

St Cuthbert's Society
Durham University



Your Guide to Life at St Cuthbert's Society

2024 - 2025

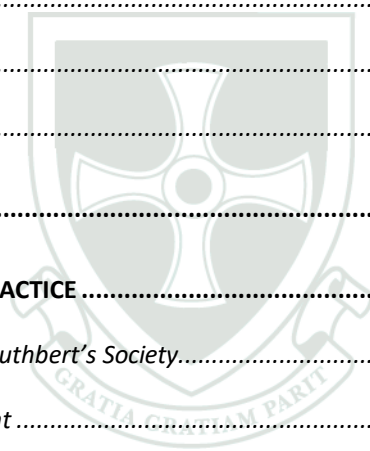
Traditionally Untraditional

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**WELCOME TO
ST CUTHBERT'S SOCIETY**



WELCOME FROM THE INTERIM PRINCIPAL OF ST CUTHBERT'S SOCIETY

My name is Karen Langdon, and I will be the Interim Principal of St Cuthbert's Society from 1 August 2024. I will be responsible for the direction, leadership, and management of the College until Professor Tammi Walker returns from her research leave early in 2025 (see below).



After my return to the UK from an international development role for Youth Groups in Western Kenya, I worked at the Business School (DUBS) for 10 years, working in and with enterprise and community support staff from countries across Africa, South East Asia and the UK. Locally, I created a successful consultancy and training business providing clients from the government, private sector, HE and charities with guidance on the design and delivery of effective business start-up programmes, entrepreneurship attributes and venture creation incubators, alongside coaching

and mentoring models for staff providing business support. I returned to the University in 2014 as a Vice-Principal and, more recently, as an Interim Principal working across the Colleges Division.

Warm regards,

Karen Langdon

Interim Principal of St Cuthbert's Society

WELCOME FROM THE PRINCIPAL OF ST CUTHBERT'S SOCIETY



Welcome, and congratulations on gaining a place at St Cuthbert's Society. You are joining one of the oldest and friendliest student communities in Durham.

At St Cuthbert's Society (generally known as Cuth's) we are proud to cater for a diverse range of students.

Our welcoming and friendly atmosphere forms the foundations of our offer to you; a world class student experience, during which we will support you to achieve your maximum potential.

The student body at Cuth's, known as the Junior Common Room (JCR) is a fantastic way for you to meet new people and form lifelong friendships. It is the hub of our College and provides a warm welcome to all our new students. As an independent charity, Cuth's JCR is also unique, in that it is run for our students by our students. It is the heart of the Cuth's community, and its role is to ensure you receive the best and most rewarding student experience. From the moment you arrive at Cuth's you are part of the JCR family. As a member, you will be able to attend events, play in sports teams and join, or create societies; we currently have over 40 to choose from.

At Cuth's, we are passionate about our local communities, and we are always exploring new and innovative ways to enrich it, with a mix of outreach, volunteering, and charity activities. Cuth's also offers a wide variety of intellectual events that are open to all, including: interdisciplinary symposia, talks by our very own students and staff on their scholarly research, and lectures by distinguished visitors.

University will be the best time of your life, it is fun and exciting, but can also be a little stressful at times. I want to assure you that we take the health, wellbeing, and happiness of all our students very seriously. The College Officers, staff and welfare team will be here, always to provide the support you need, when you need it most.

As a place to live, study and socialise, Cuth's is a beautiful mix of the old and new and has College accommodation on two different sites. The historic Bailey site by the cathedral and city centre and the Parson's Field site on the outskirts of the Maiden Castle Wood with fabulous rural views of the river and surrounding countryside.

Lastly, Cuth's may lay claim to be one of Durham's oldest Colleges, and we are strong on tradition, and proud of our heritage. But we are also a very modern forward-looking College, willing to do things a little differently and embrace change. We will provide the support you need to make the most of your student years at Cuth's and to enjoy Durham to the full.

We look forward to meeting you soon.

With very best wishes,

Professor Tammi Walker

Principal of St Cuthbert's Society and Professor of Forensic Psychology

ST CUTHBERT'S SOCIETY: A SCHOLARLY COMMUNITY

A Brief History Of The Society

St Cuthbert's Society had an interesting start: it was set up in 1888 as a non-residential community for mature and local students who did not wish to reside in either Hatfield Hall or University College and preferred to lodge in houses in Durham City. To distinguish itself from the residential Colleges, it was given the title 'Society'. A member of university staff referred to as the Censor, was appointed to oversee the running of Cuth's, and its students were traditionally from the local area and tended to have family responsibilities.

Initially, Cuth's did not have any space of its own, and its students reportedly spent a great deal of time monopolising the chairs by the Union Society fire, much to the annoyance of others. The situation came to a head in 1892, when the St Cuthbert's Men had difficulty finding a place to hold their meetings. After a collective letter to the Journal outlining their grievances, they were granted access to St Cuthbert's Room in University House, now Cosin's Hall, on Palace Green. It became home to St Cuthbert's for over fifty years.

After the Second World War, in 1946, St Cuthbert's Society was refounded, and the university appointed the first Principal, a member of the academic staff, to manage the community. In 1947 St Cuthbert's was allocated a room on Owengate, beside the Castle, along with 30 Church Street, so that it could offer its members more space to meet. But with over 200 students belonging to Cuth's, it was still impossible to entertain everyone in the new premises. It was not until 1951 that St Cuthbert's Society settled at 12 South Bailey, which still serves as its administrative headquarters. Originally, 12 South Bailey contained the Principal's Office, a Junior Common Room, the first ever Senior Common Room, and accommodation for six students. The rest continued to live in houses in the local community. This was the first time that members of St Cuthbert's had ever had accommodation on university premises, and it was in high demand. More accommodation was acquired on the Bailey over the next thirty years, and most recently at Parson's Field on Green Lane. The College now comprises approximately 1,450 students. Today, St Cuthbert's Society still retains the independence of spirit that was the hallmark of its founders but it also offers its students all the advantages associated with being a College of Durham University. In 2008, the university agreed to allow Cuth's to retain the title 'Society' as a reflection of its heritage.

ST CUTHBERT'S SOCIETY: OUR COMMUNITIES

The Junior Common Room (JCR)

The Junior Common Room is the representative body for all student members of St Cuthbert's Society who wish to join. It is a registered charity and is run by an elected JCR President and Executive Committee. The JCR President and the JCR Executive work very closely with the College Officers to ensure that we provide you with the best possible experience during your time at St Cuthbert's Society, given the resources available and according to the policies that guide us. The JCR provides social and cultural activities in addition to your formal education while at Durham. The JCR also provides opportunities for involvement in sport, the arts and volunteering, as well as running its own peer support service and ensuring that all sections of the student community are represented effectively. For more information on the activities of the Junior Common Room, please contact the President of the Society, Dan Mercer, at president@cuths.com, or refer to the JCR website at www.cuths.com.

The Postgraduate Community

Unlike other Colleges, Cuth's postgraduates are all part of the JCR. This allows postgraduates to get the best of both worlds by being able to join in all the events, sports, and societies that the JCR, run as well as taking part in activities run specifically for postgrads. In addition, the JCR has a dedicated Postgraduate Committee, which organises regular formals, social and academic events throughout the year and represents the views of postgraduates within the College. Events include College research forums, trips around the Northeast and pizza nights in the bar. Committee positions are open to everyone and are a fantastic way to get involved with the community at Cuth's. If you have any questions, contact the Acting Postgraduate and Mature Students' President, Sarah McAllister, at pgm-president@cuths.com.

The Senior Common Room (SCR)

The Senior Common Room is a voluntary organisation composed of members from the university and the wider community who are interested in supporting the College. Membership is usually by invitation, but any member of the SCR can recommend a suitable person. Members of the SCR contribute to Cuth's in a variety of ways: many of them serve as College mentors, give talks about their research or other activities, or run Student Development and Employability events. You'll often see SCR members at

formals, College meals, research and sporting events, or even working in the garden. For more information about the activities of the Senior Common Room, you can contact the SCR President, Dr Mark Miller, at: cuthberts.scr-president@durham.ac.uk.

The Fellows

The Fellows of St. Cuthbert's Society are honorary fellows of the College. They were created as a body by a decision in University Council in about 2001 and are governed by a memorandum of agreement with the College first drawn up in 2005. The memorandum was created in the first instance following discussions between the Fellows and the then Principal, Prof. Roy Boyne, as a statement setting out the purpose and duties of the Fellows. Conferment of the title "Fellow of St. Cuthbert's Society" is primarily an honour and mark of esteem by the College. Typically it is given in recognition of a substantial contribution already made to the life of the College by the nominee; a contribution that may take any form, not necessarily academic

Contact Dr Bob Banks, chair, at r.w.banks@durham.ac.uk

St Cuthbert's Alumni Association

St Cuthbert's Alumni Association represents the alumni of the College and consists of current and past students. The Association Committee works with the Principal and other College staff to keep alumni up to date with College and university news, help alumni keep in touch with friends, provide assistance to alumni whenever possible, and to organize social and reunion events. Lifetime membership is free of charge for all members of the student body. You can contact the Alumni Association through email contact@cuths.org. Elena Martin (2019, Anthropology) is Chair of the Association. More queries regarding alumni can be made to: cuthberts.alumnirelations@durham.ac.uk.

WHO'S WHO AT ST CUTHBERT'S SOCIETY

The College Officers

Interim Principal: Karen Langdon

Karen Langdon will be the Interim Principal of St Cuthbert's Society from 1st August 2024. She has overall responsibility for the direction, leadership and management of the College until Tammi Walker returns from her research leave early in 2025.

The Principal's office is at 12 South Bailey and she can be contacted via cuthberts.collegesecretary@durham.ac.uk



Principal: Professor Tammi Walker

Tammi, who spends half of her time in college and half of her time as a Professor of Forensic Psychology in the Department of Psychology, is responsible for all matters relating to the leadership and strategic direction of all aspects of St Cuthbert's Society.

The Principal's office is at 12 South Bailey and she can be contacted via cuthberts.collegesecretary@durham.ac.uk



Vice-Principal: Dr Jon Warren

Jon has been Vice-Principal at Cuth's since 2018. The Vice-Principal helps to ensure that the Society offers a supportive and stimulating environment for academic study, cultural and developmental activities and social interaction that engages students, staff, SCR members, visitors, and alumni.

Jon is also an Honorary Fellow in the Department of Sociology.

cuthberts.vp@durham.ac.uk 0191 334 3390



Assistant Principal: Annie Robinson

Annie has worked at the University since 2011. She started in the Business School then moved to Stephenson College (originally based at Queen’s Campus) in 2015 and took up the role of Student Support Officer. Annie worked at Stephenson College until April 2023, when she joined the Faculty of Arts and Humanities as a Student Support Officer. Annie is the College lead for all matters concerning student support and is always happy to meet with students to discuss any issues they may be experiencing.

Annie will continue in the role until Dr Lydia Harris returns from maternity leave in early 2025.

cuthberts.studentsupport@durham.ac.uk

0191 334 3403



Assistant Principal: Dr Lydia Harris

Lydia handles all aspects of student support and welfare. The main duties of the Assistant Principal are to provide assistance and signposting for those students who are experiencing emotional or academic issues which are negatively affecting their personal and professional development. No matter how big or small the issue, Lydia and the Student Support team are here to help you during your time at Cuth’s.

cuthberts.studentsupport@durham.ac.uk

0191 334 3403







St Cuthbert's Society Chaplain: Rev Dr Julia Candy

Julia's central role as chaplain is as support regardless of whether you have a faith or not. To offer a non-judgmental, caring space where difficulties and problems can be heard, and important questions can be asked without necessarily being able to find an answer.

julia.candy@durham.ac.uk



Other Key Staff

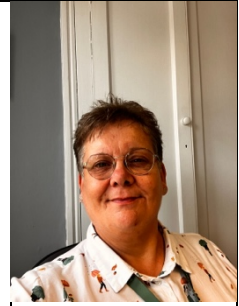
<p>College Operations Manager: Ms Sue Cole s.m.cole@durham.ac.uk</p> <p>Sue is responsible for the day-to-day management of the College buildings, and is assisted by the College Operations Team Leader, Lucy Kelly.</p> <p>The COM office is on the ground floor of 12 South Bailey.</p>	
<p>College Operations Team Leader: Ms Lucy Kelly cuthberts.operations@durham.ac.uk</p> <p>Lucy is responsible for the day-to-day supervision of the Residential Operations Team, which includes the Residential Services Assistants, the Housekeeping Cleaning Assistants and the Reception Team. Lucy is based in Rebounders House, Parson's Field and can be contacted if you have any issues with your accommodation.</p>	
<p>College Coordinator: Mrs Debra Smith cuthberts.collegecoordinator@durham.ac.uk</p> <p>0191 334 3379</p> <p>Debra is based at the Bailey site and is responsible for overseeing all aspects of administration for the Society. She also manages the diaries of the College Officers. Debra is also able to help with matters relating to student records.</p>	
<p>Assistant Student Support Officer: Mrs Alex Haigh Cuthberts.studentsupport@durham.ac.uk</p> <p>Alex Haigh joined St Cuthberts Society in April 2023 as the Assistant Student Support Officer. Alex works closely alongside the Assistant Principal and Student Support Administrator to provide support for students' wellbeing and support them throughout their academic studies.</p>	

Student Support Administrator: Ms Lynn Glenister

cuthberts.studentsupport@durham.ac.uk

0191 334 3386

Lynn is based at the Bailey site and manages the administration for the Student Support office. She will be happy to advise you on student support procedures, such as completing self-certifications of absence forms for your department in the event of illness. Contact Lynn to arrange student support appointments.



Student Enrichment Assistant: Mr Joel Lozano

joel.e.lozano-perez@durham.ac.uk

Joel collaborates closely with the college's Principal, Vice-Principal, JCR and SCR to enhance the overall student experience. This role involves organising and coordinating various activities, events, and programs that contribute to students' personal, academic, and social development. By fostering a positive and engaging College environment, Joel helps ensure that students have a fulfilling and enriching time during their time at Cuth's.



Reception/Helpdesk Assistant: Mrs Joanne Franklin (Bailey, AM)

cuthberts.reception@durham.ac.uk

0191 334 3400

Reception staff can answer general enquiries or point you in the right direction for any guidance and advice you may need. Any post you receive when living in College will be delivered to either the Bailey or Brooks reception for collection.








Reception/Helpdesk Assistant: Mrs Kath Randell (Brooks House, AM)

cuthberts.reception@durham.ac.uk

0191 334 6596

Reception staff can answer general enquiries or point you in the right direction for any guidance and advice you may need. Any post you receive when living in College will be delivered to either the Bailey or Brooks receptions for collection.



<p>Reception/Helpdesk Assistant: Mrs Louise Smith (Bailey, PM) cuthberts.reception@durham.ac.uk 0191 334 6596 Reception staff can answer general enquiries or point you in the right direction for any guidance and advice you may need. Any post you receive when living in College will be delivered to either the Bailey or Brooks receptions for collection.</p>	
<p>Food and Beverage Manager: Ms Tracey McDonald tracey.mcdonald@durham.ac.uk 0191 334 3396 Tracey is responsible for the front-of-house staff in the College dining hall and oversees food service at College meals and formals. In her role, Haley also oversees the running of the Bailey Bar and Brooks Bar.</p>	
<p>Head Chef: Mr Adam Weir adam.j.weir@durham.ac.uk 0191 334 3330 Adam oversees food preparation and is responsible for the kitchen staff. Contact Adam if you have any specific dietary requirements.</p>	
<p>Bar Steward: Scarlet Barras cuthberts.barsteward@durham.ac.uk 0191 334 3378 The Bar Steward is responsible for the day-to-day running of both bars at Cuth's -The Bailey Bar and Brooks Bar.</p>	
<p>JCR Librarian: James Bamford librarian@cuths.com The JCR Librarian is an elected Executive Committee member who is responsible for overseeing the library's volunteers and for ensuring that the library is stocked and meets student needs.</p>	



Catering Team at St Cuthbert's Society

Other Useful Contact Details

During Office Hours

University Support Services

Counselling Service 0191 3342200

Disability Support 0191 3348115

Computer Information Service Helpdesk 0191 3341515

Out of Hours Contacts for Students Living in College

Call **43470** from an internal phone or **0191 3343470** or **07776681409** to contact the **Duty RSA (Porter)**. If, in the event of an emergency, you are unable to contact the Duty RSA, call **University Security** on **42222** from an internal phone or **0191 3342222**, or the Emergency services on **999** (internal **9 999**).

Out of Hours Contacts for Student Living out of College

Out of office hours, call the Emergency services on **999** or University Security on **0191 33 42222**, if appropriate.

General Emergency Numbers

Direct Line to Durham Police **#6399 (internal)**

Fire, Police, Ambulance **9 999 (internal)**

Out of Hours Security **0191 3342222**

STUDENT SUPPORT

College plays a very important part in supporting you during your academic studies. You may, at some point during your time in Durham, be faced with problems that will affect your academic performance and progress. The student support teams in College work closely with academic departments and the University's Professional Support Services to ensure that appropriate and timely support can be put in place for those students who are experiencing problems. The primary contact for student support concerns at St Cuthbert's Society is the Assistant Principal.

We understand that university can be a very stressful time for our students and College are here to support you every step of the way. We understand that you may experience impact to your physical and mental health, we will be able to listen, support and signpost you to specialized services should you require them..

We encourage all our students to be self-reliant and to inform us if they are having difficulties. Our role is to provide advice and support, to signpost you to appropriate sources of support where necessary, and to guide you through the University's regulations and processes.

What to do if you are absent from classes

If you become ill during term time and will miss any formal academic commitments as a result, you must complete a Self-Certification of Absence form, which can be found online at [Self-Certification of Absence \(or other failure to meet academic commitments\)](https://forms.office.com/Pages/ResponsePage.aspx?id=i9hQcmhLKUW-RNwALYpvIBLAdPiGSqdAIJHFOqtJ7qZUNUVZQzNYQINKUVJmKZSWk5HNkZLSVRZNi4u)
<https://forms.office.com/Pages/ResponsePage.aspx?id=i9hQcmhLKUW-RNwALYpvIBLAdPiGSqdAIJHFOqtJ7qZUNUVZQzNYQINKUVJmKZSWk5HNkZLSVRZNi4u>

A self-certification covers an absence of up to seven days and can be used on two occasions per term. If your illness prevents you from attending academic commitments for longer than seven days, a sick note must be obtained from your GP and submitted to College and your department. Students in this position should seek advice from the Assistant Principal.

Deadlines and Extension Requests

If a period of illness coincides with deadlines for summative work and you will be unable to submit the assignment by the required deadline, you must fill in a self-certification of absence form and submit this to College stating the reason why you are unable to complete the work. If you require an extension, please see your department's Sharepoint

page for further information on how to apply. You should also seek medical advice as soon as you can, as your doctor will be unable to certify your illness after the fact. A completed self-certification form does not guarantee that the deadline for a piece of work will be extended; the decision on whether to grant an extension will be made by the appropriate person in your department and based on your individual circumstances. Please note that you must, wherever possible, inform your department in advance if you believe you will be unable to meet a deadline for a piece of work. Should you find yourself in this position, you are strongly advised to contact Student Support cuthberts.studentsupport@durham.ac.uk as soon as possible.

Financial Hardship

Support from the Student Support Fund - You can apply for a loan or a grant if you are experiencing financial hardship at any point during the academic year or during the summer vacation. You are required to complete an application form and provide all the necessary evidence for your application to be assessed. For more information, please visit:

[Student Support Fund \(Sharepoint\)](#),

<https://durhamuniversity.sharepoint.com/teams/StudentImmigrationFunding/SitePages/Student-Support-Fund.aspx>

You can also email student.supportfund@durham.ac.uk and say that you would like to make an application. Our colleagues in the Student Immigration and Funding Team will then get back to you with guidance and information.

The University also offers appointments with the Student Money Adviser, Mrs Louise Burnip, who can be contacted about budgeting, financial resources, and other queries. Please email studentmoneyadviser@durham.ac.uk for further information.

Withdrawing from the University

In the unlikely event that you consider withdrawing from the University, we recommend that you discuss the matter with the Assistant Principal and with your department. Their role is not to persuade you to stay, but rather to explore the reasons why you feel you must leave.

There may be ways in which we can help with any problem that you may be experiencing. If, for example, you are very ill or dealing with a personal or family crisis, you can request a concession to suspend your studies and return the following academic year.

It is important to note the financial implications that may be associated with a decision to withdraw from the University:

Confidentiality

Students should be aware it is not possible for staff to promise complete confidentiality at the outset of a conversation until they know what it is a student wishes to address. The University's confidentiality policy is such that information may be shared with others who need to know it, if this is in the best interests of the individual and/or the community, and this will be carried out with the utmost discretion and, where possible, with the consent of the student. For example, it will not be possible to maintain confidentiality where a student may be a danger to themselves or others, a third party may represent a danger to others, or a serious criminal act has taken place.

Disclosure of Information

The University respects the fact that students are adult learners and will not discuss details of any student with third parties (***this includes parents and other family members***) unless prior written consent has been obtained or it is in the vital interest of the student or others to do so. The University operates a corporate confidentiality policy regarding information sharing within the institution and will share information on a need-to-know basis with the relevant parties as necessary in line with the General Data Protection Regulations (2018).

Financial matters

General information about tuition fees and accommodation charges

The payment of University charges is never going to be the high point of the student experience here at Durham, but I hope that this information makes it as pain free as possible. Students are reminded on a number of occasions of what they need to do, but I recommend that you retain this information for future reference. **You may wish to share it with your parents.**

Overview

Tuition fees:

Students confirm how their tuition fees are to be paid as part of the online registration process. The possible options are as follows:

- (a) You (or a family member) are paying yourself;
- (b) Loan via Student Finance England (Student Loans Company)
- (c) An external sponsor is to pay the University directly
- (d) You have been awarded a Durham University tuition fee scholarship or bursary

Tuition fee invoices are raised individually as and when information becomes available after registration. We aim to have most raised by the end of October. If you are to pay personally your invoice will be emailed to your preferred email address as indicated in Duo (usually your Durham email address).

Accommodation: Excluding St Johns and St Chads Colleges:

A very small number of students have a sponsor to pay their accommodation charge, but most are to pay personally. The accommodation charge itself will depend on the type of room allocated, and the invoices are created in bulk at the start of term.

The College Accommodation charges for the **2024/2025 academic year can be accessed online:**

[PVC Colleges & Student Experience Office : College Residence Charges - Durham University](#)

Please note – the part-catered package (**10 Meals per Week during Undergraduate Term Time**) for St Cuthbert's costs £1681.00 for the academic year 2024-25.

Personal payment by a student or family member for tuition fees or accommodation:

Further details as to payment methods are set out overleaf. The University's preferred payment method is by direct debit as it is very safe for our customers, highly automated for us to administer and inexpensive to operate. Direct debit is the safest and most cost effective payment option and the bank charges for the University are a tiny fraction of those charged for taking payments by card.

Where individuals are required to make payments personally, we understand that there can sometimes be financial hardships. We are always sympathetic where there is a genuine financial problem and **students are advised to keep the University informed**

of any difficulties as soon as possible, usually by contacting the College Finance Office or with the Senior Tutor of their College.

Please note also that we take a “firm but fair” approach to student debtors to be consistent to all students. **Students may be charged a £70 late payment fee** if they are late in making payments and have not advised us in advance that there is an unavoidable delay. Students are even excluded from the University for non-payment of tuition fees beyond a reasonable period of time; and required to move out of college accommodation for non-payment of the accommodation charge. It is unfair if some students are permitted longer to pay without good cause. We hold you the student responsible for co-ordinating this important matter even if you are not paying personally.

Who to contact:

If you have any **queries relating to the accommodation charge** you should contact your College Finance Office (see below). Likewise you should keep the staff there informed in writing if you think **you may be unable to pay** your accommodation charge or tuition fees on time or if you suffer delays by your award authority.

Otherwise you may contact the Finance Department by email to studentbilling.query@durham.ac.uk. Currently staff are piloting a hybrid working arrangement, Tuesday and Wednesday in the office Monday, Thursday and Friday at home. However, if you would like someone to call you by telephone or on Teams just put this request in your email. **To help us resolve your query please quote your 9-digit student ID number on all enquiries.**

Online registration screen

You will need to complete the online registration screen where you will indicate with respect to tuition fees:

- (a) How much will be paid by you or a family member and whether this will be by direct debit or cheque.
- (b) How much will be paid by SLC loan
- (c) How much will be paid by another sponsor. This must be a formal sponsoring organisation and not a family member. (Note: We may request you provide written confirmation from the sponsor)

Fee settlement by Student Loans Company tuition fee loan

You can choose to settle payment of your contribution to your tuition fees by taking out a loan with SLC. **This is then paid directly to the university and not to you.** The loan will be repayable by you via the tax system when future earnings exceed a certain limit. If you do not take out a loan then the University will not get paid. We will have no choice but to invoice you and may charge an additional administration fee of £70.

Personal payment during 24/25 for accommodation or tuition

Your accommodation charge and any contribution to your tuition fees that you elect to pay whilst studying, may be paid in full at the start of the academic year or in three instalments one at the start of each term.

Payment by direct debit in three instalments

Direct debit is the University's preferred payment method in instalments as it is an automatic process thus saving time and expense for everybody. **If you pay by direct debit you are given longer to pay as the collection dates are extended to 1st December, 1st February and 1st June** or the next working day. Notification letters are sent in advance in the middle of November, January and May advising of the amount to be collected. Once the direct debit mandate is set up it can then be actioned each year thereafter.

You need to have a UK bank account in order to set up a direct debit mandate. Overseas students will find that most UK banks offer a simple account that can pay direct debits. Please note direct debit is not available on savings accounts. Because the first instalment by direct debit is not due until beginning of December you have until 15th November to set up the account and register the details with us. Please let us know if you have problems.

Once you have the UK bank account you can set up a direct debit in any of the following ways:

- Online <https://pay.durham.ac.uk/direct-debits>. You will need the student ID number and date of birth to access this secure web page.
- On paper – please request a paper mandate form from studentbilling.query@durham.ac.uk
- If you would like someone to telephone you to help you through the screens please email this request to studentbilling.query@durham.ac.uk

Other payment methods

Please note that if you do not pay by direct debit, the due dates for payment are 30, 14, and 14 days into each term, respectively, i.e., 6 November 2024, 27 January 2025, and 12 May 2025 for October starters.

These dates are adhered to strictly, and if you do not pay on time, a late payment charge of £70 may be imposed on you for both tuition and accommodation.

The money collected in this way is given to the Student Opportunities Fund or College Welfare Fund to assist students. The charge is intended to ensure consistency between students, as it is simply not fair if some pay on time whilst others do not without good cause. Having said that, the University is always sympathetic where there is a genuine problem, and students are advised to keep us informed of any difficulties **before** the due date.

Direct debit is the University's preferred payment method as described above. Other payment methods are:

(a) International Bank Transfer or International Card for Overseas Students - Flywire <https://flywire.com/pay/DUR>

Durham University has officially partnered with Flywire to accept payments from over 240 countries and territories, in more than 150 currencies.

By making your payment using Flywire you can:

- Pay by credit or debit card, bank transfer or by e-wallet.
- Pay from any country or bank, in any local currency.
- Avoid bank fees and extra charges.
- Be guaranteed the best exchange rate when making a bank transfer using Flywire. If you find a better rate within two hours, Flywire will match it.
- Track your payment in real-time online and receive email and text alerts each step of the way, including a confirmation your payment has been securely delivered to Durham University.
- Get 24/7 multilingual support with any questions you have about making your payment from Flywire's expert team. You can give them a call, send an email, or use live chat online.

(b) Payment by cheque on a UK bank account; or banker's draft:

Your cheque or banker's draft should be made payable to "Durham University" and you should write your full name and the invoice / transaction number on the back. Payment should be sent to Finance Department, Mountjoy Centre, Stockton Road, Durham DH1 3LE.

(c) By wire transfer or internet banking into the University's bank account:

Payment can be made by wire transfer or internet banking into the University's bank account:

Durham University, Barclays Bank, 6/7 Market Place, Durham City.

Sort code 20 – 27 – 66

Account number 60897507

Europe IBAN GB79 BARC 2027 6660 8975 07

Worldwide Swift Code BARC GB22

Reference Please quote the invoice / transaction number or your University Student ID number.

(d) By debit / credit card (Switch, Visa or MasterCard):

Either: If you need to pay by card then we would prefer that you set up an instalment arrangement. In this way you provide your credit card details to a secure fax number. These are entered into a third party's web site and payment is set up to take place on the due dates. The card details are then destroyed securely. An email reminder is sent to you automatically before each due date.

This is more efficient for us than processing each payment individually. If you would like to do this please email credit.control@durham.ac.uk to obtain a copy of the form.

Or: If you wish to pay the full amount for the year by card, or do not wish to set up an instalment arrangement, then we have a new method for taking card payments. Simply email finance.cashiers@durham.ac.uk with your student ID number saying how much you wish to pay. The staff will part complete a web form and send a link to you for you to enter the card details. The advantages to this method are:

- You do not have to provide your card details to a member of staff

- The external web page is secure
- You will receive a receipt to confirm payment has been accepted
- There will be no need to refer the high value payment request to the bank

Please note that we have just two people responding to these queries and there may be a delay between you sending your email and them responding. We hope to deal with these requests within three working days.

Further Information

1. Change of choice about SLC loan

If you take out a SLC loan to pay your tuition fees, but later change your mind (or vice versa) you are permitted to change your payment method. To do so you need to contact your College Finance Office. If you change your mind from payment during the year to take out a SLC loan then you may do this at any time. The university will have to repay all amounts paid to date but will only repay the same person and in the same manner as the original payment.

2. Tuition fees when spending year abroad or on industrial placement

Tuition fees are payable to Durham University by students spending a year abroad on exchange or a year on industrial placement. The year abroad fee is 15% of the normal full year tuition fee. The industrial placement year fee is 20% of the normal full year tuition fee. The year abroad and industrial placement fees are set by the government.

3. Policy for refunds following withdrawal

We hope that you will enjoy your first year at the University and carry on to complete your course with success. However, if you do need to withdraw from your course, remember that you will still need to pay part of your tuition fees and / or accommodation charge as follows:

Tuition fees

The University has a policy for handling withdrawals and the subsequent refund of tuition fees, which falls in line with national guidelines. If you withdraw formally before 1st December in your first year of study you will receive a full refund of all amounts paid to date for tuition fees. If you withdraw on or after 1st December in your first year, you will be liable for one third of the annual charge for each term started. Any outstanding balance will be pursued. The policy will be applied sensitively in cases of illness. **Formal withdrawal must be made in writing to your Head of College.**

Accommodation charge

If you voluntarily decide to leave college accommodation your licence fee agreement refers to an early termination fee. You have to pay the lower of the balance remaining or 40% of the annual charge.

4. Durham Grant

Your Durham Grant will be paid into your bank account even if you are living in College accommodation. **We strongly recommend that you use your Durham Grant to pay your College accommodation.**

You will not be paid unless you provide the University with your bank sort code and account number via DUO. Shortly after you are informed about your Durham Grant the Student Financial Support Office will send you an e-mail telling you how to do this.

You will only receive your payments if you are a fully registered student of Durham University on the payment date. You will stop being a fully registered student if you suspend your studies or if you withdraw from your studies. For further information, please see <https://www.dur.ac.uk/undergraduate/finance/scholarships/dgs/>

5. Administration charges

Please remember that administration charges can be made in the following circumstances:

£70 - Late payment of tuition fees or accommodation charge

£70 - Failure to apply for a tuition fee loan after informing the University that you will do so

If you experience any difficulties in paying your University charges, you should contact your College Finance Office for help and advice. The content in this letter is intended only to provide a summary and general overview. It is not intended to be comprehensive.

To help us resolve any query you may have please quote your 9-digit student ID number on all enquiries.

Thank you for reading this information; we hope that it is helpful to you.

Student Services Team

cuthberts.finance@durham.ac.uk

OPTIONAL CHARGES

JCR Levy

The JCR Levy is a one-off payment* of £172.50 at the beginning of your degree that makes you a JCR Member for the entirety of your three or four years here. 90+% of students join the JCR and being a member means you can join Cuth's sports and societies, use our gyms and library, run for election, get involved in our committees, including outreach, social, welfare, and finance committee, and have discounted tickets to our events! The JCR uses the money to fund our events and committees and subsidise sports and societies for everyone, ensuring opportunities at Cuth's are as accessible as possible. NOTE: fee for postgraduate and Erasmus students is £57.50 for 1 year. For PhD candidates the fee is £57.50 for the entire duration of the program, be that 3 or 4 years.

More information can be found here: [JCR Levy – Cuths JCR](#)

[If you have any questions](#), please get in touch with Dan Mercer: president@cuths.com.

*Please note- the JCR Levy can be paid in instalments upon request to fco@cuths.com.



CENTRAL UNIVERSITY SUPPORT SERVICES

Counselling

The University Counselling and Mental Health Service assists students who have personal difficulties which affect their academic studies. These may include anxiety, lack of motivation, depression, family problems etc. Any discussions you have with University counselling staff are completely confidential unless you disclose something that puts you at risk to yourself or others. To make an appointment, you should contact the Counselling and Mental Health Service (located in the Palatine Building, Stockton Road) by telephone (0191 334220) or email cmh.service@durham.ac.uk. Alternatively, the College Student Support team can also put you in touch with the Counselling and Mental Health Service.

Disability Support

The University's Disability Support Service is in the Palatine Building, Stockton Road. If you have noted a disability on your UCAS form, you will be contacted by Disability Support within a couple of weeks of starting your course asking you to register with the service. It is important that you do this so that the correct level of support can be put in place. It is your responsibility to register with the service; the university cannot provide you with support if they are unaware of your disability. If you develop or become aware of a disability at university, contact the Disability Service directly by emailing disability.support@durham.ac.uk to discuss any support you may need.

Student Immigration and Funding Service (SIFS)

Overview

- The Student Immigration Service is the only source of Student immigration advice at Durham University.
- Our Office is based in **room 009 of the Palatine Centre**.
- We are open for student drop-in between Monday – Friday, 10am – 4pm.
- There is no need to make an appointment.
- You can also seek advice via email: [**immigration@durham.ac.uk**](mailto:immigration@durham.ac.uk)
- You can also collect your BRP from our office if you included Durham University as your preferred BRP delivery location within your Student visa application.

Right to Study Checks

- If you're a student from outside the UK or Ireland, you're required to complete a "Right to Study" check as part of your registration at the university.
- This only applies to **new** students. If you've completed a Right to Study check at the university in a previous academic year, you don't need to do the check again.
- Your university registration can't be finalised until you've completed the Right to Study check and you'll lose access to IT services if it isn't completed within 4 weeks of your arrival.
- This applies to **all** types of immigration status, not just Student visas.
- For example, if you have a work visa, family visa, or EU settled status etc, you are **still required** to complete a right to study check.
- The process is simple:

1. Scan this QR code:



2. Complete the questions in the Microsoft Form.

3. Upload photos or scans of your documents.

- The form will tell you which documents to upload.
- Don't worry if you upload the wrong documents, we'll contact you to let you know and you can try the upload again.

Once you've completed the Right to Study check successfully, we'll approve your submission, and you'll receive a confirmation email

PERSONAL DEVELOPMENT AT CUTH'S

At Cuth's, we firmly believe our community is here to support your personal development and that this in turn helps our community grow and flourish.

College Mentors

All first-year students at Cuth's are allocated a College mentor. Postgraduate students may opt into the system if they wish to. Mentors are an important part of the Cuth's Community. Mentors are people with connections to the Society who give up their time voluntarily to help and encourage students to get the best out of their time at Durham. Mentors will try to answer queries you have and listen to any concerns you may be experiencing. They will put you in touch with the people and services who can help you. Mentor hours also provide a social space which allows students to step outside of their usual routines. All mentors offer a monthly drop-in meeting either within College or in their homes.

Students are expected to meet their mentors at least once a term and to respond promptly to emails from them. You will meet your mentor during induction week.

Mentor Profiles and Photos

Please see the following webpage for more information:

<https://durhamuniversity.sharepoint.com/teams/StCuthbertsSocietyHub/SitePages/Our-College-mentoring-System.aspx>

Student Awards Grants and Bursaries

St Cuthbert's Society awards bursaries, grants and prizes in recognition of academic achievement and of contributions to college life in fields such as music, drama and sport as well as service to our college community and beyond. Grants are also available to support aspirational student development activities, and bursaries and grants are provided to support students of lesser financial means and those who experience unexpected hardship. Awards and grants are funded thanks to the generosity of Cuth's alumni and friends.

Some of the awards and grants are awarded on the basis of entitlement, others by recommendation and attainment, or by application. Each category is listed separately below. Details of application dates and requirements are circulated in advance of deadlines.

Most awards and grants are determined by College Officers, who may seek input from others such as representatives of the JCR.

Awards by Entitlement

Bursaries

Full and part bursaries, covering some core college costs, are considered and awarded on the basis of household income to new undergraduate home students.

Awards and Grants by Application

Funds are available for high quality, aspirational student development activities, including sports, arts, volunteering, research and career development.

More information about each award can be found by following the links below. There will be a form for current students to fill in when applications are open.

Senior Common Room Performing Arts Grant

Students can apply for an [SCR Performing Arts Grant](#) of up to £100.

Student Development Award

Students can apply for a [Student Development Award](#) of up to £250 for an individual and £500 for a group.

Postgraduate Research Grant

Students can apply for a [Postgraduate Research Grant](#) of up to £250.

The Dr Anthony J Palmer Postgraduate Award

[This award](#), which is worth £2500, is intended to provide help towards living costs and/or tuition fees. Further information can be found on the College Website, [Bursaries, Awards and Grants - Durham University](#) and Sharepoint.

Formal Dining at St Cuthbert's Society

Communal dining is a well-established tradition in the UK's collegiate communities and allows the whole College community to come together to share a special meal, whether they live in or out of College accommodation. We hold a variety of themed and traditional formals, which are hugely enjoyable occasions thanks to our wonderful catering team and a dining hall full of enthusiastic students.

What is a Formal?

A formal is a formal dinner held in Cuth's dining hall for members of the College to dine together. At Cuth's they're held every couple of weeks. Tickets are great value, and you get a three-course meal served to you at your table, surrounded by your friends. They're 'formal' because everyone attending them is formally dressed.

Who is invited to Formals?

Formals are advertised by email to all members of the College several weeks in advance of the event. Anyone can apply for a ticket! On special occasions, a particular group of students will be given priority (e.g., final year/graduating students) to allow a subsection of the community to meet and dine together, but usually, our formals are open to everyone from Cuth's.

What is the food like?

The menu is different every time, chosen by the Head Chef for each formal. The menu will be sent out with the formal invitation so that you can alert staff to any dietary requirements in advance; there are always vegetarian and vegan options, and the catering team is very good at handling other dietary requirements.

How do I get a ticket?

Your email invitation to a formal will specify a time and date that ticket allocation opens. To reserve a ticket, simply follow the link in the email and fill in the form online. Tickets are allocated on a first-come, first-served basis, and successful applicants will receive a confirmation email shortly after booking.

What should I wear?

The email invitation will state whether the dress code is 'black tie', 'lounge suit', or 'fancy dress'. For black tie events, some people might want to wear the traditional trousers, white

shirt and a bow tie. Variations are welcome, such as kilts or different coloured ties. Others might want to wear gowns, cocktail dresses, jumpsuits or trousers and a blouse. Anything that looks smart, appropriate, and 'formal' is suitable. For a lounge suit event, most outfits are suitable, including a suit, as long as, once again, your outfit is smart. For example, **jeans and a T-shirt are not smart or suitable**. Occasionally a formal may be themed and request an element of fancy dress in your outfit.

The Bailey Wardrobe Initiative

The Bailey wardrobe is a JCR initiative which aims to provide members of Cuth's with sustainable and affordable clothing options for formals and balls. With the frequency of formal events being so high in Durham, buying clothing for every event is not only extremely expensive but also vastly damaging on the Environment. Any Cuth's member may rent from our selection of dresses and suits for any occasion - all you have to do is pay a small deposit and the cleaning fee. If you are interested in utilising the scheme or donating, please contact baileywardrobe@cuths.com.

What should I expect?

Typically, people arrive at around 6.30 pm, giving enough time to buy a drink from the bar (if you want one) and be seated ready for dinner to commence at 7 pm. Most places at a formal are taken up by students, who sit in rows along the hall. You can choose your seat and who you sit with. At the far end of the hall, there's the 'High Table', which is where the Principal, members of staff, SCR members and invited guests sit.

What are the rules?

Formals at Cuth's have a few rules which all members of the community are expected to follow and require that you have consideration for others by behaving in a well-mannered fashion. The code of conduct is listed below:

1. Everyone will remain seated unless they are leaving the dining hall; no one shall leave the hall whilst the catering staff are serving.
2. All attending will dress appropriately. Unless the dress code is informal, those wearing a shirt and tie will not remove their ties until High Table has left. No jeans and no trainers are permitted.
3. Everyone will use drinking glasses, no drinking from bottles.
4. There shall be no drinking games.
5. Anyone who causes a disturbance will be asked to leave and may face disciplinary action.

REGULATIONS AND INFORMATION FOR LIVING IN COLLEGE

Please read these carefully

Living in College may, for some of you, be the first time that you have been away from home and can be a daunting experience. However, you will be pleased to know that most students are in the same position, and this can help to ease any anxieties. Like any other organisation, St Cuthbert's Society has a clear set of things you can do and things you can't do. These are primarily in place for health and safety reasons, so being aware of the rules and regulations is very important. Please see for information about University Regulations and Codes of Practice. If you are a first year and living out, please also refer to 'Living in the Community'.

Communication

Most of the written communication with students by the university is carried out via email **to your Durham email account**, so the university requires you to **check it on a daily basis**.

The College also needs to know where members are during their period of residence in the university. (If you are living out you must give the College your address within 7 days of registration).

1. If you change your address, you must tell the College as soon as possible.
2. You are requested to inform College of any fixed or mobile phone number on which you can be contacted by sending an email to cuthberts.reception@durham.ac.uk
3. Every student member of College must reply promptly to a personal communication from a College Officer, or other member of College staff when requested to do so. Sending an email is acceptable unless you are asked to appear in person.
4. If you have been informed that you are required to meet a College Officer in person, then **you must do so. Failure to do so will lead to disciplinary action.**
5. The College also has official Facebook, Twitter and Instagram feeds, and all students are encouraged to follow these for up-to-date information.

See the College website at [St Cuthbert's Society - Durham University and the college Sharepoint](#)

Keys

You will be issued with your keys on taking up occupancy. You will also be asked to sign a Licence Agreement if you have not already done so. **Keys must be handed in before you leave at the end of each term.** If the keys are not returned after subsequent warnings, a charge will be raised. In the event that you misplace your key, you can pick up a spare from either the Bailey or Parson's Field Reception. If you lose your key and do not return the spare within 48 hours, **you will be charged for a replacement key.**

If you lose your key out of hours, you must report the loss to the duty RSA (0191 334 3470), who will give you access to your accommodation and issue a spare key.

Room Inventory Procedure

On arrival, you will be asked to complete a room inventory form. The QR code will be issued with your room key on arrival. The purpose of the form is to accept the condition of the fixtures and fittings in your room at the commencement of occupation. Careful completion and return of this form will protect you from being liable for any pre-existing defects. If you fail to complete this form within 24 hours of taking up residence in your room, then your room inventory will be considered by the University as accepted by you.

General Cleaning Information for Student Accommodation

Cleaning and Waste Disposal Responsibilities

Area	Resident/Student	Operations Directorate
Waste removal to external bin area	X	
Recycling removal to external recycling point	X	
Sanitary Waste Removal		X
Other specialist Waste e.g. Sharps		X
Bedroom Cleaning	X	

Ensuite Cleaning	X	
Corridors and Stairwells		X
Pantry cleaning*	X	X
Shared Self-catered Kitchens**	X	X
Shared Toilets and Showers		X

***Residents/Students** are responsible for daily cleanliness of kitchens/pantries. This includes the cleaning of all surfaces and appliances after use, removing spills, personal dishes and removing all waste. Housekeeping will provide regular cleans however this will not include the removal of waste.

****Residents/Students** responsible for daily cleanliness of kitchens including the cleaning of all surfaces and appliances after use, removing spills and waste from floors and furniture and own dishes and waste and recycling removal. Housekeeping will provide a clean to this area once per fortnight, this does not include waste removal, recycling, dishes or tidying.

Scan the QR code below for more information on cleaning your kitchen/pantry and bedroom.



Checks

Residents are expected to keep all areas in a reasonable condition as per the University licence agreement. Bedrooms and kitchens are formally inspected once every two weeks and residents will be given prior notice of the estimated date of inspections. However, regular ad hoc visits may also be made to ensure self-catered kitchens are kept to a reasonable standard.

If your bedroom/kitchen is not cleaned to a reasonable standard a notification will be sent informing you of the re-inspection date and letting you know what needs to be done to bring the room(s) up to an acceptable standard. If your bedroom or kitchen is still considered to be in an unacceptable condition on the second or subsequent inspection, appropriate sanctions may be imposed by the College i.e. an additional cleaning charge.

- **Please note: If any University prohibited items are found in bedrooms or kitchens during an inspection, then they will be confiscated and securely stored by the College until the end of the academic year where they can then be collected.**

Vandalism is not tolerated and in the event of any damage found in a bedroom, kitchen or any other area, the University will seek to recover the full cost of repair from those liable.

General Waste and Recycling

- **Residents are responsible for the disposal of their own waste from bedrooms and are collectively responsible for the disposal of waste from kitchens and pantries.**
- The waste disposal points are clearly marked around college.

In any circumstance where you need an additional bin or maintenance for the bins this can be reported through the College Maintenance reporting procedures.

Students are responsible for the removal of rubbish from their bedrooms. The service level agreement for cleaning of accommodation areas will be displayed in kitchens or on main noticeboards. Residents are expected to provide their own duvet/duvet cover, pillows/pillowcases and sheets).

Repairs & Maintenance Reporting

Students who live in College accommodation should let us know immediately about any maintenance issues or damages. There are several ways to inform the College:

1. Send an email to cuthberts.operations@durham.ac.uk
2. Call into reception to make a report and the receptionist will add it to our maintenance database.

Once a maintenance issue is raised, the College RSAs will try to resolve the issue as soon as possible. The RSAs carry out minor DIY, so anything more complex will be sent for action to the University Estates & Facilities Department. If you are reporting urgent maintenance issues, please phone the duty RSA (Porter) on 0191-3343470 or 07776681409.

End of Term Arrangements

Student bedrooms should be left in an acceptable state on vacating accommodation. Specific arrangements for each vacation are emailed a fortnight before the end of term.

Privacy

Residents must be able to live without fear of threat to their safety, security, or privacy. All staff must be aware of, and actively monitor, any situations that could infringe these rights. No one is permitted to enter a study bedroom, except by invitation or on official business. For example:

- In an emergency (including a fire alarm activation),
- In the case of routine cleaning/servicing, as stated in the licence agreement,
- In response to a specific maintenance request,
- On the authorisation of a College Officer.

Staff will knock before entering and wait for a response unless they have to enter on emergency grounds.

Prohibited Items

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*; 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; 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 College Office, 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. Please ask at reception
- **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 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.

If you are uncertain about what constitutes a full kitchen facility, please discuss it with your College Operations Manager.

Prohibited Items Summary

	Study	Pantries	Full Kitchens
Toasters	X	z	z
Kettles	X	z	z
George	X	X	z
Rice cookers	X	x	UK mains lead
Microwave	X	z	z
Cookers	X	x	z
Hot plates	X	X	z
Coffee	X	X	z
Toastie makers	X	X	z
Omelette	X	X	z
Deep fat fryers	X	X	X
Pressure	X	X	z
Slow cookers	X	X	z
Popcorn	X	X	z
Fridges	X	z	z
Freezers	X	z	z

Other Electrical

	Study	Pantries	Full Kitchens
Block adapters	X	X	X
Incense	X	X	X
Plug-in air	X	X	X
Irons	X	X	z
Portable	X	*	X
Electric	X	*	n/a
Fans	X	*	X
Air conditioners	X	*	X
Dehumidifiers	X	*	X
Mains fairy	X	X	X
Clothes dryers	X	X	X
Non-CE	X	X	X
Clothes	X	X	X

Other Fire Hazards

	Study	Pantries	Full Kitchens
Any naked	X	X	X
Candles	X	X	x
Tea lights	X	X	X
Gas canister	X	X	X
Incense sticks	X	X	X
Shisha pipes	X	X	X
Flammable	X	X	X

Other Items

	Study	Pantries	Full Kitchens
Pets inc.	X	X	X
Door wedges	X	X	X

Items Prohibited on All University Premises

	Study	Pantries	Full Kitchens
Drinking games	X	X	x
Drug	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.

The College Operations Manager will be responsible, in conjunction with Estates and Facilities, for determining the classification of each college facility, taking into account size, suitability, and load capacity. The kitchen classification will be clearly communicated to residents on occupation.

Televisions

Students who have a TV in their room must, by law, have a licence regardless of who owns it or whether it is in use. TV sets are not allowed on landings and corridors.

Furniture and Fittings

Furniture, carpets, and furnishings may not be moved between rooms or within your room without prior authorisation from College Operations. You will need to provide your own cutlery and crockery for use in your rooms and should not use equipment taken from the dining hall. Each bedroom has a noticeboard for pictures, posters, notices etc. Pins, tacks, sellotape, blu-tack and any other fixing system may not be used on the walls of the bedroom. The cleaners are instructed to remove any of these materials from the walls and a charge will be made where redecoration is required.

Smoking

Smoking is not permitted in any part of the university, including bedrooms, indoor public spaces, or entrances within ten metres of any university-owned building, including the bar and all common rooms. For details of the university's policy, please see the university website.

Parties and Drinking in Rooms

Parties in rooms are not permitted. If you live in College and would like to organise a party, please make arrangements with the Bar Steward to use the bar area(s). We actively discourage drinking in rooms; not only is it anti-social, but it may also result in problems that have the potential to affect your academic studies.

Noise

By far the greatest problem of communal living is noise. The ownership of powerful audio equipment is widespread, and rooms are not soundproofed, so there is

considerable potential for disturbance, albeit unintentional. A high level of social responsibility is expected, especially at certain times of day, so:

1. Noise levels must be reasonable at all times of the day and anyone who is disturbed may request and expect an immediate reduction of noise to an acceptable level.
2. After 11.00pm, corridors and rooms should be quiet so that people can sleep.
3. If you continue to be disturbed after making a direct appeal for quiet, you should contact one of the RSAs (0191 334 3470 or 07776 681 409). Complaints can also be made by email: cuthberts.operations@durham.ac.uk

Guests

Guests are not permitted to stay overnight in your room without first informing the College, this should be done by contacting reception, cuthberts.reception@durham.ac.uk. A fixed sum will be charged for any guest who stays for more than 3 consecutive nights. Please refer to the licence agreement for details.

Post

Incoming post is sorted to either 12 South Bailey Reception or Brooks House Reception, depending on residence. There is a delivery from the Royal Mail every weekday to both sites. Anything of value should be sent by recorded delivery or registered mail. Such letters and all parcels are kept by the College receptionist. They will need to be signed for and can be collected only on production of valid identification. An email will be sent by Reception when a parcel or letter is delivered for you: please do not come to collect a parcel unless you've received an email directly from Reception. There is a postal tray for stamped outgoing external mail in Reception which is emptied regularly. Stamped mail is only forwarded during vacations when this has been agreed with a College Officer prior to the end of term. It is your responsibility to inform external organisations, including the NHS and your GP, when you have left College accommodation or otherwise changed your address. If you have not arranged for your mail to be forwarded to your new address via Royal Mail, you must come into College and check for mail.

Baggage

The College has no storage facilities for baggage outside of the residence period. We are not insured for loss of or damage to your property and cannot be responsible for the safety of your belongings, either during term time or in vacations.

Bicycles

If you are planning to bring a bicycle to Durham, please ensure that you store it in the College storage areas, which are located between Fonteyn Court and Parson's Field Court, and outside Brooks House, at Parson's Field. Please note that university regulations do not permit students to take bicycles into university buildings. Bikes stored in college areas must be registered using the form available on the college's SharePoint page:

<https://durhamuniversity.sharepoint.com/teams/StCuthbertsSocietyHub/SitePages/BikeStorage.aspx>

Cars and Parking Facilities

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. So, unless you meet the needs-based parking criteria or you are a blue badge holder, it's best to leave your car at home. There are loads of great alternatives like buses, bikes, and taxis for getting around. Students can travel on Arriva bus services at discounted rates. Check out the [Greenspace webpages](#) for details. Links to cycle and walking maps are also available on the Greenspace Travel webpages.

Students will only be able to apply for a permit to park on University premises if they are eligible and meet any of the needs-based criteria set out below:

- are in possession of a blue badge;
- live in College and can demonstrate their academic commitments requiring them to travel to locations for their placements not easily accessible by public transport (e.g. some PGCE students);
- have caring or childcare responsibilities for children under 12 (whether living in University premises or not)
- Students who live in College and represent the University in high-performance sports and/or the Performing Arts and require a vehicle to pursue these activities off-campus or to transport specific equipment/instruments on-campus.

Eligible students must apply by completing a parking permit application form and include supporting evidence, to be sent to student.parking@durham.ac.uk. Application forms can be found [here](#). Please note, however, that there is no guarantee that a permit will be granted (unless you are in possession of a blue badge). Students who park vehicles

anywhere on the University estate without permission or without a valid parking permit for a particular car park/location will be found to be in breach of the University's Parking Policy ([Section A of the Parking Policy 23rd June 2022](#)) and may be subject to a Parking Charge Notice (see Section A, (f) above). Breach of this Parking Policy may also result in proceedings under General Regulation IV – Discipline, particularly where there are repeated offences.

Catering Services

St Cuthbert's Society is the only College in the university to offer a range of catering options: full board, 10 meals package, and self-catering. Meals are provided in the Dining Hall at 12 South Bailey, and the costs of the different options are included in your residence charge as stated on your Particulars of Offer document and the Colleges and Wider Student Experience Office.

[PVC Colleges & Student Experience Office: College Residence Charges - Durham University](#)

- Full board is offered with all Bailey accommodation. This option entitles you to three meals a day, seven days a week during term time.
- Self-catering is offered as a standard let or en-suite with all Parson's Field accommodations.
- En-suite accommodation is only available in Brooks House, Parson's Field.
- The 10-meal package is offered to students in all rooms at Parson's Field (the cost for 10 meals per week during Undergraduate term time is £1681).

During term-time, meals are served at the following times:

Weekdays

Breakfast	08:00 to 10:00
Lunch	12:00 to 13:30
Dinner	17:00 to 18:45

Weekends

Breakfast	08:00 to 10:00 (continental)
Brunch	11:30 to 13:00
Dinner	17:00 to 18:30

A variety of hot and cold options are available for lunch. Hot options are available for dinner including soup and vegetarian dishes. If you have any dietary requirements, please inform the Head Chef, Mr Adam Weir, at adam.j.weir@durham.ac.uk

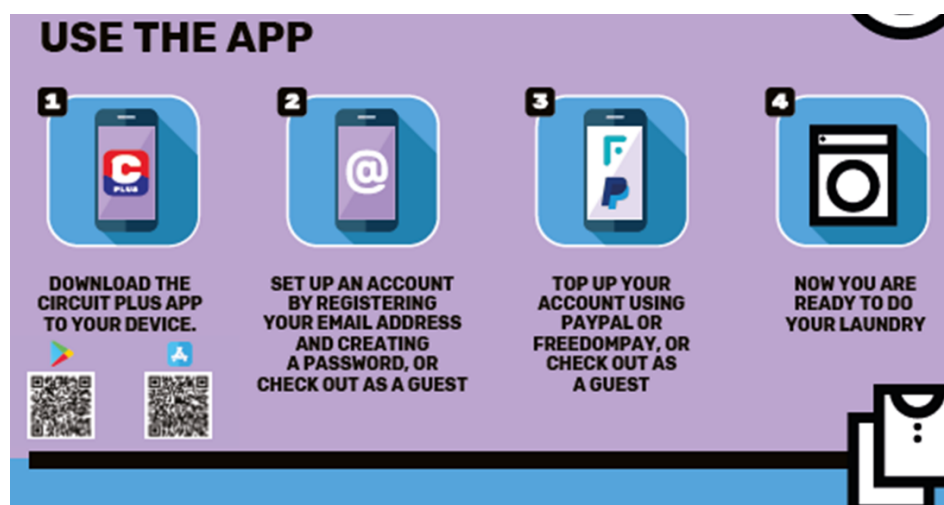
College Bars

There are two College bars, which are owned by the University: Bailey Bar and Brooks Bar. The bars are the responsibility of the Food and Beverage Manager, who is a member of the University staff and are managed by the Bar Steward.

If you are interested in paid employment at the bars whilst studying, please contact: cuthberts.barsteward@durham.ac.uk.

Laundry

The College runs two laundries. The Bailey laundry is situated below the bar, and the Parson's Field Laundry is situated in Parson's Field Court. Both laundries contain washing machines and driers. The income from the laundries is used for maintenance, repairs, and replacement of the laundry facilities. Top ups can be made via the Circuit Laundry App.



Fire Safety Procedures and Regulations

Please familiarise yourself with the Fire Action Notice in your room and make sure you know your fire exit route(s) and your fire assembly point. Do not tamper with fire alarms, fire detectors, and fire safety equipment. If you set off a fire alarm without good cause, you commit a serious disciplinary offence, and you may have to pay a fine and any costs reasonably incurred by the College and the Emergency Services.

Misuse or disablement of the fire alarms and fire safety equipment is a major disciplinary offence under the University's General Regulations that may lead to disciplinary proceedings and may also constitute an offence under Section 8 of the Health and Safety at Work Act 1974, which the University is obliged to investigate/report, and which may result in subsequent prosecution.

Do

1. Read the fire action notice in your room and familiarise yourself with your means of escape.
2. Please note that the university is a no-smoking establishment.
3. Co-operate at all times with fire drills and other practices. Treat these and all alarms as real emergencies.
4. In the event of a fire, follow the procedure of **getting out, shut the door, raise the alarm, and stay out** until the fire brigade has arrived and given permission to return to the building.

Do Not

1. Allow flammable material to accumulate in rooms, pantries, corridors, or staircases.
2. Obstruct corridors and other escape routes with stored items such as bicycles, trunks, etc.
3. Leave cooking equipment unattended when it is in use. (Overheated chip pans are a frequent cause of fires).
4. Use candles in rooms (now the most common cause of fire at the university), use faulty electrical equipment, or misuse or tamper with the electricity supply.
5. Misuse or tamper with fire extinguishers, alarms, or other emergency equipment provided for your safety and that of others: lives may depend on it.
6. Cover light fittings with paper or other material.
7. Delay escape to collect possessions in the event of an alarm sounding.
8. Bring in personal items of upholstered furniture, cushions, and pillows that do not comply with the latest regulations on combustion-modified materials.
9. Store on College premises any flammable material.
10. Use mains operated fairy lights.

Due to a range of circumstances, including malicious tampering (a criminal offence), electrical faults, and drifting aerosol spray, occasional false alarms occur

on university property. Nevertheless, all alarms are treated as genuine, and you must follow the established fire procedure if the alarm sounds.

Cooking Equipment

Cookers and microwaves

- Keep electrical leads, tea towels and cloths away from the cooker.
- Keep the oven, hob and grill clean. A build-up of fat and grease can easily catch fire.
- Don't put anything metallic inside the microwave.
- Don't leave pans unattended. Take them off the heat if you must leave the room.
- Use spark devices to light gas cookers instead of matches or lighters.
- Keep the oven door shut, and when you've finished cooking, make sure the cooker or oven is turned off.
- Avoid cooking when you are tired or under the influence of alcohol – get a take-out instead.

Many electrical fires can be prevented simply by regularly checking the condition of the wiring, plugs and sockets. If any of these are hot to the touch or appear to be burnt, there is a problem that needs to be rectified before something catches fire.

Reporting Accidents or Incidents

If you have an accident, please report it immediately to Reception or out of hours (after 5pm) to the Duty RSA, even if it occurred out of College. College will make a report, which will be passed to the relevant member of staff and, if required, the University Health and Safety Department.

Travel

The university strongly discourages unnecessary usage of motor vehicles by students due to environmental considerations and the university's limited parking provision. If you must bring a car to Durham, please be considerate to your neighbours when parking and not leave your vehicle unattended for weeks on end. Consider using the University's Car Share Scheme.

Students can travel at reduced rates using a valid campus ID card on Arriva bus services within Durham City and the Arriva Durham District Zone, giving good access to the university. There is also a bus service from the Bus Station and the Railway Station direct to the Mountjoy Site. There are also many cycle stands and shelters available across

university sites, including at Colleges. Full details for bus travel, cycling, and other travel information is available on the Greenspace Travel website. Information on all sustainable travel options can be found at www.durham.ac.uk/greenspace/travel.

Greenspace and Sustainability

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. Let's start the Greenspace Movement! <https://www.dur.ac.uk/greenspace/>

Further Information

For more information on Environmental Sustainability in College and at Durham University, contact the College Operations Manager, Sue Cole at s.m.cole@durham.ac.uk

Crime and Insurance

Crime

If you believe a crime has been committed against you or your property or you are a witness to a crime, please report the incident immediately to the police and then to the RSA on duty. You can contact the police by phone, internal number 9 999 or #6399 (Durham Police), or you can phone the University Security Office, internal number 42222. The university has good links with the local police, and there is a University Police Community Liaison Officer who works with the university.

Insurance

Basic contents insurance cover for items in your room is included as standard for student residents in all university accommodation. There will be an opportunity for optional top up covers, and full details of what is offered will be published early in the academic year.

Please see: [Accommodation and Allocations Office : College Accommodation - Durham University](#)

Electoral Register

All students who are resident in College accommodation will be registered automatically on the Durham City Electoral Register. Students living at home or in owned or rented accommodation are responsible for their own registration.

See www.durham.gov.uk/registertovote

INFORMATION FOR LIVING OUT OF COLLEGE

If you are a liver out, you are still bound by the general regulations of the university, particularly the University Code of Practice for Students Living out of College. This code of practice covers areas such as maintaining contact with your College, how to be good neighbours, noise, and parking issues. If you choose to live out, you are required to inform the College Office of your term time address. For advice on accommodation please consult either the JCR - or the University Accommodation Office. **Please also read the section entitled Living in College** above as some of the information also applies to you as a liver out. Please read the section on post on p26.

Being a Good Neighbour

Your neighbours may not be familiar with the university or with the pressures of student life. Indeed, you may be their only contact with the university. The university and your fellow students may, therefore, be judged by your behaviour so it is of the greatest importance for future generations of students that you establish good relationships with your neighbours. Remember that the people living next door to you may have young children, be going to work the next morning, or elderly. We anticipate that all students will act with courtesy, consideration, and kindness towards their neighbours. Please respect the needs of others, particularly in terraced houses with thin walls, and keep radios, TVs, and music systems on a low volume. If you have a party at home, remember to inform your neighbours, and promise them that it will finish at a reasonable specified time. Please see the University Code of Practice for Students Living Out of College:

www.durham.ac.uk/university.calendar/volume1/codes_of_practice/students_living_out_of_college

Meals in College

Even though you are living out of College, you are still part of the community and entitled to take meals in College. We encourage all our livers out to take advantage of the pay as you go arrangements for lunches and dinners. If you wish to have lunch or dinner, you can pay at the counter in the Dining Hall.

Personal Safety

Durham is a safe city, but it makes sense to be prudent, particularly on Friday and Saturday nights. If you are walking alone, try to use well-lit and busy roads. Areas best avoided include Prebends Bridge, Baths Bridge, and the riverbanks. The Students' Union

campaigns for improvements to street lighting, so please let them know if you find lights broken. You can also contact the JCR Executive Team. High-intensity noise alarms are available from the Students' Union. Suppose you are attacked or threatened or subject to behaviour that you find inappropriate or intimidating. In that case, you can talk about this with the Assistant Principal (Student Support) and/or the JCR Welfare Team, who, if you wish, will help you to report the incident.

Safety (Gas)

Gas is a flammable and potentially explosive fuel. Still, the biggest risk in using defective gas appliances is carbon monoxide poisoning, and students living out are at the greatest risk. The following precautions are essential:

1. Never attempt to carry out any work on a gas appliance. Only registered gas fitters are competent to do this. Always report suspected faults to the landlord or manager immediately
2. If there is a smell of gas, if you or others get headaches or feel drowsy, or you suspect for any other reason that dangerous fumes are being emitted, turn the appliance off and telephone the landlord. If the landlord will not act or cannot be contacted and you remain concerned, contact the DSU Accommodation Office or British Gas. It must be understood that British Gas will not repair any defects to appliances, pipe work etc., within the building (unless their pipe work or the meter are involved) but will disconnect where necessary if there is suspicion of a fault to ensure safety.

Carbon monoxide monitors are available and can be obtained on loan from the College, DSU, and the University Health and Safety office.

Safety (Sport and Outdoor Activities)

Any sport, competition, or outside activity involves the risk of accident or injury, and this is accepted voluntarily as part of the challenge. The risks are, of course, much reduced by training, preparation, fitness, and by learning and listening to those experienced in the activity. In some activities (diving, mountaineering, activity on open water, for example) the condition and appropriateness of equipment is vital; your life could depend on it. It is essential that someone who is competent to do so regularly checks apparatus, and officers of student societies have a special responsibility to set up equipment and training sessions.

Safety (Transport)

The university has a Code of Practice for transport of groups of students on university activities, including sports and recreation. Minibuses bought or hired-in must have all seats facing forward. Drivers must be experienced and age restrictions apply. Seatbelts must be used.

UNIVERSITY REGULATIONS AND CODES OF PRACTICE

In accepting an offer of a place at the university, you are agreeing to abide by the University Regulations and Codes of Practice that are published in the University Calendar Volume 1. It is essential that you familiarise yourself with the relevant regulations and codes of practice, which are available on the university's website at www.durham.ac.uk/university.calendar/volume1.

Alcohol (adapted from the University Policy on Student Alcohol Awareness and Use)

The university recognises that moderate consumption of alcohol can be an enjoyable part of socialising and has no wish to discourage sensible and responsible drinking. However, the university is concerned to make all students aware of the harmful effects of alcohol, particularly as they relate to health, behaviour, safety, and academic performance, and to establish guidelines for its proper use. The university also considers it important to encourage a social life that respects those who choose not to drink alcohol. Overall, the university aims to provide a supportive environment which encourages a culture of self-regulation and respect and care for others.

The university is a caring community committed to promoting the well-being of its members and supporting those who wish to address problems. We provide appropriate help and advice for students who wish to address issues arising from their own alcohol use and for those adversely affected by the alcohol-related behaviours or problems of others.

Excessive drinking can be the first outward sign that an individual needs help. Students who are concerned about their own drinking habits, or those of others, can seek advice from the student support team by emailing cuthberts.studentsupport@durham.ac.uk, from the Counselling Service or from the Students' Union Advice and Help Service where they will be signposted and assisted in accessing appropriate external specialist

agencies. As well as offering appointments, the Counselling Service also provides electronic sources of support available through the service website:

www.durham.ac.uk/counselling.service.

Controlled Drugs

1. The university does not allow, in any way, the use of controlled drugs. The possession of controlled drugs is a criminal offence, and the possession with intent to supply is a more serious offence. The university would break the law if it permitted controlled drugs to be used or supplied on its property.
2. The university will not tolerate the use of, or dealing with, controlled drugs on its property. Any students found to be using or in possession of any controlled drug, including cannabis, on university premises will be subject to its disciplinary procedures, and the police will be informed.
3. The university will inform the police of any student suspected of dealing drugs. We also reserve the right to inform the police about students found to be using or in possession of drugs.

The university cannot and will not condone any controlled drug activity committed on university premises, but it will endeavour to respond considerately to students who accept that they are having problems related to the use of controlled drugs, provided that the individual concerned co-operates with such treatment and care plans as may be developed for them by health care professionals or other appropriate agencies.

Students in this position who require support can contact the Assistant Principal (Student Support) (cuthberts.studentsupport@durham.ac.uk) or the Counselling Service (cmh.service@durham.ac.uk) in the first instance.

Misconduct and Discipline

University regulations define misconduct as “improper interference in the broadest sense with the proper functioning and activities of the university, or those who work or study in the university, or action which otherwise damages the university, whether on university premises or elsewhere”. There are two types of disciplinary offences: ‘major offences’ and ‘non-major offences’. A major offence broadly involves behaviour that either does or has the potential to cause serious damage to the university, its staff, and other students. By contrast, non-major offences involve misconduct which, whilst serious in nature, does

not seriously affect or cause serious damage to the university, its academic reputation or its staff or students. See:

<https://www.durham.ac.uk/about-us/governance/governance-documentation/statutes-and-regulations/codes-of-practice/#d.en.1051911>

How you behave is largely a matter of self-discipline, respect, and consideration for others, including both fellow students and staff. Student life offers you the chance to develop and learn from living with others, but it also requires a willingness to balance your own interests with those of other residents. You have many neighbours, so the smoothness of life depends upon each resident acting considerately. The RSAs and the University Security staff are responsible for safety and security at St Cuthbert's Society, and you are expected to comply with their instructions. A College-based Authorized University Officer (AUO) may impose fines or require community service for breaches of the University Regulations. Persistent offenders may be required to live out of College or to withdraw from the university. The Duty RSAs submit reports of any incidents during the night and at weekends.

As the College Officer with responsibility for discipline, the Vice-Principal has delegated authority from the Principal to act as an Authorized University Officer in the context of disciplinary matters at St Cuthbert's Society. Any student who is suspected of being in breach of university regulations will normally be required to meet with them. In their absence, another College Officer will act as a College-based Authorized University Officer. The College Officer will investigate the incident, and may take disciplinary action, in accordance with the following rules.

Breaches of University Regulations that will initially be investigated by an Authorized University Officer (AUO) based in College

Breaches of University Regulations will be investigated, initially, by a College-based AUO Authorised University Officer (who reserves the right to refer the matter to the Senate Discipline Committee). These include, but are not limited to, the following:

1. Any misconduct by act or omission which disrupts, frustrates or interferes with the proper functioning or activities of the College – including that of its Common Room(s) and any associated Clubs or Societies – or of those who live or work or study in or are

otherwise members of the College; this includes any breaches of University Policies and Codes of Practice when it is appropriate for a College member of staff to act as the AUO. For the avoidance of doubt, all references to 'College' include the College itself and property owned or managed by the College on behalf of the university. The Policies and Codes of Practice are obtainable via the links below, and see specifically 'Student Alcohol Awareness and Use' and 'Controlled Drugs':

<https://www.durham.ac.uk/about-us/governance/governance-documentation/statutes-and-regulations/codes-of-practice/#d.en.1051901>

2. Tampering with or misusing fire alarms, fire doors, fire detectors or other fire safety equipment, including setting off a fire alarm without good cause, in College; (NB misuse or disablement of the fire alarms and fire safety equipment which endangers the health and safety of others is a major disciplinary offence under the University's General Regulations)
3. Initiation activities and drinking games associated with College activities, notably Formals, teams, clubs and societies (the university, through the Alcohol Policy, never sanctions drinking games and has a zero-tolerance approach towards initiation ceremonies)
4. Alteration or damage to the College or its property;
5. The use, production, storage, distribution or cultivation of any illegal substance (including illegal drugs) or any substance that is or could reasonably be considered by the university to be or to constitute any New or Novel Psychoactive Substance as defined by the EMCDDA (https://www.emcdda.europa.eu/emcdda-home-page_en), within any property of the university. For the avoidance of doubt, this shall include the recreational use, and/or storage for the purposes of recreational use, of nitrous oxide; see in particular 'Controlled Drugs: A Code of Practice' which states that the 'university will inform the police of any student suspected of dealing in drugs and reserves 'the right to inform the police about students found to be using or in possession of drugs.
6. Smoking in College or within the designated published distance to the exterior of any College property; for the avoidance of doubt, to "smoke" shall mean being in possession of any lit tobacco or of any other lit substance in such a form from which the smoke could be purposefully inhaled and/or exhaled, and further any other product

including but not limited to electronic cigarettes, which produce any kind of vapour or other inhalant for the purposes of personal recreational use.

7. Bringing any electrical or other equipment to the College which does not comply with all safety requirements as stipulated by the university (for the avoidance of doubt, this includes keeping or using in any part of the College any high wattage equipment of any kind without the written consent of the College; also, socket adapters shall not be used although gang sockets are permitted provided that they are fitted with a 5-amp fuse);
8. Allowing anything to be done in any area of the College which is or may be a nuisance or annoyance to the staff, students or other residents of the university, or to any occupants of neighbouring property (for the avoidance of doubt this includes making and/or permitting noise to become a nuisance to others);
9. Sharing, loaning, parting with, or exchanging any keys, fobs or access codes allowing access to College property;
10. Using or keeping in the College any flammable, incandescent or explosive items or substances, e.g. fireworks, candles, joss sticks, incense or car batteries;
11. Bringing or keeping in the College firearms (including replicas), air guns or any kind of dangerous weapon;
12. Displaying material (in any medium) that may be considered obscene or offensive in any part of the college;
13. Conducting door to door campaigning, political canvassing, leafleting, collections or proselytizing without having sought and obtained the College's permission;
14. Failing to keep any shared spaces in the College, which students are entitled to use in common with others, reasonably clean and tidy;
15. Displaying notices, posters, decorations or other items in any common area of the College (including landings, stairwells and corridors) without having sought and obtained the college's permission;

16. Bringing to or keeping any animals (including pets) in the College excepting those required for good reason in which case permission shall first be sought and obtained from the College;

17. Compromising the safety or security of the College (for example by failing to close, and as applicable failing to lock, an external door or propping open any doors which can be used by the public);

18. Entering prohibited areas in College (such as boiler rooms, rooms containing electrical equipment, or void spaces or roofs);

19. Pursuing any business, trade or other commercial activity from the College or using a College address for any such purpose;

20. Using, or attempting to grant others the authority to use, the College or Common Room name, crest or motto without having sought, and obtained, explicit permission;

21. Passing off to others giving the impression that they are representing, acting for or in the name of the College or university without having sought, and obtained, explicit permission;

22. Failing to respond to emails and other communications from, or failing to attend meetings with College Staff when reasonably required to do so;

23. Any breach, by a Resident, of the Licence Agreement (see Section 5 of the Agreement).

A student who wishes to invite any guest to the university accepts, in full, personal responsibility and liability for the behaviour of any and all such guests and for ensuring that the guests at all times comply with the University's Regulations; in the event of any alleged breach by an individual reasonably considered by the university to constitute an invited guest, the 'hosting' student becomes liable to an investigation under the University's Regulations.

A student of one College who allegedly breaches University Regulations on the premises of another College will, in the first instance, be dealt with by the College on whose premises the alleged offence occurred. The AUO may or may not choose to delegate their authority and refer the case to the host College(s) of the alleged offender(s). If an

incident involves students of more than one College then it will be treated as a single event and may be dealt with either by one AUO acting for all concerned or jointly by AUOs of all the Colleges involved working in collaboration.

Sanctions determined for a non-major offence will be set appropriately and all relevant evidence and circumstances will be taken into account; any sanctions may, for example for a first offence of a relatively minor nature, be suspended at the discretion of the AUO.

The AUO may impose appropriate sanctions from the range listed below:

- a) a warning;
- b) a written reprimand or rescinding of privileges for a period not exceeding one term;
- c) restrictions to access to the College or part thereof;
- d) a requirement to undertake community service;
- e) a requirement to make good the cost in whole or in part of any damage caused and/or repay/ make good any financial loss to the university;
- f) a requirement to make and attend an appointment for counselling or medical treatment;
- g) a financial sanction;
- h) any or all of these or any other sanction (other than expulsion) as deemed reasonable by the AUO.

Each College will submit an annual report to the Office of the PVC (Colleges & Wider Student Experience) setting out the number, nature, and outcomes of anonymized student discipline cases, reporting on key issues emerging from the cases considered, and making recommendations for improved practice where appropriate.

Misconduct investigation procedures at St Cuthbert's Society

The Vice-Principal believes that the way in which student misconduct is investigated and dealt with needs to be clear and seen to be fair if it is to be effective. This means:

1. The Vice-Principal should respond to reports of misconduct within 48 hours of receiving them whenever possible
2. An initial meeting to investigate the matter should be held with the student(s) concerned as soon as possible.
3. The student(s) concerned will be informed that they can bring a friend with them to support them and a member of the JCR Executive to observe any meeting investigating misconduct convened by the Vice-Principal.
4. The student(s) concerned will receive a written summary by email of any meeting investigating misconduct and be asked to verify it as an accurate record.
5. The student(s) concerned will be asked to confirm by email that they agree to any actions that they have agreed to with the Vice-Principal to resolve the matter.

University Policy on Bullying and Harassment

All students have the right to study in an environment free from harassment and bullying. The Respect at Study Policy supports the development of a learning environment in which harassment and bullying are known to be unacceptable and where individual students have the confidence to complain without fear of reprisal or recrimination, in the knowledge that their concerns will be dealt with seriously, appropriately, and fairly.

More specifically, the objectives of the Policy are to:

- Enable students to identify and understand what harassment and bullying is;
- Prevent and reduce incidents of harassment and bullying;
- Resolve most incidents and complaints informally;
- Provide a framework for handling complaints of harassment or bullying; and
- Ensure all incidents are dealt with in a consistent, fair and appropriate manner.

Durham University is fully committed to the development of policies and procedures to eliminate discrimination and actively promote equality of opportunity for our students. The university believes that where respect for diversity and equality of opportunity exists, all students work in a more rewarding and less stressful environment; one where

discrimination, prejudice and harassment are not accepted, and one more likely to enhance performance and achievement, allowing all members of our university community to fully demonstrate and use their skills and talents and achieve their full potential.

Allegations of harassment and bullying will be treated very seriously by the university and may result in disciplinary action being taken against the perpetrator. As the university views harassment and bullying as a serious offence, any individual who makes a vexatious, demonstrably false, or malicious claim of harassment or bullying, will be dealt with in accordance with the University's Code of Practice on Student Behaviour in Appeals and Complaints and may be subject to disciplinary procedures as specified in General Regulations IV – Discipline. Students who have concerns around bullying and harassment can speak in confidence to the Assistant Principal (Student Support).

The full Respect at Study Policy and Codes of Practice for Students to Make a Complaint about Harassment is available online here:

<https://www.dur.ac.uk/colleges.se.division/studentssupportdirect/conductteam/respectatstudy/>

Sexual Violence and Misconduct Policy

Durham University recognises that incidents of Sexual Violence and Misconduct occur within the University and acknowledges that there has been a noticeable increase in the number of incidents disclosed by the student community; a trend reflected across the Higher Education sector and beyond. The university acknowledges that Sexual Violence and Misconduct can be experienced by any individual, regardless of sex, gender, sexual orientation, relationship status, age, disability, faith, ethnicity, nationality, and economic status. The university is committed to promoting a culture in which any incidents of Sexual Violence and Misconduct will not be tolerated and will be thoroughly addressed to ensure the preservation of a safe work and study environment. The university's policy on Sexual Violence and Misconduct can be found at: <https://www.dur.ac.uk/sexualviolence/>

Please also see: <https://www.dur.ac.uk/colleges-and-student-experience/student-support-and-wellbeing/student-conduct/help-support/> and [Our Commitment to Equality, Diversity and Inclusion - Durham University](#)

We take reports of bullying and harassment, hate incidents, sexual misconduct and domestic abuse seriously. All staff, students and visitors to our campus are able to use this online tool to report an incident or seek support: <https://reportandsupport.durham.ac.uk/>



Information for new students

Durham University recognises the significant impact of all experiences of sexual violence and is committed to promoting a culture in which sexual violence is not tolerated and will be addressed. To achieve this, all members of our University have a responsibility for upholding the principles of dignity and respect. Before the conclusion of Welcome and Orientation Week, all new students are therefore expected to complete the online course, 'Consent Matters; Boundaries, Respect and Positive Intervention', which is available on Oracle Learning before participation in College-based clubs, societies or committees, or activities with Experience Durham. Access to Oracle Learning will be available to you upon completion of University registration. You will also receive an email with a link to the course.

During Welcome and Orientation Week, your College will require you to confirm that you have, or will, complete this course. Questions about the course should be directed to your Student Support Office who will be happy to discuss the course with any member of the College.

We hope that all students will find the course interesting and commit to maintaining our valued culture of respect at Durham University.

For more information, or to view Durham University's Sexual Misconduct and Violence Policy, visit durham.ac.uk/sexualviolence

Zero tolerance against bullying,
harassment, hate & sexual misconduct.

Report Support

report
incident

1



2

get
support



Centralised platform for
students and staff.

Report anonymously
or with contact details when
you've experienced an incident.

Or check out information and advice
on what support options are available.



Scan me to
access the tool



Complaints

Most complaints can be resolved informally, and where practicable, a complaint should be dealt with as soon as possible after it arises. If you wish to make a complaint, you should initially discuss the matter with those directly responsible. If you are not happy to do this, please contact the Assistant Principal (Student Support) via e-mail. This initial process is referred to as the informal stage of the University regulations. If you are not happy with the result of the informal investigation, please see the following website for details on how to make a complaint:

<https://www.dur.ac.uk/colleges.se.division/studentsupportdirect/conductteam/studentcomplaints/>

TERM DATES

It is very important that you take note of the dates of university term. Please note that you are expected to remain at university until the very end of each term. If you need permission to leave early, you must make an appointment with the Assistant Principal to discuss your reasons for leaving. The university's term dates for the academic year 2024-2025 are as follows:

TERM	START	END
Induction Week 2024	30 September 2024	6 October 2024
Michaelmas Term 202	7 October 2024	13 December 2024
Christmas vacation 2024-25	14 December 2024	12 January 2025
Epiphany Term 2025	13 January 2025	21 March 2025
Easter vacation 2025	22 March 2025	27 April 2025
Easter Term 2025	28 April 2025	27 June 2025
Summer Vacation 2025	28 June 2025	28 September 2025

You are expected to be in attendance at all times during the term unless special reasons exist and permission has been sought and given.