounds. Every effort should be made to keep avoidable waste to a minimum (e.g. not leaving taps running, turning off lights when you leave a room, etc) and to ensure that the College buildings and grounds are well kept and litter free. Waste should be recycled wherever possible. Recycling facilities can be found in student bedrooms, pantries and kitchens as well as most communal rooms, we currently recycle paper, cardboard, tins, cans, aerosols, some plastics, batteries, used toners and printer cartridges. The College adheres to the [University Policy for the Environment](#).

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

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

## **23: JCR Membership**

JCR dues (membership of the undergraduate common room) are charged in the first year only, at the rate of £140. This payment will cover your whole time in Trevelyan. Only common room members will be able to play sport, engage in societies, and join in JCR events. Detailed information will be available to all new first years in the Freshers' Handbook. Students must choose to opt in to JCR membership.

## **24: MCR Membership**

MCR dues are charged each year at the rate of £35. MCR dues are paid to help run activities for postgraduate students. By opting in you can join any of the College societies, teams, and clubs; run in, and vote on, MCR elections; and many more things throughout the year.

## **25: Living in the Local Community**

All students are reminded of the need for good behaviour at all times with respect to the local community. The University has a Code of Practice for students living outside College accommodation, which can be accessed at: [University Calendar : Codes of Practice - Durham University](#)

## **SECTION 4: General Information**

### **1: Academic Dress**

Academic dress is worn on formal University and College occasions, such as Matriculation and Congregation. A gown is obligatory but formal clothing may consist of a suit or jacket and trousers/skirt and a shirt/blouse with a tie if appropriate. Appropriate footwear should also be worn. Gowns are worn for Formal Dinners in College

### **2: Art Collection**

The College owns one of the best collections of modern art held in any College in Durham. Most of the canvasses are sited in public spaces and corridors. The most important components of the collection are the six large paintings by John Walker in the Dining Hall, and the paintings by Julian Trevelyan and Mary Fedden hung throughout the College. Exhibitions of the work of other artists are organised during the year by the Arts Committee. The Julian Trevelyan Memorial Prize for Fine Art competition is held at the end of every summer term.

### **3: Bicycles**

Bicycles and scooters belonging to residents should be kept in the lockable bicycle cages outside the kitchen yard, registered and tagged. Keys are available at Reception, subject to the payment of a £25 deposit. Bicycles should not be kept in corridors or student rooms. The University reserves the right to remove the offending cycle (including the removal of any locking device). Students are advised to ensure that their insurance policy covers their bicycle. All bicycles must be registered with Reception and tagged or risk being removed.

### **4: Car Parking**

Durham University is doing all it can to reduce the need to use private cars, making the best use of existing facilities, managing travel demands and promoting the use of more sustainable modes of transport.

Space for the parking of motor vehicles within the University and its car parks is limited and unfortunately it is not possible for the University to meet all the parking needs of staff and students. Access to University car parks is restricted to motor vehicles carrying an official University car parking permit.

Further information about the application procedure is available at:  
[Student Parking \(sharepoint.com\)](#)

Please note that there are specific criteria for parking permits.

The Durham University Parking Policy can be viewed at:  
[DU-Parking-Policy-2023-24 Final v2.pdf \(durham.ac.uk\)](#)

## 5: Communication

The College needs to be able to keep in touch with students, who are therefore strongly advised to check their University e-mail account at least once every 24 hours. All members are expected to respond promptly to emails from College Officers and staff. Failure to do so will be considered a minor offence under University Regulations and may result in a sanction. The College needs to know the whereabouts of its members during their period of residence at the University:

- (a) You must update your living-out address (unless you are resident in College property) within 14 days of your registration. This should be done on Banner Self-Service.
- (b) If you change your address, you must update your address within 14 days of moving.
- (c) You are requested to update on Banner Self-Service any fixed or mobile phone number on which you can be contacted.

## 6: Computers & Wifi

There is a Computer Room situated on B ground floor, containing several computers connected to the University computing network. Smoking, vaping, eating and drinking are forbidden in the Computer Rooms. Attention is drawn to the University's Regulations and [Code of Conduct for the Use of University IT Facilities](#). Wifi is provided all over the college, we have complete coverage.

## 7: External Visitors to the College

The College does not formally rely on trading income from external events. However, College facilities are occasionally used in support of the University's programme of external conferences and functions, and College residents are expected to treat all external visitors to the College with every possible consideration and courtesy. The College in turn regards students' academic commitments as paramount, and external visitors to the College are received on that understanding. During the long summer vacation, the number of rooms available for students to stay in College may be restricted, and there may also during that period, be limitations on students' access to the Bar and some other public rooms. Specific requests should be made to the Operations Manager.

## 8: Emergency Contact Numbers

Fire, Police, Ambulance		999
University Emergency (24 hours)		0191 334 3333
University Security Office (24 hours)		0191 334 2222
Durham Police Station, to report crime directly (non-emergency)		101
Claypath and University Medical Centre		
	During opening hours	0191 386 5081
	After hours	111

## 9: Examinations

Examination timetables are published by the Student Registry Office. Any clashes, omissions, or other problems should be reported. **It is the student's responsibility to check that this timetable includes the exams that they are expecting to take, to report any problems, and to attend examinations in the right place at the right time.**

Anonymous marking codes (or "Z numbers") are issued to all students to ensure that papers are marked anonymously. You can view your anonymous marking code on Banner Self Service.

Any student who requires special arrangements to take examinations should consult Student Support at the earliest opportunity. Students registered with Disability Support who are eligible for examination concessions (e.g. extra time) should arrange this directly with Disability Support. Students living-out of College should note that the details of these special arrangements may be posted to them.

## 10: Faith Space

The Faith Space is located on the first floor of the Sir James Knott Hall and is always available for quiet prayer and reflection.

## 11: First Aid Provision & Boxes

First Aid Boxes are located in the following areas:

- Porters' Lodge
- Linen Room (on H1)
- Kitchen
- Reception
- JCR Office
- The Bar

All porters are first aid trained, contact (01913347000) or visit the porters lodge.

## 12: Games Facilities

There is a tennis court in the College grounds for the use of members of Trevelyan College. Badminton and table tennis can be played in the Sir James Knott Hall. There is also a gym next to the Sir James Knott Hall. All students using the gym must undertake an induction session, pay a membership fee to the JCR and must not use the suite alone at any time. Anyone failing to meet these requirements will be asked to leave and further disciplinary action may be taken. Bookings for all these facilities should be made at the Porters' Lodge.

A pool table is situated in the Lower JCR.



## 13: Student Support Funds

Home, EU, and Overseas fee-paying students are eligible for financial help from the [Student Support Fund - Durham University](#).

## 14: Insurance: Personal Belongings

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.

[Basic contents insurance cover](#) for items in your room is included as standard for student residents in all University accommodation.

Whilst Durham is a safe city, all Colleges unfortunately suffer sporadically from petty theft. Any such incident (or other suspicious circumstances) must be reported to the Porters' Lodge immediately. Residents should always lock their doors whenever they are absent from their rooms; those in ground-floor rooms should close their windows too.

## 15: Laundries

A laundry room is situated on A ground floor. It is equipped with washing machines and tumble dryers, which are operated via an app. Further information is available on the posters displayed in the College Laundry.

## 16: Library

The College Library is a valuable resource and can be used by all members of the College, both for the borrowing of books and as a quiet place in which to study. It is open for use 24 hours per day; access is gained via swipe access using your University campus card.

The Library provides over 12,000 books covering all subjects for normal borrowing, a reference section and a comprehensive DVD collection. There is also a small fiction library which is maintained by donations.

The Library is run on a basis of trust and users are responsible for recording their own borrowings on the library computer system. Book losses must be kept to minimum in order to preserve the 24-hour availability of the library and it is the responsibility of all members of college to use the library properly. There is an annual stock take at the end of the year. The Library is for the use of members of Trevelyan College only and the door should be kept securely closed at all times.

The Library is a quiet area where students may study in peace. Eating, drinking from non-sealable containers (e.g. glasses, cans) and smoking are not allowed in the Library: quiet should be strictly maintained. Mobile phones should be switched off or set to silent. Computers should be used in 'silent' mode and with respect for other library users.

## **17: Linen**

Residents should provide their own bedding (duvets and pillows) along with bed linen and towels. Mattress protectors are provided. Bedding packs will be available for purchase on application. Incoming international students can request a bedding pack when completing the arrivals questionnaire.

## **18: Litter**

All residents and students are expected to maintain a litter free environment in the College buildings and grounds for the benefit of all members of the College.

## **19: Livers Out**

Students living out of College are encouraged to come in and to make use of College facilities.

Meal tickets may be purchased via the payment system in the Servery.

Livers Out are encouraged to check pigeon holes for post regularly as official University letters may be sent to the student's college address.

University Regulations apply fully to students living out of College. They are reminded of the University's [Code of Conduct for Students Living-Out of College](#).

Non-residents are reminded that they must update their term-time address using Banner Self-Service.

## **20: Lost Property**

Lost property should be handed to and reclaimed from the Porters' Lodge. Unclaimed items will eventually be given to a charity.

## **21: Mail**

The full postal address of the College is:

Trevelyan College  
Durham University  
Elvet Hill Road  
Durham  
DH1 3LN.

Post is placed in the pigeon holes in the mail room opposite E Ground Notice Board. Parcels and registered mail are kept in a locked room on E ground floor. To collect a parcel, students must see the porter or receptionist on duty. Packages can be collected during specific hours only – these times are outlined on a notice outside the parcel room on the ground floor of E Block. Letters to Departments and other Colleges are delivered free of charge by the internal mail service. They should be posted in the box on the wall in the ground floor of D Block.

## **22: Meals**

Your campus card must be presented and used to gain a ticket at every meal. These tickets are not transferable i.e. you must not allow anyone else to use your campus card even if you don't take the meal yourself.

Other guests may be entertained for all meals at the published guest meal charge. Guest meals must be paid for at the time of booking. A guest meal ticket will be issued which should then be handed in to the kitchen staff at the servery.

### **Formal Dinners:**

At Formal Dinners gowns must be worn and students are expected to be smartly dressed (lounge suits or equivalent). Further information about Formal Dinner dress codes can be found in the Joint Formal Agreement. Students are requested to show consideration to guests at these meals and to keep noise to acceptable levels. All students are required to follow the Formal rules as defined in the JCR Standing Orders and Joint Formal Agreement held between all common rooms. Booking arrangements for Formal Dinners will be posted in advance.

Mobile phones and other audio devices may be used in the Dining Hall only with consideration for others<sup>1</sup>; the phones themselves should be kept in silent mode at all times. The use of mobile phones in Formal is not allowed.

### **Illness:**

Students who have officially notified the College Student Support Office (and through them the Food Services Manager) that they are ill and require meals in their rooms, should ask a friend to bring a tray to their rooms. This will be allowed on display of the ill student's campus card. The tray should then be returned to the Dining Hall.

No crockery, glass, cutlery, cruets, or food other than fresh fruit and packed meals may be taken out of the Dining Hall. An exception to this is when a tray is taken to the room of a student who is ill.

Students may not enter the kitchen without the express permission of the Food and Beverage Service Head.

### **Special Diets:**

The College will do its best to accommodate students' dietary requirements where possible. Any student with special dietary requirements should see the Head Chef as soon as possible.

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<sup>1</sup> Examples of inconsiderate use include but are not restricted to prolonged or otherwise intrusive conversations: these are reasonably allowed to be undertaken only outside the Dining Hall

## **23: Meetings, Parties, and Social Events**

Meetings and private parties may be held subject to the following conditions:

- A room may be booked only by a member of the College.
- Bookings for a JCR party must be placed with the Operations Manager at least 7 days before the party.
- Any meetings/private parties on landings should be held with respect for other members of the College and noise regulations should be strictly adhered to.
- The host landing is fully responsible for all guests and for any damage resulting from the meeting/private party.
- Glasses, crockery, cutlery and food must be cleared away and the following morning the landing or room thoroughly cleaned and furniture replaced in the normal position. The occupants of the host landing are also responsible in this respect.
- Details of hire charges for meetings and parties and conditions of use are available from the Operations Manager.

## **24: Music Practice Rooms**

The College has a variety of areas for practising and performing music, including the Bar, the MASH Room (recording studio which is available for students to book), the Dowrick Suite, the Sir James Knott Hall, and the Dining Room (whose excellent acoustics have been used in the past by the BBC). No food or drink is allowed in the MASH room due to the nature of the electrical equipment in there.

## **25: Pantries**

Communal pantries on each landing are equipped with a selection of kettles, toasters, microwaves and fridges. This equipment should not be removed from the pantries. Crockery and cutlery are not provided.

All cooking should take place in the pantries: doors should be kept closed during cooking to prevent the activation of fire alarms.

It is the responsibility of students to leave the pantries in a clean and hygienic condition after use.

## **26: Pests**

If you need to report a pest infestation, whether this be ants, wasps, mice etc., please do so in a timely manner by visiting the porters lodge and giving details to the porter who will alert the pest control service. They normally respond within 1 working day.

## **27: Pianos**

Trevelyan College is fortunate to have six Steinway pianos for student use. There is a baby grand in the Dining Hall, a baby grand and upright piano in the Dowrick Suite, an upright in the SJKH, an upright in the MCR, and an upright in the Welfare Room (B Ground).

## **28: References**

The Principal, Vice Principal and Assistant Principal are happy to be asked to act as referees for job applications where appropriate.

It is always necessary to ask the referee's permission to use their name. Graduates should ensure that they send an updated CV and other relevant information along with their request.

## **29: Scholarships, Prizes and Bursaries**

A number of bursaries, scholarships, and prizes are offered each year.

Various travel bursaries are available to undergraduate and postgraduate students. These small-to-medium bursaries – typically of up to £500 per person – can be used to fund fieldwork, academic-related travel, charity work, or personal development.

Academic prizes are awarded for examination and academic performance.

All bursaries and scholarships will be advertised over the academic year.

Further details are available from the College Administrator Coordinator via email to: [trevelyan.collsec@durham.ac.uk](mailto:trevelyan.collsec@durham.ac.uk).

## **30: Security**

Each resident is provided with a room key. Residents are advised to lock their rooms whenever they go out and at night. Windows, especially those on the ground floor, should be left closed and locked when the room is not occupied even for a short period of time.

If a resident mislays his/her key, the College Porter on duty will, when it is convenient, open the room with a master key.

The College cannot take responsibility for money and valuables kept in students' rooms. Cases of theft and loss should be reported immediately to the Porter on duty.

External and fire doors should not be wedged open under any circumstances.

## **31: Shop**

The College shop and Toastie Bar (The Buttery) are run by the Buttery Committee. Details of staffing and opening hours are posted on the noticeboard on the door.

## 32: Support Services

As a Durham student you'll find a [wide support network](#) available to you while studying at the University.

Trevelyan College has its own dedicated Student Support Office, located in G Block Ground Floor. The Assistant Principal and Student Support Administrator are available during office hours (usually Monday-Friday, 9am-5pm) to provide support and answer any questions or queries you may have. You can contact them via email at [trevelyan.studentsupport@durham.ac.uk](mailto:trevelyan.studentsupport@durham.ac.uk)

The JCR and MCR also have student-led welfare teams who run regular drop-ins and lead a range of welfare events and initiatives. Their contact details are below:

JCR Welfare Officer – [trevelyan.welfare@durham.ac.uk](mailto:trevelyan.welfare@durham.ac.uk)

MCR Welfare Officer – [trevelyan.mcrwelfare@durham.ac.uk](mailto:trevelyan.mcrwelfare@durham.ac.uk)

## 33: Telephones

The official telephone numbers of the College are:

0191 334 7000	General Enquiries
0191 334 7047	Porters' Lodge
0191 334 7045	College Administrator Co-ordinator
0191 334 7011	Reception

## 34: Trevelyan Trust

The Trevelyan Trust exists to further the objectives and well-being of the College, principally by raising funds for scholarships and other awards, and by making grants in aid of College projects.



# APPENDIX 1: Prohibited Items

## Items Prohibited in Study Bedrooms

To keep us all safe, the following items are prohibited from all Durham University study bedrooms:

- **Cooking and cooling** items such as: toasters; kettles; George Foreman grills; rice cookers; microwave ovens; cookers or hot plates; coffee machines; toastie makers; omelette makers; deep fat fryers; pressure cookers; slow cookers; popcorn machines; fridges\*; freezers\*
- **Other electrical** items such as: block adapters (fused extension boards only); incense burners; plug-in air fresheners; irons; portable heaters\*; electric blankets\*; air conditioners\*; dehumidifiers\*; mains-operated fairy lights; clothes dryers and washers; any electrical items without a CE mark or kite mark.
- **Other fire hazards** such as: anything with a naked flame such as candles, tea lights etc.; any equipment which uses a gas canister; incense sticks; shisha pipes; flammable liquids.
- **Other items** such as: pets including goldfish; door wedges
- **Items prohibited on all University premises** such as: drinking games and drug paraphernalia; shisha pipes; fireworks; barbeques

These lists cannot be considered exhaustive, and college officers may remove other items if they are considered to be a danger. If in doubt, please seek advice from the Operations Manager first.

### Medical Exemptions

The items above marked with an asterisk may, in exceptional circumstances, be permitted in study bedrooms with medical exemption. Applications for medical exemptions should be made to the Assistant Principal, and may require the submission of supporting evidence provided by your own GP or the University's Disability Services.

Where additional heating is required for those with medical exemptions, then these will be provided by the College.

## Items Prohibited in Pantries (Non-Full Kitchen Facilities)

To keep us all safe, the following items are prohibited from all pantries in Durham University catered colleges:

- **Cooking and cooling** items such as: George Foreman grills; rice cookers; cookers or hot plates; coffee machines; toastie makers; omelette makers; deep fat fryers; pressure cookers; slow cookers; popcorn machines
- **Other electrical** items such as: block adapters (fused extension boards only); incense burners; plug-in air fresheners; irons; portable heaters; fans; air conditioners; dehumidifiers; mains-operated fairy lights; clothes dryers; any electrical items without a CE mark or kite mark; clothes washers
- **Other fire hazards** such as: anything with a naked flame such as candles, tea lights etc.; any equipment which uses a gas canister; incense sticks; shisha pipes; flammable liquids
- **Other items** such as: pets including goldfish; door wedges
- **Items prohibited on all University premises** such as: drinking game and drug paraphernalia; fireworks; barbeques

These lists cannot be considered exhaustive, and college officers may remove other items if they are considered to be a danger. If in doubt, please seek advice from the Operations Manager first.

## Items Prohibited in Full Kitchen Facilities

To keep us all safe, the following items are prohibited from all kitchens in Durham University non-catered colleges:

- **High-Risk Cooking** items such as deep fat fryers
- Rice cookers may only be used if provided with a CE marked lead.
- Generally students' own cooking devices (such as toasters, toastie machines etc.) must be PAT tested and a label displayed
- **Other electrical** items such as: block adapters (fused extension boards only); incense burners; plug-in air fresheners; portable heaters; fans; air conditioners; dehumidifiers; mains-operated fairy lights; clothes dryers; any electrical items without a CE mark or kite mark; clothes washers
- **Other fire hazards** such as: anything with a naked flame such as candles, tea lights etc.; any equipment which uses a gas canister; incense sticks; shisha pipes; flammable liquids
- **Other items** such as: pets including goldfish; door wedges
- **Items prohibited on all University premises** such as: drinking games and drug paraphernalia; fireworks; barbeques

These lists cannot be considered exhaustive, and college officers may remove other items if they are considered to be a danger. If in doubt, please seek advice from the Assistant Principal first.

### Cooking and Cooling

	Study Bedrooms	Pantries	Full Kitchens Facilities
Toasters	x	✓	✓
Kettles	x	✓	✓
George Foreman grills	x	x	✓
Rice cookers	x	x	UK mains lead only
Microwave ovens	x	✓	✓
Cookers	x	x	✓
Hot plates	x	x	✓
Coffee machines	x	x	✓
Toastie makers	x	x	✓
Omelette makers	x	x	✓
Deep fat fryers	x	x	x
Pressure cookers	x	x	✓
Slow cookers	x	x	✓
Popcorn makers	x	x	✓
Fridges	x *	✓	✓
Freezers	x *	✓	✓

### Other Electrical

	Study Bedrooms	Catered Pantries	Full Kitchens Facilities
Block adapters	x	x	x
Incense burners	x	x	x
Plug-in air fresheners	x	x	x
Irons	x	x	✓
Portable heaters	x *	x	x
Electric blankets	x *	n/a	x
Fans	x *	x	x
Air conditioners	x *	x	x
Dehumidifiers	x *	x	x
Mains fairy lights	x	x	x
Clothes dryers	x	x	x
Non-CE marked items	x	x	x
Clothes washers	x	x	x

### Other Fire Hazards

	Study Bedrooms	Catered Pantries	Full Kitchens Facilities
Any naked flame	x	x	x
Candles	x	x	x
Tea lights	x	x	x
Gas canister equip.	x	x	x
Incense sticks	x	x	x
Shisha pipes	x	x	x
Flammable liquids	x	x	x

### Other Items

	Study Bedrooms	Catered Pantries	Full Kitchens Facilities
Pets inc. goldfish	x	x	x
Door wedges	x	x	x

### Items Prohibited on All University Premises

	Study Bedrooms	Catered Pantries	Full Kitchens Facilities
Drinking games	x	x	x
Drug paraphernalia	x	x	x
Fireworks	x	x	x
Barbeques	x	x	x

These lists cannot be considered exhaustive, and college officers may remove other items if they are considered to be a danger. If in doubt, please seek advice from the College Operations Manager first. College Operations Manager will be responsible, in conjunction with Estates and Facilities, in determining the classification of each college facility taking into account size, suitability and load capacity. Kitchen classification to be clear communicated to residents on occupation.

**Medical Exemptions:** the items above marked with an asterisk may, in exceptional circumstances, be permitted in study bedrooms with medical exemption. Applications for medical exemptions should be made to the Assistant Principal, and may require the submission of supporting evidence provided by your own GP or the University's Disability Services. Where additional heating is required for those with medical exemptions, then these will be provided by the College.



**Trevelyan College**  
Durham University

## Contact

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