



CONDUCT IN THE RESIDENCES

September 2018

Internal & external circulation

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The Heads of House and tutors work closely with the students to ensure that the quality of residential life reflects and promotes the goals of the College. The tutors provide advice, direction and support for the students in their residence; they also uphold and enforce expectations and rules. Unannounced room checks are conducted by staff from time to time.

1. “Check-in”

All students should be in their own residence for check-in (9:00pm Sunday – Thursday) as stipulated by HoH. Each student must see the Resident Tutor on duty during this time.

2. Respect for Privacy

- a) Students must, at all times, respect the needs and sensitivities of others and seek a satisfactory resolution to conflicts.
- b) Being in a room other than the student’s own is allowed only from 9:00am to 11:00pm from Sunday to Thursday for legitimate academic and social purposes, and with the agreement of the other students living in that room who are present at the time. On Friday and Saturday night the visiting hours are extended till 12:00 (midnight).
- c) No student should go into the room of another student without that student’s permission and students should observe common courtesies such as knocking and waiting to be invited before entering a room, and being aware that they may be disturbing other members of a dorm who may be trying to study or sleep.
- d) Some students from more conservative cultural backgrounds may feel very uncomfortable about the presence of members of the opposite sex in their dorms and their views must be respected.
- e) Each dorm should discuss these issues and seek to achieve a consensus that respects the rights of everyone. If students are uncomfortable with anything, they should talk in confidence to their tutor or Head of House.

3. Considerations For Others

- a) The residential areas should be **quiet** during the following times so that those students wishing to sleep or study may do so:
 - i) From 9:15pm on weekdays until 7:00am (9:00am at weekends).
 - i) Students should use headphones when listening to music.
- b) Students should be especially considerate of their roommates’ needs with respect to privacy and the use of lights and air conditioners.
- c) Students should not borrow another’s belongings without having first asked permission. Unauthorised borrowing is equivalent to theft.
- d) The public areas in and around the residences should be kept neat and clean.

- e) All students are responsible for cleaning their own rooms and for keeping communal areas tidy, including the dayroom and computer study room.
- f) At the end of each school year the Head of House and tutors will inspect student rooms for cleanliness and damage. Students will be charged for any damage or if their rooms are not left in a satisfactory state.
- g) Roof – Use of the roof is not encouraged after check-in and before 7:00am for noise reasons. Students going on the roof after check-in should be extremely considerate and quiet. There is restricted access to the roof of Block 1 as determined by the Head of House.
- h) The use of laundry facilities: students are responsible for their own laundry and should use the washers and driers correctly.

4. Leaving Campus

- a) On weekdays, students may leave campus only after their classes and other commitments have ended and must be back on campus by check-in.
- b) Students are expected to remain on campus overnight. Students may, however, be granted permission to leave campus overnight the night before a public holiday or for exceptional reasons by the Head of House.
- c) Students that have to be away from campus during class time for any reason except illness should request academic leave from the Director of Studies.
- d) Students may not leave campus after check-in.

5. Property

- a) Students are encouraged not to bring very valuable items to the College. Students should not keep large sums of money in their rooms.
- b) Students should keep their dorm locked and keep their key with them at all times.
- c) Furniture or crockery must not be moved from the rooms, dayrooms, or canteen without permission.
- d) Addition of furniture to student rooms should not be made without prior approval from the Head of House. Private electrical heaters are not allowed in student rooms, nor are pets.
- e) Students who are unfamiliar with the operation of College computers are expected to undertake a familiarisation programme provided by the computer service. It is unacceptable for any individual or group to tamper with the computers or deliberately introduce viruses into the systems.

6. Safety

- a) The Fire Safety Regulations which are posted in all dormitory rooms must be observed.

- b) Ceiling smoke detectors are never to be covered, taped, disconnected or tampered with in any way. Fire extinguishers should not be handled except for a fire emergency. Misuse of smoke detectors and fire extinguishers is illegal.
- c) Modifying the electrical outlets and wiring presents a fire hazard and is not allowed. If there is a need for more electrical outlets than are available in the room, a multiple plug-in outlet must be used which meets local safety requirements. The Head of Maintenance or his assistant can advise in this area.
- d) Cooking – for reasons of safety, cooking and boiling water are permitted only in the day rooms.

7. **Consideration in the Residences**

Philosophy and Objectives

Considerate and respectful conduct towards all members of our community which allows a healthy lifestyle is expected *at all times* in the residences. The policy below reduces noise in and around the residences, guarantees better privacy to students, acknowledges the need for cultural sensitivity, and encourages settling down at night.

Rules and Guidelines

1. “Interdorming” is defined as a student entering a dorm other than their own, and/or a student hosting a visitor.
2. Everyone is expected to maintain a low level of noise in and around the residences after 21:15, with minimal corridor traffic.
3. Interdorming shall be limited to the hours of 09:00 to 23:00 on Sunday through Thursday, and from 09:00 to 24:00 on Friday and Saturday nights, and on the night before a no school day. Outside this timeframe, no visiting
4. corridor for essential use or emergencies only; students should not meet and hold conversations where they might disturb others.

Sanctions

Students caught infracting regulation 3 should expect:

1. *After one infraction*--the tutor to be informed, with a cc to HoH and HoR, and be gated for two weekends (from 18:00 Friday to 18:00 on Sunday).
2. The second and subsequent infractions will each be considered as ‘serious’ according College rules.

Michele Morvan
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September 2018