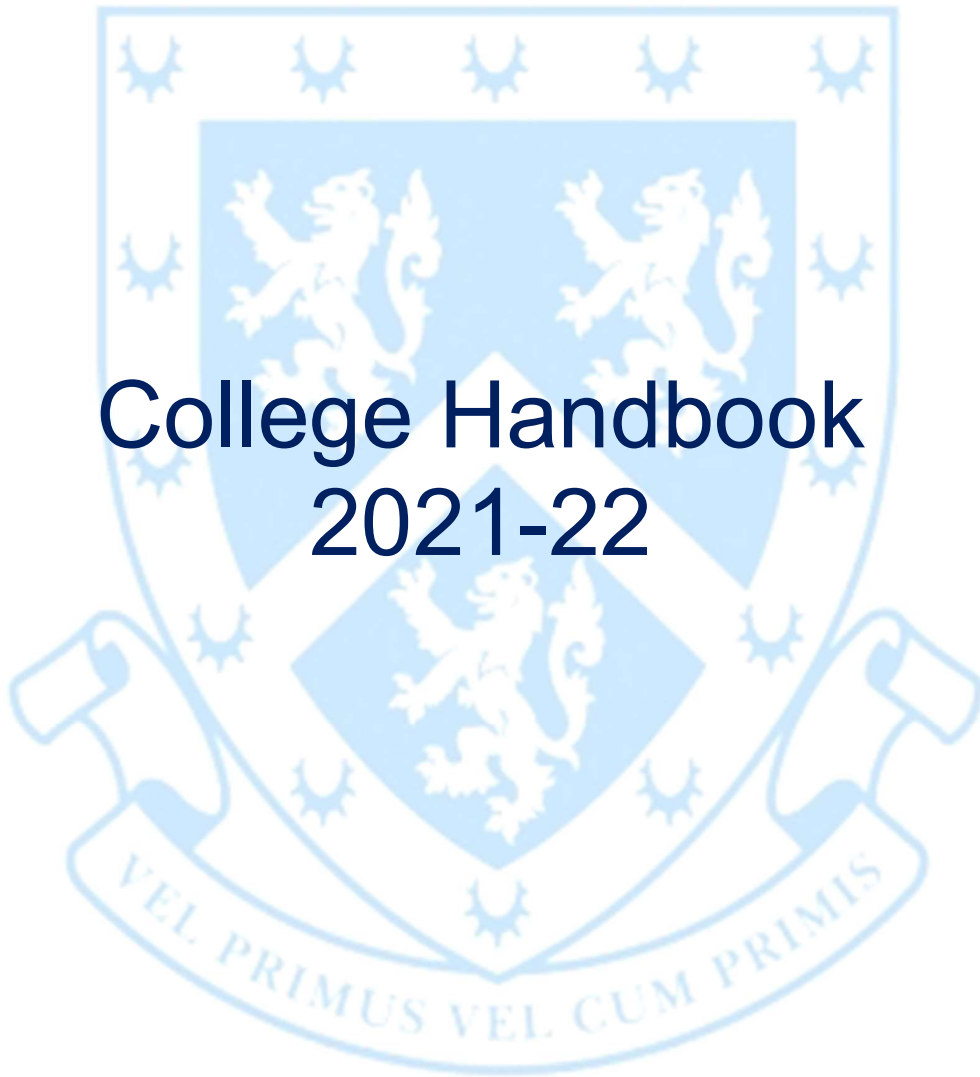


**Hatfield College**  
Durham University



**Durham**  
University

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## 1. DEFINITIONS

### *College*

The main site on North Bailey, outlying buildings and annexes, and all members of the College, both students and staff.

### *College Officer*

The College Officers are the Master, the Vice-Master and the Assistant Master.

### *Junior Members*

Undergraduates and postgraduates who are members of the College.

### *Senior Members*

Members of the Senior Common Room.

### *Resident*

A Junior Member living in College accommodation.

## 2. GENERAL

This Handbook is produced for Junior Members of College and for the smooth running of the community that is Hatfield College. It sets out protocols to which all members are expected to adhere. The Handbook also sets out what people in a community can reasonably be expected to do, as well as boundaries which the community agrees to maintain. Much of what is in this Handbook is common sense and reflects what people who are members of a scholarly and residential community might expect.

## 3. CONTACTING THE COLLEGE AND ITS STAFF

<b>I have a question about..</b>	<b>Whom to go to</b>	<b>Where to find him/her/them</b>	<b>Email address and phone number</b>
Rooms, keys, booking rooms, temporary meal cards, booking in guests. This is also the first place to go to if the information below does not tell you where to go.	Alma Miller and Amy Ashton, Receptionists	The Porters' Lodge	<a href="mailto:Hatfield.reception@durham.ac.uk">Hatfield.reception@durham.ac.uk</a> 0191 334 2633
If the Receptionists are not in, the Porters can help with all of the above + postal deliveries, noise disturbance, out of hours help or emergencies.	The Porters – at least one is on duty all the time. Get to know them!	The Porters' Lodge – if a Porter is not there, use the red phone by the Reception hatch to contact a Porter.	<a href="mailto:Hatfield.porters@durham.ac.uk">Hatfield.porters@durham.ac.uk</a> 0191 334 2619
Food, special diets, the dining room, the bar and café.	Will Green, Food and Beverage Services Head.  Collin Thompson, Head Chef	Will is often in the dining room – ask the staff on duty if he is not there.	<a href="mailto:william.green@durham.ac.uk">william.green@durham.ac.uk</a> 0191 334 2195  <a href="mailto:Colin.thompson@durham.ac.uk">Colin.thompson@durham.ac.uk</a> 0191 334 3997

<b>I have a question about...</b>	<b>Whom to go to</b>	<b>Where to find him/her/them</b>	<b>Email address and phone number</b>
College facilities and buildings	David Embleton, College Operations Manager  Kimberley Crosby, College Operations Team Leader	It is best to contact David by email or by going to the Porters' Lodge.	<a href="mailto:hatfield.operations@durham.ac.uk">hatfield.operations@durham.ac.uk</a> 0191 334 2653. 0191 334 2614  Note: Non-urgent maintenance requests should be reported online at: <a href="http://www.durham.ac.uk/hatfield.college/local/current_students/maintenance/">www.durham.ac.uk/hatfield.college/local/current_students/maintenance/</a>
Anything to do with payment of College and University bills	Susan Noble, Finance Officer  Elaine Bedford College Finance Administrator	Ground floor, Rectory, in the Finance Office	<a href="mailto:susan.noble@durham.ac.uk">susan.noble@durham.ac.uk</a>  <a href="mailto:hatfield.finance@durham.ac.uk">hatfield.finance@durham.ac.uk</a> 0191 334 2621
First point of call for student support, including academic concerns, health issues and what to do when you are ill, signposting to specialist services, making appointments with the Vice-Master or Assistant Master.	Brenda Mitchell, Senior Student Support Officer	Ground floor, Rectory, in the Student Support Office – the Office is usually open 07.30 – 16.00 (Mon-Thurs) and 07.30 to 12.00 (Fri)	<a href="mailto:Hatfield.studentsupport@durham.ac.uk">Hatfield.studentsupport@durham.ac.uk</a> 0191 334 2610
Student enrichment, the Durham Inspired Award	James Armitage Vice-Master	First floor, Rectory, in the Senior Tutor's Office	<a href="mailto:hatfield.vicemaster@durham.ac.uk">hatfield.vicemaster@durham.ac.uk</a> 0191 334 2636
Student support and wellbeing, First Generation Scholars' Network contact	Katie Stobbs, Assistant Master	Second floor, Rectory, in the Assistant Master's Office	<a href="mailto:hatfield.asstmaster@durham.ac.uk">hatfield.asstmaster@durham.ac.uk</a> 0191 334 2642
Contacting the Master, mailing lists	Janet Raine, Senior College Administrator	First Floor, Rectory, in the Master's Secretary's Office.	<a href="mailto:Janet.raine@durham.ac.uk">Janet.raine@durham.ac.uk</a> 0191 334 2601
The College library and reading rooms, dissertation binding	Dr Kevin Sheehan, College Librarian	The Library	<a href="mailto:Hatfield.librarian@durham.ac.uk">Hatfield.librarian@durham.ac.uk</a> 0191 334 2632
The College chapel; chapel services; the chapel choir; use of the chapel for interfaith and other events	Chaplain (to be appointed)	To be confirmed	To be confirmed
Hatfield Trust, Trust grants and applications for grants	Grace Norman, Hatfield Development Officer	The Trust Office, ground floor Rectory	<a href="mailto:Hatfield.development@durham.ac.uk">Hatfield.development@durham.ac.uk</a> 0191 224 2603
Peer to peer welfare support, including confidential drop-ins, welfare supplies including contraception, campaigns	Shauna Townsend and Connie Brown, JCR Welfare Officers	Welfare Office, first floor, Kitchen stairs	<a href="mailto:Hatfield.jcrwelfare@durham.ac.uk">Hatfield.jcrwelfare@durham.ac.uk</a>

## 4. MATRICULATION AND THE UNIVERSITY'S REGULATIONS

- a. Matriculation is a ceremony held in Durham Cathedral to admit new members of the University. At the Matriculation Ceremony, one undergraduate member of the College and one postgraduate member of the College, as representatives of the Junior Members of the College, sign the Matriculation Book on behalf of all Junior Members entering the College and University. By this act, and by signing their Registration Forms, each Junior Member makes the following declaration:

**I agree to be bound by all University Statutes, Regulations and Rules (available at [www.durham.ac.uk/university.calendar](http://www.durham.ac.uk/university.calendar)), as amended by the University from time to time. This includes the Student Pledge: [www.durham.ac.uk/colleges-and-student-experience/colleges/student-pledge/](http://www.durham.ac.uk/colleges-and-student-experience/colleges/student-pledge/)**

- b. Before matriculation, Junior Members are required to complete the *Consent Matters: Boundaries, Respect and Positive Intervention* module on Oracle Learning.
- c. The University's Statutes, Regulations, and Rules are set out in General Regulation IV: [www.durham.ac.uk/university.calendar/volumei/general\\_regulations](http://www.durham.ac.uk/university.calendar/volumei/general_regulations). The University's Policies may be found here: [www.durham.ac.uk/hr/policies](http://www.durham.ac.uk/hr/policies).
- d. The Master of the College (or her delegate) is an Authorised University Officer (AUO) and may deal with non-major disciplinary offences under the University's Discipline Regulations.
- e. Junior Members should consult the Appendix in this Handbook. The Appendix sets out a non-exhaustive list of offences for which there may be a sanction.

## 5. STUDENTS 'IN RESIDENCE'

- a. At the beginning of each term, Residents in College should 'sign in' using the Key Register at the Porters' Lodge before the time laid down by the University Senate for the commencement of the period 'in residence'. This time is usually 18.00 on the Sunday preceding the first day of each term. When Residents sign in, they should collect their room keys.
- b. At the end of term, all undergraduate Residents leaving the College for more than 48 hours should 'sign out' and return their keys. Each undergraduate Resident is personally responsible for ensuring that the return of their room key is noted in the Key Register.
- c. If a key is not returned at the appropriate time, or if a key is lost, a charge may be levied against the Resident to whom the key was issued.
- d. Please note that the signing-in and signing-out of keys is a Resident's official notification of residence in College for health and safety and academic matters.
- e. In the case of all overnight absences, including absence at weekends, undergraduates who are Residents must complete and submit the signing-out form on the College website: [www.dur.ac.uk/internal/hatfield.college/local/current\\_students/term-time-sign](http://www.dur.ac.uk/internal/hatfield.college/local/current_students/term-time-sign)

The length of the period away, the place of residence during the absence, and how contact may be made in an emergency must be recorded. College holds this information for reasons of health and safety legislation, and in case the Resident needs to be contacted urgently.

## 6. COLLEGE PREMISES

### (a) General

- a. Junior Members are responsible for the behaviour of their guests on College premises.
- b. Subject to the section of this Handbook on 'Private Functions', Junior Members may invite guests to College, and Residents may invite guests to their rooms.
- c. Residents are responsible for anyone who enters their rooms.
- d. For ticketed events, such as the Lion in Winter Ball and Hatfield Day, only those who have bought tickets can participate.
- e. College buildings off the main site (Palmers Garth and James Barber House) have a Resident Warden to whom routine matters may be referred.

### (b) Fire Safety

- a. Junior Members must familiarise themselves with fire notices posted in the College.
- b. Junior Members must leave College premises and go to the designated Assembly Point when a fire alarm sounds.
- c. Junior Members must follow all Durham University Fire Safety Policies and Procedures

### (c) Licence Agreements

Junior Members must sign a Licence Agreement to live in College. The Licence Agreement sets out the terms and conditions for a student occupying a College room, which are in addition to the regulations in this Handbook. The terms and conditions for undergraduates are: [www.dur.ac.uk/colleges.se.office/licencetooccupy21](http://www.dur.ac.uk/colleges.se.office/licencetooccupy21)

The terms and conditions for postgraduates are:

[www.dur.ac.uk/resources/colleges.se.office/LicencetoOccupyUniversityAccommodationAdvancedRent2021-22.pdf](http://www.dur.ac.uk/resources/colleges.se.office/LicencetoOccupyUniversityAccommodationAdvancedRent2021-22.pdf)

[www.durham.ac.uk/colleges-and-student-experience/accommodation-and-catering/costs/postgraduate-residence-charges/advanced-rent/](http://www.durham.ac.uk/colleges-and-student-experience/accommodation-and-catering/costs/postgraduate-residence-charges/advanced-rent/)

Residents are expected to adhere to the terms and conditions at all times. Attention is drawn to the regulations about smoke detectors, naked flames, and electrical items.

## (d) Meals

- a. Meal tickets for non-resident Junior Members may be purchased from the EPOS 'pay as you go' tills which are located in the Servery in the Dining Hall, using a debit or credit card.
- b. Electronic devices, such as mobile phones, may not be used in the Dining Hall.

## 7. CONTACT DETAILS

The College needs to have up-to-date contact details for Junior Members so that they can be contacted if needs be. This should be provided during the enrolment process and details updated on an annual basis. If there are changes to a Junior Member's address or emergency contact details throughout the academic year, this information should be emailed to:

[hatfield.studentsupport@durham.ac.uk](mailto:hatfield.studentsupport@durham.ac.uk).

- a. All Junior Members must supply their home address and all phone numbers on which they can be contacted.
- b. A Junior Member who lives outside College during term-time must provide a living-out address.

## 8. NOISE IN COLLEGE AND COLLEGE ANNEXES

- a. As expected in a scholarly and residential community, Junior Members should not unduly disturb other residents.
- b. Residents disturbed by noise should first make a direct approach to the person making the noise. If a direct approach proves unsuccessful, the Duty Porter should be contacted.
- c. If noise becomes a regular nuisance which cannot be remedied by private negotiation, Residents should appeal to the Vice-Master.

## 9. MUSIC PRACTICE

Members of College are welcome to use common areas in College to practise music and singing, to dance, for rehearsals, or for similar uses. Practice-space is available 08.00 - 22.00. The Grand Piano in the dining room is available between 10.30-11.30 and 14.30-16.30. College practice-spaces include the Music Practice Room (basement of E Stairs) and the Chapel. There is also a piano in the Burt Room which can be used during the hours that the Burt Room is open unless there is good reason not to play it. Please respect others when using College practice-space or when practising in your own room. To book a practice space, email [hatfield.reception@durham.ac.uk](mailto:hatfield.reception@durham.ac.uk).

Junior Members may book a keyboard, the piano and/or organ in the Chapel and the Grand Piano in the dining room by submitting a permitted player request to the Vice-Master. Junior Members are eligible for approval if they hold a Grade 6 music qualification and above or by individual permission. Once granted permission, Junior Members can book directly through Reception.

## 10. COLLEGE MENTORS

- a. First-year undergraduates and new postgraduates are allocated a mentor as part of a small group of mentees.
- b. Returning undergraduates may opt to be in a mentor group.
- c. College mentors provide informal student support and signpost student mentees to other sources of support for their wellbeing.
- d. Members of mentor groups are expected to respond in a timely way to emails from mentors, to participate in their group, and to take advantage of opportunities offered by the mentor and group.
- e. Mentees who accept an invitation to meals or other social events with their mentors are expected to attend unless there is a significant, unexpected reason. Notice of non-attendance must be given to the student's mentor. Unless there are compelling reasons, non-attendance is likely to result in a charge to the student for costs incurred.

## 11. THE BURT ROOM

The Burt Room is a multi-purpose space for all members of the College. It is open during the day as a social space and café. From 19.00, it is used as a bar. The Little Burt Room may be booked by Junior Members: [www.durham.ac.uk/internal/hatfield.college/local/current\\_students/events](http://www.durham.ac.uk/internal/hatfield.college/local/current_students/events)

## 12. ALCOHOL CONSUMPTION

- a. The College promotes responsible drinking. Members should be able to drink at their own pace, free from inappropriate encouragement.
- b. In accordance with the law and University policies, no-one should engage in games involving pressure to consume alcohol  
[www.durham.ac.uk/university.calendar/volumei/](http://www.durham.ac.uk/university.calendar/volumei/)
- c. Bar and security staff are legally obliged to refuse service to an obviously intoxicated person, or to request that an obviously intoxicated person leave the premises.

## 13. MEDICAL REGISTRATION AND HEALTH

- a. All Junior Members should register with a General Practitioner before arrival in Durham. Most students choose to register with the Claypath and University Medical Group at the University Health Centre on Green Lane. The College's induction information contains details about registering with a General Practitioner.
- b. In cases of Residents' sickness or injury, and whenever a doctor or ambulance is called out, information should be passed to the Student Support Office or (outside office hours) the Duty Porter.
- c. If a Junior Member misses compulsory academic commitments due to illness or an unavoidable cause, the member may be able to self-certificate for the period of absence: [www.durham.ac.uk/student.registry/assessment/covid19/selfcertification/](http://www.durham.ac.uk/student.registry/assessment/covid19/selfcertification/)



- d. Junior Members who have concerns about health or personal problems seriously affecting work and examination performance should complete a Serious Adverse Circumstances form during the Easter Term. For further information about Serious Adverse Circumstances forms, see: [www.durham.ac.uk/student.registry/assessment/covid19/sacs/online/](http://www.durham.ac.uk/student.registry/assessment/covid19/sacs/online/)
- e. Junior Members who have concerns about health or personal problems seriously affecting work and examination performance may, if they wish, talk to the Assistant Master.
- f. The Student Support Office must be informed immediately if a Junior Member encounters a notifiable disease: [www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report](http://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report)

## 14. COMMUNICATION

- a. The College will contact Junior Members through their Durham University email accounts, which should be checked daily. Emails to Junior Members are regarded as read within 24 hours.
- b. Junior Members who communicate with the College from a personal email account (not from [username]@durham.ac.uk) will be invited to resend the message from their University account.
- c. Members should respond in a timely way and with due consideration to all emails from the College.

## 15. LOSS OR DAMAGE

- a. The College does not accept any liability for loss or damage, however caused, to personal belongings of Junior Members anywhere in the College during term or vacation.
- b. For full-time students, the College is willing to receive postal deliveries, including parcels. Except for parcels involving a signature on arrival, deliveries are accepted without liability for loss, and at the student's own risk.

## 16. PRIVATE FUNCTIONS

- a. Junior Members wishing to hold an event (such as a party) in their bedroom or a public are personally responsible for giving sufficient notification of their intention to their neighbours and to the local community, where appropriate, and for ensuring the event adheres to the general rules of the scholarly and residential community.
- b. The decision of the Master is final about all events for which permission should be (or should have been) sought.
- c. Junior Members wishing to book a College room for an event must complete an Event Form at least 7 days before the date: [www.durham.ac.uk/internal/hatfield.college/local/current\\_students/events](http://www.durham.ac.uk/internal/hatfield.college/local/current_students/events)

The organiser must provide full details of the purpose of the event or meeting, the group/society, and any outside speakers. The meeting will not be allowed if not authorised in advance. The University's Code of Practice on Freedom of Expression Relating to Meetings or Other Activities on University Premises is:  
[www.durham.ac.uk/university.calendar/volume1/codes\\_of\\_practice](http://www.durham.ac.uk/university.calendar/volume1/codes_of_practice).

- d. When a Junior Member organises a meal in the Dining Hall or SCR Dining Room, a College Officer must also be present.

## 17. BULLYING AND HARASSMENT

The Assistant Master is the point of contact for any issues related to bullying and/or harassment.

## APPENDIX

### ALLEGATIONS WHICH MAY BE INVESTIGATED IN COLLEGE BY AUTHORISED UNIVERSITY OFFICERS ('AUOs')

1. Certain breaches of University Regulations are investigated initially by a College-based AUO who reserves the right to refer the matter to the Senate Discipline Committee. These matters include, but are not limited to:
  - a) Misconduct by act or omission which disrupts, frustrates or interferes with the proper functioning of the College of its members, including its Common Room(s) and associated Clubs or Societies. This includes breaches of University Policies and Codes of Practice when it is appropriate for a College member of staff to act. Policies and Codes of Practice, including 'Student Alcohol Awareness and Use' and 'Controlled Drugs: A Code of Practice', are available via [www.durham.ac.uk/university.calendar/volumei/codes\\_of\\_practice](http://www.durham.ac.uk/university.calendar/volumei/codes_of_practice)
  - b) Tampering with or misusing fire alarms, fire doors, fire detectors or other fire-safety equipment, including setting off a fire alarm without good cause. Misuse or disablement of 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.
  - c) Initiation activities and drinking games associated with College activities, notably Formals, teams, clubs and societies. The University, through its Alcohol Policy, never sanctions drinking games and has a zero-tolerance approach to initiation ceremonies.
  - d) Alteration or damage to the College or its property.
  - e) The use, production, storage, distribution or cultivation of an illegal substance or a substance that could be considered to constitute a New or Novel Psychoactive Substance as defined by the EMCDDA. This includes recreational use and/or storage of nitrous oxide. 'Controlled Drugs: A Code of Practice' 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'.
  - f) Smoking in College or within the designated distance of a College property. To 'smoke' means being in possession of lit tobacco or a substance from which smoke could be purposefully inhaled and/or exhaled, as well as any product such as electronic cigarettes that produces vapour or another inhalant for recreational use: [www.durham.ac.uk/hr/policies/smoking/](http://www.durham.ac.uk/hr/policies/smoking/)
  - g) Bringing electrical or other equipment which does not comply with safety requirements stipulated by the University. This includes keeping or using high-wattage equipment without the written consent of the College. Socket adapters should not be used, with the exception of gang sockets fitted with a 5-amp fuse.
  - h) Allowing anything which may be a nuisance to staff, students, other residents, or occupants of neighbouring property. This includes making and/or permitting noise that is annoying to others.
  - i) Sharing, loaning, parting with, or exchanging keys, fobs or access codes allowing access to College property.

- j) Using or keeping inflammable, incandescent or explosive items, e.g. fireworks, candles, joss-sticks, incense or car batteries.
  - k) Keeping dangerous weapons such as firearms, including replicas.
  - l) Displaying material that could be obscene or offensive.
  - m) Conducting door-to-door campaigning, political canvassing, leafleting, collections, or proselytizing without permission.
  - n) Failing to keep shared spaces clean and tidy.
  - o) Displaying notices, posters, decorations or other items in a common area without permission, including landings, stairwells and corridors.
  - p) Keeping animals other than a recognised assistance animal, in which case permission should be obtained before arrival.
  - q) Compromising the safety or security of the College, e.g. failing to close or lock a door which can be used by the public.
  - r) Entering prohibited areas such as boiler rooms, rooms containing electrical equipment, void spaces, or a roof.
  - s) Pursuing any commercial activity or using a College address for this purpose.
  - t) Using or granting the authority of the College or Common Room name, crest or motto without permission.
  - u) Giving the impression of representing or acting for the College or University without permission.
  - v) Failing to respond to communications or failing to attend meetings when reasonably required.
2. A student who wishes to invite a guest to the University accepts full liability for the behaviour of any guest and for ensuring that the guest complies with the University's Regulations. In the event of an alleged breach by an individual regarded as an invited guest, the host student is liable to investigation under the University's Regulations.
  3. A student who allegedly breaches University Regulations on the premises of another College is first dealt with by the College where the alleged offence occurred. The AUO may choose to delegate authority to the College of the alleged offender. An incident involving students from more than one College, which is treated as a single event, may be handled by a representative AUO or by AUOs from all Colleges involved.

4. Sanctions for a non-major offence are set appropriately by taking into account evidence and circumstances. Sanctions may be suspended at the discretion of the AUO, e.g. for a first offence of a relatively minor nature. The AUO may impose sanctions that include:
- a) A warning.
  - b) A written reprimand.
  - c) Rescinded privileges for a period not exceeding one term, e.g. participation in formal dinners.
  - d) Restricted access to the College or part thereof.
  - e) Community service.
  - f) A requirement to make good all or part of any damage or loss to the University.
  - g) Counselling or medical treatment.
  - h) A financial sanction.
  - i) Any other reasonable penalty, except expulsion from the University



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[www.durham.ac.uk/colleges-and-student-experience/colleges/hatfield/](http://www.durham.ac.uk/colleges-and-student-experience/colleges/hatfield/)