



POLICY REGISTER
GENERAL REGULATION 2016 – as at 1 November 2021

THE GENERAL REGULATION

PART 1 - PRELIMINARY

1. How made

- 1.1 This Regulation is made by the Rector under the *Saint John's College Act 2018* and the *Saint John's College By-law*.

2. Citation and commencement

- 2.1 This Regulation may be cited as the *General Regulation*.
- 2.2 This Regulation has effect, as amended from time to time, from 17 October 2016.

3. Parts

- 3.1 This Regulation has the following parts:

- 1 – Preliminary
- 2 – Authority and directions
- 3 – Commencement and cessation of student membership
- 4 – University enrolment
- 5 – Re-admission
- 6 – Academic exclusion
- 7 – Health matters
- 8 – Fire safety
- 9 – Good order of the House
- 10 – Common areas
- 11 – Bedrooms
- 12 – Absence from College
- 13 – Alcohol
- 14 – The Student Club
- 15 – Intellectual property
- 16 – Code of Conduct and Sexual Misconduct Policy
- 17 – Communications with College authorities
- 18 - Warnings
- 19 – Investigations
- 20 – Interim directions
- 21 – Disciplinary procedures
- 22 – Notification to University
- 23 – Damage to property
- 24 – Guests
- 25 – Non-residents

4. Interpretation

4.1 In this Regulation –

College Officer includes the Rector, Vice-Rector, Dean and Resident Tutor.

Dean includes Dean of Students and any Associate Dean.

Disciplinary Procedures means the provisions relating to communications with College authorities, warnings, investigations, interim orders and disciplinary procedures in this Regulation.

excluded person means a person who has been prohibited from entering the College's land and buildings, for the duration of such prohibition.

expel means deprive a person permanently of his or her student membership of the College.

Guest means, in relation to a resident, a person invited or permitted to enter the College's buildings or grounds by the resident.

investigator means a person conducting an investigation under clause 26.

non-resident means a person who is not a resident as defined in this Regulation and includes previous residents.

normal requirements for academic results means the requirements published annually in the Student Handbook.

RA means a Resident Assistant and includes a Senior Resident Assistant.

resident includes:

- (a) a student as defined in this Regulation (including an affiliate student); and
- (b) any other person resident in the College.

Resident Tutor means a person appointed as such by the Rector and includes an Associate Dean in residence.

rusticate means withdraw the right of access to the College's land, buildings and facilities for a specified period or until the fulfilment of specified conditions.

Sexual Misconduct Policy means the *SJC Student Sexual Misconduct and Sexual Harassment Policy*

student member or **student** means a person who has been admitted as either a resident student of the College or an affiliate student of the College, until the person ceases to be a student member as provided in this Regulation.

Student Contract means the contract between a student and the College which creates their student membership.

student membership means the status held by a student in relation to the College.

University means the University of Sydney and, in relation to a student, includes any other university at which the student may be enrolled.

PART 2 – AUTHORITY AND DIRECTIONS

5. Authority of the Rector and delegated authority

5.1 Under the *Saint John's College Act 2018* the Rector has general powers to manage the affairs of the College, to act as steward of the College, and to control and supervise the students. These

powers extend to all persons within the precincts of the College, and include power to give directions and enforce compliance with directions given.

- 5.2** A College Officer and, when on duty, an RA has delegated authority to exercise the Rector's powers of control and supervision as determined by the Rector from time to time, and as may be required in particular circumstances.

6. Directions

- 6.1** A College Officer and, when on duty, an RA may give a direction to any person within the precincts of the College, including (without limitation) a direction to cease making noise, to vacate a common area, to require a non-resident to leave the College premises, or to refrain from any behaviour which may be regarded as unreasonable in the circumstances.
- 6.2** The Librarian and library staff may give a direction to any person within the precincts of the Library for the purpose of requiring compliance with the Library Rules.
- 6.3** An authorised direction must be complied with. Failure to comply with an authorised direction is a serious matter which may result in disciplinary consequences.

PART 3 – COMMENCEMENT AND CESSATION OF STUDENT MEMBERSHIP

7. Commencement of student membership

- 7.1** A person becomes a student member of the College when they sign (including electronically execute) a Student Contract for the first time, or for the first time after cessation of student membership.

8. Cessation of student membership

- 8.1** A person who has been a student member ceases to be such upon the happening of any of the following events:
- (a) the student goes out of residence or their affiliate student status lapses without a pending application for re-admission;
 - (b) the student's application for re-admission is refused;
 - (c) the student is excluded on academic grounds;
 - (d) the student is excluded as being unfit on health grounds to continue as a student;
 - (e) if the student resigns their student membership in writing addressed to and received by the Rector giving at least 14 days notice - upon the expiry of such period of notice;
 - (f) the student is expelled.

9. Continuation of student membership

- 9.1** A person who is a student does not cease to be such only because:
- (a) the student goes out of residence or their affiliate student status lapses while they have a pending application for re-admission;
 - (b) the student is granted permission by the College to be absent for the purpose of an exchange or study abroad program with another university and the student has not sought refund of their bond or deposit money.

PART 4 – UNIVERSITY ENROLMENT

10. Enrolment

- 10.1** Students are admitted on the basis that they will continue to be enrolled as a full-time student in the particular degree course which they have notified to the College. For this purpose, in most degree courses, **full-time** means that in each semester a student will be enrolled in units of study worth 24 credit points.
- 10.2** Where there are special circumstances the College may grant permission to enrol in 18 credit points only. Such permission must be sought in advance from the Dean and will be subject to approval by the Rector. An unauthorised reduction of enrolment below full-time status may result in termination of student membership.
- 10.3** A request to transfer to another degree course within the University must be notified in advance to the Dean and will be subject to approval by the Rector. An unauthorised change of degree course may result in termination of student membership.
- 10.4** Students seeking to change their units of study within their existing degree course must notify the Dean in advance.

11. Access to enrolment information and results

- 11.1** It is a condition of student membership that a student authorises the University to make information about their enrolment and academic results available to the College, and authorises the College to request such information from the University.

PART 5 – RE-ADMISSION

12. Application for re-admission

- 12.1** An offer of a place in College is made for a defined period (**Contract Period**), usually one academic year (two semesters) or one semester. Re-admission to the College for a subsequent year or other period is not automatic.
- 12.2** A student seeking re-admission must apply by the due date, which is 31 October for re-admission in semester 1 of the following year, or 30 April in a case where the Contract Period expires at the end of semester 1.

13. Decision on re-admission

- 13.1** A decision whether to grant re-admission is at the discretion of the Rector. Re-admission may be granted subject to conditions.
- 13.2** The Rector's decision on a re-admission application is final.

14. Relevant considerations

- 14.1** In deciding on a re-admission application the Rector may take into account any relevant matter but will give particular consideration to the following:
- (a) the applicant's academic work as evidenced both by results in units of study and progression in a timely manner through the degree course approved by the College, having regard to the normal requirements for academic results;

- (b) whether the applicant's conduct both in the College and generally has been consistent with the *SJC Student Code of Conduct*, this Regulation and other rules and policies;
- (c) the applicant's record of payment of College fees; and
- (d) the applicant's attendance at official College occasions including weekly formal dinners and special dinners.

- 14.2** The Rector is entitled to form an opinion as to whether the applicant's values, as evidenced by his or her behaviour, are consistent with the character of St John's as a Catholic university college, and may take such opinion into account on a re-admission application.
- 14.3** An applicant's conduct may be considered not to warrant re-admission whether or not any warning or other admonishment has been issued.
- 14.4** An applicant who is in arrears of College fees may be refused re-admission for that reason.

PART 6 – ACADEMIC EXCLUSION

15. Exclusion on academic grounds

- 15.1** A student who fails to meet the College's normal requirements for academic results in a semester may be excluded from continued student membership.

PART 7 – HEALTH MATTERS

16. Disclosure of health information

- 16.1** The College's policy is to protect a student's privacy in relation to information about their health. Nevertheless, circumstances may arise where, in the College's judgment, the best interests of the student require disclosure of information about their health to a parent or guardian.
- 16.2** It is a condition of student membership that a student authorises the College to contact their parent(s) or guardian(s) in the event of a medical emergency, or if they are hospitalised or diagnosed with a serious medical condition including a mental health condition.

17. Exclusion for health reasons

- 17.1** Where in the College's reasonable judgment a person is unfit on health grounds to continue as a student member of the College, the College may terminate the person's student membership.
- 17.2** *Unfit on health grounds to continue as a student member* means that, on account of the person's physical, mental, psychological or emotional condition, the person lacks either or both of:
- (a) the ability to meet the reasonable academic requirements of their degree course, or
 - (b) the ability to meet the reasonable social and behavioural requirements of a student member without their condition having an unacceptably deleterious impact upon the health, safety or welfare of the person or of other students or staff.

PART 8 – FIRE SAFETY

18. Prohibitions

- 18.1** Any activity in College buildings involving a naked flame (such as smoking or lighting candles or incense) is strictly prohibited, except for authorised activities in the Chapel or College kitchen.

18.2 The only form of heater permitted in student rooms, other than heaters provided by the College, is an oil-filled column heater. The use of heaters with exposed elements is strictly prohibited.

19. Unauthorised use or tampering

- 19.1** Any instance of unauthorised use of fire-fighting equipment such as hoses or extinguishers, tampering with a smoke or thermal detector (such as by covering it), or disconnecting automatic door closers, is an extremely serious offence which may lead to expulsion as well as civil consequences.
- 19.2** A resident committing such an offence will be charged a Safety Fine of \$500 and will also be held responsible for all consequential expenses which may include equipment replacement or repairs and the charges of contractors engaged to rectify equipment.
- 19.3** Where fire equipment has been tampered with but the offender cannot be identified after due inquiry, the Student Club will be held responsible for the Safety Fine and all consequential expenses.

20. False alarms

- 20.1** Rooms in College are fitted with sensitive smoke or thermal detectors, which are linked via the College system directly to the Fire Brigade. If a smoke detector is activated, fire alarms will sound and the Fire Brigade will come to the College. A charge (currently about \$1,760) is levied by the Fire Brigade for activation of an alarm in the absence of a fire.
- 20.2** A resident who causes a fire alarm activation by a prohibited activity will be charged a Safety Fine of \$500 and may also be required to reimburse the College for charges levied by the Fire Brigade or its authorised contractors, at the discretion of the Rector or Vice-Rector.

PART 9 – GOOD ORDER OF THE HOUSE

21. Bounds

- 21.1** Residents may not enter areas of the College buildings which are out of bounds, including all roof spaces and the upper levels of the Freehill Tower. Climbing on buildings, including roofs, walls, ladders and scaffolding is prohibited.

22. CCTV

- 22.1** Closed circuit television (**CCTV**) cameras are installed at various points across the College. This equipment is essential for security purposes.
- 22.2** Any interference with the regular operation of CCTV equipment is a serious offence. A resident committing such an offence will be charged a Safety Fine of \$500 and will also be held responsible for all consequential expenses which may include equipment replacement or repairs and the charges of contractors engaged to rectify equipment.
- 22.3** Where CCTV equipment has been tampered with but the offender cannot be identified after due inquiry, the Student Club will be held responsible for the Safety Fine and all consequential expenses.

23. Noise

- 23.1** One of the College's essential purposes is to provide an environment which is conducive to study. It follows that every resident has a right to undisturbed study conditions. Undue noise is inimical to the College's purpose and is unfair to other residents. In this context "undue" includes:
- Noise emanating at any time from audio equipment, computers, radios, television or musical instruments which may cause a disturbance to fellow residents, members of staff or members of the general public.

- Yelling in common areas at any time, especially in the Quadrangle (which greatly amplifies noise).
- Noise (including raised voices) after 10:30pm which is audible in any common area or any other resident's room. Noise is to cease inside the College at 10:30pm each evening. (This does not mean that residents may create excessive noise prior to 10:30pm.)

23.2 Where an approved Student Club function or private party is held, the conditions of approval with respect to noise must be strictly observed.

24. Smoking

24.1 Smoking is prohibited in all parts of the College buildings and grounds.

25. Playing fields

25.1 The College permits its playing fields to be booked by external parties. St John's residents may not use the playing fields, whether in teams or individually, whilst they are in use by a permitted external party.

25.2 A field may not be used if it has been declared closed, which may happen due to maintenance requirements or weather conditions.

25.3 Driving a vehicle on a playing field, or otherwise undertaking activities likely to cause unusual damage, will be treated as a serious offence.

26. Parking

26.1 No person, whether resident or visitor, may park any vehicle anywhere on the College grounds unless authorised to park in that location, and the conditions of any such authorisation must be observed.

26.2 The College may apply penalties for unauthorised parking. Repeated failure to observe parking regulations may be treated as misconduct.

26.3 The College reserves the right to wheel-clamp or tow away a vehicle parked contrary to regulations.

PART 10 – COMMON AREAS

27. Common areas

27.1 The College retains complete discretion over the use of all common areas at all times.

27.2 The rules for use of any room, common room, corridor, or other space whether enclosed or external, must be observed.

27.3 Any extra cleaning required due to the use of any room or space will be billed to the particular student responsible or the Student Club.

28. Artworks and furniture

28.1 It is not permitted to touch any painting, picture, sculpture or other artwork displayed in the College.

28.2 The removal of furniture or furnishings from any public room or common area without authorisation is prohibited.

29. Particular rooms

29.1 The Senior Common Room and the Vaughan Room are not available for general student use.

29.2 The Music Room Rules must be observed.

30. Nagle Library

30.1 The Library Rules must be observed.

31. Private parties

31.1 Private parties (defined to mean any social event attended by more than five persons) may not be held without permission. This applies to spontaneous gatherings just as much as to planned events, and to gatherings in students' rooms as well as in any common area.

31.2 Permission to hold a private party should be sought from the Vice-Rector well in advance, and a risk management analysis may be required. All conditions of approval must be strictly observed. Students will be personally responsible for cleaning after their function or party.

31.3 A private function or party will not be approved if it would coincide with a scheduled Mass or Chapel service or is proposed to take place during Holy Week.

PART 11 - BEDROOMS

32. Students' bedrooms

32.1 Allocation. Rooms are allocated to students by the College. The Rector has authority to change a student's room allocation at any time on reasonable notice.

32.2 Occupancy. A student may not permit any other person to occupy or reside in their allocated room.

32.3 Access. College staff may have access to any room for reasons of security, cleaning or maintenance or any other lawful purpose connected with the administration of the College.

32.4 Cleaning. Any extra cleaning required due to the state of a student's bedroom will be billed to the occupant.

32.5 Furniture. The removal of furniture or furnishings from any bedroom without authorisation is prohibited.

32.6 Damage. Any damage to a room, or damage to or loss of furniture or appointments, which is identified after a room is vacated will be billed to the occupant. If personal belongings or rubbish is left in the room an extra cleaning fee will be charged.

PART 12 – ABSENCE FROM COLLEGE

33. College to be notified

33.1 A student, other than an affiliate student, intending to be absent from College for more than one night must notify the College through Student Services prior to the period of absence.

PART 13 - ALCOHOL

34. Alcohol at student events

- 34.1 Alcoholic drinks may only be supplied at student events under a liquor licence issued in accordance with the *Liquor Act 2007* (NSW).
- 34.2 The supply of alcoholic drinks at a student event is subject to the prior approval of the Rector or Vice-Rector as to the type and quantity of drinks which may be supplied.

35. Responsible service of alcohol (RSA)

- 35.1 In all circumstances alcohol may only be supplied or consumed within the precincts of the College in accordance with the rules and strategies of the RSA program administered by Liquor & Gaming NSW.
- 35.2 The College is a member of the University of Sydney Liquor Accord established under the *Liquor Act 2007* (NSW). All events held at the College must comply with the Liquor Accord Principles and Guidelines.

36. Alcohol in the Hall

- 36.1 Students may not take alcoholic drinks into the Hall. Alcohol may only be consumed in the Hall when it is provided as part of the dinner service.
- 36.2 Students are not to enter the Hall if they are intoxicated.

37. Alcohol generally

- 37.1 Alcohol should only be consumed in moderation. Binge drinking is dangerous and inconsistent with College policies.
- 37.2 The consumption of alcohol must always be a matter of personal choice. To apply pressure to another person to encourage them to drink is completely unacceptable.
- 37.3 Intoxication is never an excuse for antisocial behaviour. Students will be held responsible for their actions regardless of their blood alcohol content at the time.
- 37.4 Beer bongos and other paraphernalia associated with binge drinking are prohibited on College property. Such items, even if they are not being used at the time, will be confiscated.
- 37.5 Alcohol misuse may be a cause for disciplinary action.
- 37.6 Students are required to observe the College's *Alcohol Policy*.

PART 14 – THE STUDENT CLUB

38. House Committee election

- 38.1 The Rector's prior approval is required for the holding of an election for the committee of the Student Club, which may be granted subject to conditions as to timing and the procedure to be followed.
- 38.2 The Rector shall appoint a Returning Officer to conduct the election, who shall not be a member of the Student Club.

- 38.3** The Rector may require nominees for election to satisfy specified conditions, such as completing a leadership training program, in order to qualify for nomination.
- 38.4** A student who has been prohibited from nominating for election to the House Committee in consequence of a disciplinary proceeding shall not do so without the specific permission of the Rector.

39. Budget

- 39.1** As soon as practicable after election, the House Committee shall present a budget for proposed expenditure to the Rector for approval.
- 39.2** Student Club funds may only be expended in accordance with the approved budget.

40. Funds not to be expended on alcohol

- 40.1** Student Club funds may not be expended on the purchase of alcohol.

41. Social events

- 41.1** Student Club social events and activities require the approval of the Vice-Rector. Application for approval must be made well in advance and a risk management analysis will be required. An event or activity will not be approved if it would coincide with a scheduled Mass or Chapel service or is proposed to take place during Holy Week.
- 41.2** All conditions of approval, including as to date, times, number and identity of invitees, service of alcohol, noise and clean-up must be strictly observed.

PART 15 – INTELLECTUAL PROPERTY

42. College arms, logos and brand

- 42.1** The College's coat of arms, crest, logos and branding are intellectual property of the College and may not be used by any other person or body without express authorisation.
- 42.2** The College may permit the Student Club to use designs incorporating specified elements of the arms and branding upon conditions. Approval for particular uses (for example, on social media) must be sought.
- 42.3** Students wishing to use any element of the College's branding must apply to the Director, Community Engagement.

PART 16 – CODE OF CONDUCT AND SEXUAL MISCONDUCT POLICY

43. SJC Student Code of Conduct

- 43.1** Students are required to comply with the *SJC Student Code of Conduct*.
- 43.2** The *SJC Student Code of Conduct* applies to the conduct of students outside as well as within the precincts of the College.
- 43.4** A breach of the *SJC Student Code of Conduct* may be the subject of Disciplinary Procedures.

44. Sexual Misconduct Policy

- 44.1 Residents are required to comply with the *Sexual Misconduct Policy*.
- 44.2 A breach of the *Sexual Misconduct Policy* may be the subject of Disciplinary Procedures.

45. Zero Tolerance Policy

- 45.1 The College has a Zero Tolerance Policy towards any form of harassment, intimidation or victimisation (including but not limited to any form of initiation ritual) directed towards another resident or any other person at the College. A student taking an active or even passive role in any such activity can expect to be expelled or to be rusticated for a substantial period.

PART 17 –COMMUNICATIONS WITH COLLEGE AUTHORITIES

46. Honesty in communications

- 46.1 As an institution which provides an environment of pastoral care for its residents, the College requires residents to be honest and truthful in their dealings with College management.
- 46.2 Any instance of deliberate falsehood or attempt to mislead or deceive in communications with College officers or staff will be treated as a serious breach of the standard of behaviour expected of residents by the College.

47. Attempting to inhibit communication

- 47.1 A resident is entitled to raise any matter of concern with, or provide any information to, a College Officer or other member of staff.
- 47.2 In considering whether to raise a matter of concern or provide information, a resident is entitled to do so free from pressure from any person or group of persons who may wish the matter not to be raised or the information not to be provided.
- 47.3 Attempting to persuade a resident not to communicate with a College Officer or other member of staff, whether or not the attempt is successful, will be treated as a serious breach of required standards.

PART 18 - WARNINGS

48. Warnings

- 48.1 If a resident engages in conduct, whether on a single occasion or repeatedly, which disrupts the peace and good order of the House, or which is contrary to any College rule, policy or code, the Rector or Vice-Rector may issue a Warning to the resident.
- 48.2 A Warning puts the recipient on notice that any further breach of acceptable conduct standards is likely to result in disciplinary action, which may include rustication or expulsion.
- 48.3 A Warning may be issued orally or in writing, and if issued orally it will be confirmed in writing.
- 48.4 The issue of a Warning will be taken into account on any re-admission application by the resident.

PART 19 – INVESTIGATIONS

49. Investigation

- 49.1** Where it appears that an instance of misconduct may have occurred within the College or involving a resident, the Rector or Vice-Rector may cause an investigation to be conducted into the facts and circumstances.
- 49.2** An investigation may be conducted by the Rector or Vice-Rector or such other properly qualified person as may be appointed by the Rector or Vice-Rector for that purpose.
- 49.3** An investigator may make all such inquiries as may be conducive to gathering relevant evidence for the purpose of establishing the facts and circumstances, including interviewing any resident.
- 49.4** Residents are under an obligation to co-operate with an investigation including attending an interview if required.

PART 20 – INTERIM DIRECTIONS

50. Interim direction

- 50.1** The Rector or Vice-Rector may issue an interim direction to a resident while an investigation or disciplinary proceeding is being conducted:
- (a) to minimise the possibility of harm to any person; and/or
 - (b) to protect the integrity of the investigation or disciplinary proceeding.
- 50.2** An interim direction:
- (a) is not a penalty, and
 - (b) should not be interpreted as anticipating or disclosing any finding or outcome of an investigation or disciplinary proceeding.
- 50.3** An interim direction must be for a defined period and may, according to its terms:
- (a) prohibit the resident from entering the College's buildings and grounds or specified parts thereof;
 - (b) prohibit the resident from contacting, communicating with or approaching another resident, or attempting to do so;
 - (c) prohibit the resident's attendance at or participation in specified events or activities, including Student Club events and activities;
 - (d) restrict the resident's access to specified College buildings, facilities or accommodation.
- 50.4** An interim direction may be issued summarily, and the Rector or Vice-Rector:
- (a) is not required to provide a hearing to the resident before making a decision; and
 - (b) may inform himself or herself in relation to any matter in any manner that he or she think fit.
- 50.5** The Rector or Vice-Rector must provide a written notice to the resident within 24 hours of issuing an interim direction specifying the terms and duration of the direction.

- 50.6** The Rector or Vice-Rector may at any time vary the terms of an interim direction, extend its duration, or terminate the direction, and in such case shall give written notice to the resident to whom the direction has been issued.
- 50.7** In a case where sexual misconduct or sexual harassment is alleged, an interim direction may be issued under clause 22 of the *Sexual Misconduct Policy* as well as under this clause.

PART 21 – DISCIPLINARY PROCEDURES

51. Disciplinary proceedings

- 51.1** The Rector or Vice-Rector may hear and determine an allegation of misconduct against a resident.
- 51.2** Before or at the commencement of a hearing the Rector or Vice-Rector, as the case may be, shall ensure that reasonable steps have been taken to inform the resident of particulars of the allegation either orally or in writing.
- 51.3** The resident shall be afforded a reasonable opportunity:
- (a) to respond to the allegation;
 - (b) to adduce evidence;
 - (c) to make submissions as to the findings which should be made in relation to the allegation; and
 - (d) to make submissions as to penalty if misconduct is found.
- 51.4** Where it is necessary to make a finding on a disputed allegation, the finding shall be made on the balance of probabilities.
- 51.5** A resident attending a disciplinary hearing may be accompanied by a support person.
- 51.6** Disciplinary action may be taken and a penalty imposed whether or not the resident has previously received a Warning.

52. Penalties

- 52.1** One or more of the following penalties or orders may be imposed by the Rector or Vice-Rector in respect of misconduct by a resident:
- (a) a fine not exceeding \$500;
 - (b) a reprimand or a severe reprimand;
 - (c) a community service order;
 - (d) an order prohibiting the resident from attending at or participating in specified events or activities, including Student Club events and activities;
 - (e) an order that the resident not accept nomination for election to the House Committee (including House Executive) without the specific permission of the Rector;
 - (f) an order for compensation for damage to property;
 - (g) an order for restitution of property.
- 52.2** Written notification of the imposition of a penalty will be given to the resident concerned.
- 52.3** The imposition of a penalty will be taken into account on any re-admission application by the recipient.

53. Rustication

- 53.1** The Rector may rusticate a student as a penalty for misconduct.
- 53.2** An order of rustication shall be for a defined period and shall state the times at which the rustication will commence and end.

53.2 A student who has been rusticated is not permitted to enter the College buildings or grounds or to attend Student Club events during the period of rustication except with the written permission of the Rector. The College will ordinarily report unauthorised presence on College property to the Police.

54. Expulsion

54.1 The Rector has full authority to expel a student for serious misconduct.

54.2 Expulsion terminates a person's student membership of the College.

54.3 A person who has been expelled is not permitted to enter the College buildings or grounds or to attend Student Club events except with the written permission of the Rector. The College will ordinarily report unauthorised presence on College property to the Police.

55. Appeal

55.1 A student who has been rusticated or expelled may appeal against the decision by lodging with the Chair of Council a notice stating their intention to appeal. The notice must be lodged within 14 days of receiving written notification of the penalty.

55.2 The lodging of a notice of appeal does not stay the effects of rustication or expulsion.

55.3 An appeal will be determined by an Appeal Panel appointed *ad hoc* by the Chair, consisting of three Council members who may include the Chair. The decision of an Appeal Panel is final.

PART 22 – NOTIFICATION TO UNIVERSITY

56. Notification of misconduct to University

56.1 In some circumstances the College may notify a student's misconduct to the University. The College may do so if the conduct is such that a fair minded person would regard the misconduct as sufficiently serious to warrant expulsion or other serious disciplinary action.

56.2 It is a condition of residency that a student authorises the College to notify the University of any instance of their conduct which a fair-minded person would regard as sufficiently serious to warrant expulsion from the College or other serious disciplinary action.

56.3 The College may notify the University after a person ceases to be a student of the College of the person's conduct while they were a student of the College.

PART 23 – DAMAGE TO PROPERTY

57. Liability for loss or damage

57.1 A resident is liable to make compensation for:

- (a) any loss or damage to College property caused by the resident or their Guest; and
- (b) any loss or damage to any person's property within the College (whether of another College resident or of anyone else) caused by the resident or their Guest.

57.2 The amount of any such loss or damage will be assessed by the College and may be debited to the resident's account or required to be otherwise paid at the College's discretion.

57.3 Deliberate non-trivial damage to property by a resident or their Guest is likely to constitute serious misconduct.

57.4 If a non-resident (including a previous resident) causes deliberate non-trivial damage to property, the College will ordinarily report the matter to the Police and ask for appropriate action to be taken.

58. Student Club liability

58.1 Where any loss or damage occurs to College property which appears to be a result of misconduct but the College is unable to identify the person or persons responsible, the Rector or Vice-Rector may require the assessed amount of the loss or damage to be paid by the Student Club and the Student Club's account with the College to be debited accordingly.

59. College not liable

59.1 The College excludes liability for damage to or loss of any item of personal property brought into the College buildings or grounds.

PART 24 – GUESTS

60. Conduct of Guests

60.1 Any person who is permitted to enter the College buildings or grounds by a resident will be treated as a Guest of that resident. A resident is responsible for the conduct of their Guest. Residents should not allow any non-resident into the College unless they are prepared to be responsible for the behaviour of that person.

61. Overnight visitors

61.1 Non-residents may not stay more than one night at the College without the permission of the Rector or Vice-Rector.

61.2 As part of good risk management practice, the College needs to be aware of all persons staying overnight on the premises. A resident inviting a person to stay overnight must ensure that the person's name is noted in the Overnight Guest Register which is accessible through Reception or the RA on duty after hours.

PART 25 – NON-RESIDENTS

62. Direction to non-resident

62.1 The College officers, staff and RAs have authority to require any non-resident to leave the College buildings and grounds at any time.

62.2 There have occasionally been instances of previous residents seeking to use the College premises in an inappropriate way (for example by staying in students' rooms or common areas). Current residents have an obligation not to facilitate the presence of unauthorised persons on College premises.

63. Closure

63.1 The Rector or Vice-Rector may declare that the College is closed to non-residents –

- (a) at specified times (for example after a certain hour of the day); or
- (b) for a specified period (for example during welcome or examination weeks); or
- (c) when required for reasons of health such as to minimise the risk of infection.

During such times or periods residents may not facilitate the entry of any non-resident to the College's buildings or grounds.

64. Excluded persons

- 64.1** The Rector may prohibit any person from entering the College's land and buildings indefinitely or for a fixed period or pending the fulfilment of specified conditions. The College is entitled to use legal means if necessary to enforce such prohibition.
- 64.2** If an excluded person enters the College's land or buildings contrary to a prohibition, the College will ordinarily report the matter to the Police and ask for appropriate action to be taken.