



Van Mildert College
Durham University



College Handbook

2022 / 2023

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PRINCIPAL'S WELCOME

It's a great pleasure to welcome you to Van Mildert College. Mildert (as we call it around here) is one of seventeen colleges at Durham University, and we humbly think it's the best. We may not have the biggest chandeliers or the shiniest silverware, but we have the biggest heart (not to mention the biggest dining hall).

The college is a community on a human scale, where I hope you'll come to feel at home. It's a stimulating, supportive, compassionate and challenging environment, where we can all help each other to learn, share and grow. Our community includes undergraduate and postgraduate students, academic and professional university staff, and friends from the local area. It also offers a lifelong connection to a distinguished worldwide network of alumni. We all have a part to play in making sure it's a place where everyone can feel that they are valued.

I hope you'll get involved in the life of the college while you're here. Your university experience is something you make for yourself, not something anyone can provide for you. Whatever you're interested in - sports, music, theatre, politics - there are plenty of opportunities. We have over 120 clubs, committees and societies that cater to every interest. Mildertians are intellectually curious, and we host visiting speakers, debates and discussions throughout the year to make sure your education doesn't stop with your degree. We also contribute to the wider community, with six outreach projects that make a positive difference to people around the city and beyond. And if you don't find something that tickles your fancy, we're always open to new ideas.

It won't be smooth sailing all the time, and when things get difficult, we're here to help. I promise that someone in college will listen to you if you're having a tough time, won't judge you, and will help you to figure out what to do. You can contact our student support team through my office or reach out to the student-run talk and support service. We all look after each other here, so, if you think someone is struggling, take a minute to talk to them.

Our motto is '*Sic Vos Non Vobis*', which means roughly 'this you do not for yourself'. It encapsulates our sense that we can all become better when we're part of something bigger than ourselves. You have exciting times ahead of you. I hope that you'll make friends for life and memories to cherish.

Professor Tom Mole
Principal
Van Mildert College

INTRODUCTION

This College Community Handbook contains important University and College regulations and some of the information you will need to help you settle into and enjoy College life. The College Handbook is available throughout the year on the College webpages. Please do keep a copy of the Handbook handy so that you can refer to it throughout the year and familiarise yourself with its contents. It is expected that all students will have read in full the College Community Handbook at the beginning of each academic year.

Communication

Email is the most important means of communication within college, the academic departments and across the University. **You must check your university inbox daily** - not having checked your email is never an excuse for missing a commitment or not receiving important information.

University Regulations

The General Regulations of the University are published in the University Calendar www.dur.ac.uk/university.calendar. The Calendar also contains Codes of Practice. When you register for your courses, you are assumed to have accepted the regulations and codes and agreed to observe them.

College Regulations

Members of the College are required to observe the College Code of Conduct and the rules set out in this handbook, and as amended from time to time. Members are required to accept the authority of the College Officers (the Principal and Vice Principal) and those acting under their instructions. All information provided in this Handbook was correct at the time of publication. Where information may change during the course of an academic year, a website alternative is provided to supply the most up to date information.

COLLEGE STAFF

College Officers



Principal: Professor Tom Mole

Tel. 0191 3347143 tom.mole@durham.ac.uk

The Principal is the Head of College and leads the Senior Management team in determining College policy & strategy. In addition to this Professor Mole is also a member of the University's English Department where he is actively engaged in teaching and research. The Principal's Office is located next to the College Library in the main building and Professor Mole lives in the Principal's House in the College grounds.



Interim Vice Principal: Louise Gildersleeve

Tel. 0191 3347144 l.v.gildersleeve@durham.ac.uk

The Vice Principal works alongside the Principal to promote scholarly activity and student enrichment opportunities at Van Mildert College, including the enrichment programme. In addition to these roles, the Vice Principal manages student discipline and assists the Principal in realising the strategic development of the College. She works closely with the student body to support various aspects of college outreach activities alongside the Student Experience Officer. The Vice Principal's office is also located next to the College Library in the main building.

The Principal's Office staff

Alongside the Principal and the Vice Principal, the following staff form The Principal's Office Team and can be found in offices on the entrance level of the main building. If you have any questions, please do pop in!

Assistant Principal: Deborah Monk

vm.student-support@durham.ac.uk

The Assistant Principal is responsible for the admission and welfare of students and leads the Student Support team at Van Mildert College. Deborah liaises with academic departments and support services to provide support for students around a wide range of concerns relating to course choices, finance, or other personal matters. She is very happy to meet with any member of the Van Mildert College community to discuss issues relating to wellbeing and support. To arrange a meeting with any member of the Student Support Team please visit vm.studentconnect.durham.ac.uk or email vm.student-support@durham.ac.uk.

Student Support Coordinator: Mrs Jillian Turnbull

Tel. 0191 3347154 jillian.turnbull@durham.ac.uk

Jillian is the first port of call for student support enquiries. She is able to offer initial support with issues such as student absence, illness or the completion of Serious Adverse Circumstances forms. Jillian is a key member of the Student Support Team and always happy to meet new and returning students to discuss issues or concerns. Jillian's office is located next to the College Library on the entrance level of the main building - do pop in!

Senior College Administrator: Mrs Sharon Bagnall

Tel. 0191 3347151 sharon.bagnall@durham.ac.uk

Sharon is responsible for the handling of postgraduate allocations at Van Mildert and is the first point of contact for postgraduate enquiries. She also coordinates the College calendar. Sharon works closely with the JCR and MCR Presidents on a wide range of issues and is involved with the coordination of behaviour and misconduct issues within College alongside the Vice Principal and College Operations Manager. She provides executive assistance to the Principal and Vice Principal along with College Advisory Board and is the point of contact for any student wishing to meet with the College Officers.



Durham University's Coordinating Chaplain: Revd Gavin Wort

gavin.wort@durham.ac.uk

The Chaplain provides pastoral and spiritual support to students of all faiths and none. He offers a non-judgemental listening ear. The Chaplain supports students dealing with a range of personal issues and challenges, including exploring questions of faith as well as homesickness and loneliness. He also coordinates the regular services across the University.

The Operations Team

The Operations Team is responsible for Housekeeping, Residential Service Assistants and Reception in College and will often be the first point of contact for students who have queries about events, maintenance or a range of other operational issues.

College Operations Manager:

Miss Katie Dowson

Tel: 0191 3347142

katie.a.dowson@durham.ac.uk

College Operations Team Leader:

Mrs Dawn Wilson

Tel. 0191 3347114

dawn.wilson@durham.ac.uk

Catering

Head Chef: Mrs Jayne Dent

Tel. 0191 3347132 j.e.dent@durham.ac.uk

The Head Chef is responsible for managing the College kitchen. Any member of college who, for medical or other valid reasons, requires a special diet should contact the Head Chef. Jayne will do her very best to help and cater for individual needs.

Food (Service) and Beverage Manager: Mr Guy Morton

Tel. 0191 3347116 guy.s.morton@durham.ac.uk

The Food Services Manager is responsible for the service of food and dining rooms set-ups, along with the operation of the College bar. If the Head Chef is unavailable to discuss dietary requirements, the Food (Service) and Beverage Manager will be more than happy to help. Comments about the food and service can also be discussed.

Reception and Residential Services Assistants

Receptionists: Ms Leigh Corrigan and Mrs Sharon Lamb

Tel. 0191 3347100 vm.reception@durham.ac.uk

Reception is an important central point in College and is covered 24 hours daily all year round. It is the first point of call for information and in an emergency and is the place where keys are kept. In the evening and at weekends, reception is staffed by College Residential Services Assistants. Reception should be your first port of call for queries relating to operational matters such as post or reporting a maintenance fault.

College Residential Services Assistants (RSA):

Tel. 0191 3347100

Our team of College RSAs are on duty at Reception 24 hours a day, seven days a week to help with everything from replacing a light bulb to issuing post.

Finance staff

Finance Officer: Mrs Sandra Shaw

Finance Assistant: Mrs Tamara McCallum

Tel. 0191 334 7099 vm.finance@durham.ac.uk

The finance team is responsible for residence and tuition fee matters, as well as providing support in all other financial, accounting and budgeting aspects of college. Students who have any general queries regarding fees or charges should contact them in the first instance. The Finance Office is located on the upper floor of the main Building, near reception.

COLLEGE STRUCTURES

College Advisory Board

College Advisory Board advises the Principal and guides College strategy. It has a wide membership, including the College Officers, representatives of the JCR, MCR, SCR and colleagues from the elsewhere in the University together with co-opted members from outside the University.

The Senior Common Room

The SCR has over 150 members including University staff, former staff and local residents who have an interest in the College. They are invited into membership by the Principal and the SCR President. The SCR makes a significant contribution to College life and is keen to support student activities whenever possible. Together with the JCR and the MCR, the SCR organises a range of social functions and fundraising events in College. Many of our SCR members are available to offer advice to students on a range of issues, including careers advice and links with the local community. The Senior Common Room (SCR) space (or Prowse Room) and SCR Foyer, together with the Lakeside Room, are located adjacent to the Ann Dobson Dining Hall, behind High Table, and offer a meeting place for SCR members and a venue for many of the SCR's events.

The Middle Common Room

The MCR is composed of postgraduate students reading for higher degrees (Masters or PhD), postgraduate certificates (e.g. PGCE) or diplomas. They are also members of both the SCR and JCR, thereby forming a main link between undergraduates and Senior Common Room members. Approximately 75 MCR members live in College. Like the JCR and the SCR, the MCR is represented on all major College committees, enabling it to make a full contribution to College life. All postgraduate students are offered membership of the MCR and can opt into membership through payment of a small fee. Full details about MCR membership are sent to students pre-arrival.

The Junior Common Room

The JCR is a largely self-governing democratic body to which all students in the College are offered membership. It largely caters for undergraduate students but postgraduate MCR members also receive membership of the JCR. It elects its own officers and committees and holds several general meetings each term. More information about the JCR can be found in the pre-arrival information emails sent to all new students and from the JCR President who is contactable via vm.president@durham.ac.uk.

All undergraduates at Van Mildert College are members of the JCR upon payment of an optional one-off membership fee which is administered on an opt-out basis. Please see your pre-arrival emails or the College webpages for more information about the payment of your JCR membership.

The Van Mildert Association (VMA)

The VMA offers current students access to a network of alumni who provide careers mentorship and support engagement with College life through the provision of vital scholarships and bursaries. Alongside this the association organises reunion events for current and former students throughout the year across the UK and overseas. It has a membership of many thousands of former students many of whom remain in contact with the College long after graduation. The VMA is an independent

organisation to which membership fees, just £20 for life membership, are transferred. We hope that students will make the most of the opportunities available to them through VMA membership! You can opt into membership of the VMA via the link in your pre-arrival handbook or by contacting vm.development@durham.ac.uk.

Other Committees

College is about participation, and there are many other College committees responsible for organising such things as the library, arts, special functions and the College bar. They involve staff and students working together so that everyone gets maximum benefit from the system. Details of most committees can be found on the JCR website and your JCR/MCR President will tell you how you can contribute.

SUPPORT FOR YOUR STUDY

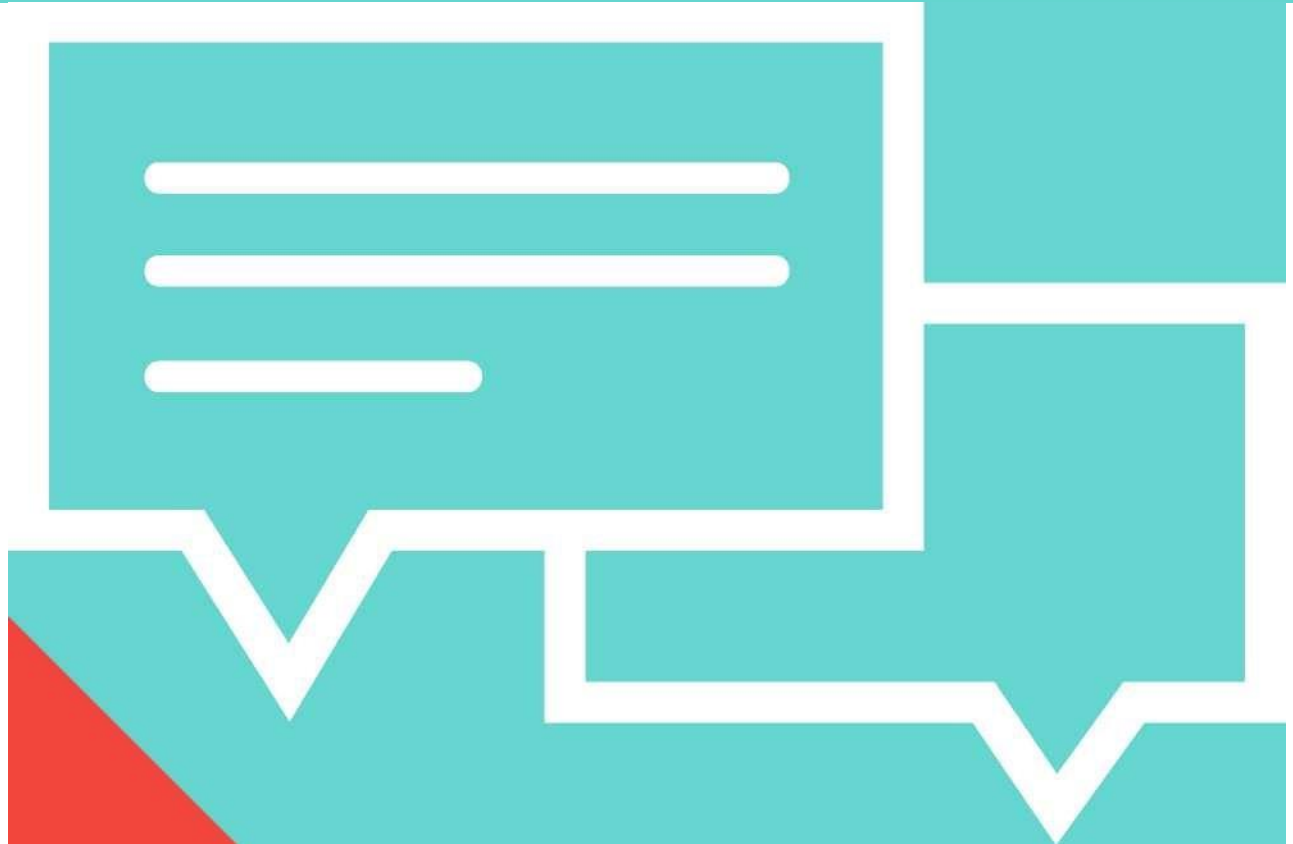
Procedures for dealing with academic issues

Although teaching takes place within academic departments, the College plays a very important role in the administration and support of the academic work of the University. For advice on general academic matters undergraduate and postgraduate students are encouraged to speak with a member of the Student Support Team. This includes Academic Progress Notices (APN) and wellbeing issues as well as concession requests. Detailed information on course content and the regulations governing your degree programme can be found in the Faculty Handbook and from your department.

Course Registration

The University has an online registration system which allows students to complete part of the annual registration process electronically prior to arrival. The registration process is then completed at College, and later in your academic department. A member of the Principal's Office team will contact you via email to confirm arrangements.

VAN MILDERT COLLEGE



**NEED A MEETING WITH THE STUDENT
SUPPORT TEAM?**

**BOOK ONLINE VIA STUDENT
CONNECT**

VM.STUDENTCONNECT.DURHAM.AC.UK

WHERE: College Main Building
WHEN: Find A Time That Suits You
HOW: Accessible On Your Mobile

Change of course

At the start of every academic year there is a limited period within which certain course or module changes may take place. If you are considering requesting a change of course or if you would like to make changes to your registration, you should discuss the matter with the Student Support Team as soon as possible to explore your options. Any change must be approved by your department/s and normally has to happen within the University's formal registration period in the Michaelmas term. Changes affecting the length of the course or involving a transfer to another Faculty or other major changes normally require a Concession, which must be submitted for approval to the Executive Dean of your Faculty. In such cases students must consult the Student Support Team in College for advice.

Academic Progress

The University's Academic Progress regulations are among the most immediately important and deal with the need for students to fulfil all the academic requirements of their degree course. **This means that you must not miss any academic work or attendance without permission or showing good reason.** If you are unable to meet an academic commitment for good cause (such as ill health or personal problems) you should contact your department, in advance if possible, and inform the Student Support Team (vm.student-support@durham.ac.uk). If your situation is more complex, or if there are mitigating circumstances you would like to discuss with someone before contacting your department, you should contact the Student Support Team for advice. Persistent failure to meet academic commitments will trigger formal procedures which may eventually lead to a student being required to withdraw from the University. It is therefore important that students keep College informed of any issues which may affect their ability to meet their academic commitments.

Absence

If going away from Durham during term time involves missing any formal academic commitments, you must have permission from your department **before** going.

For students living in College, in case of fire or other emergencies, the College needs to know if you are not in residence. If you are staying out of College overnight, you should record it in the Fire Register at Reception, giving your date of return and contact details. If you are delayed you should inform Reception or the Student Support Team along with your academic department.

Serious Adverse Circumstances

In order that any Serious Adverse Circumstances (medical or personal) can be taken into account by your Board(s) of Examiners, it is necessary for you to submit a completed Serious Adverse Circumstances Form together with appropriate supporting documentation. If you feel that any of your summative assessments have been affected by adverse circumstances beyond your control, you should contact the Student Support Team at the earliest opportunity to seek advice.

Self-certification of Absence

See section on 'Health' which follows below.

Concessions

To follow any academic procedure which is not covered by the regulations, a student requires a concession from the appropriate Faculty. Examples of such procedures are: substituting a different module for one prescribed in the syllabus, changing from one Faculty to another, interrupting a course because of illness, etc. Concessions are only granted in exceptional circumstances, and only for good cause. When a concession request is made, no-one should ever presume its outcome. Concession requests fall into broad categories:

a. General Concessions

Sometimes it is necessary for concessions to be sought on a student's behalf, for example, where a student wants to take a module that is not part of the regulations for the degree, or where a student is seeking a change of degree. Applications for concessions of this type are made through a student's academic department. If you find yourself in special circumstances which may require a concession please contact the Student Support Team for a preliminary discussion and advice, or see a member of staff in your department.

b. Examination Concessions

Examination concessions relate to any special requirements regarding examination conditions and are applied for by the academic department or by the University's Disability Service. Before an examination concession request can be considered, students will need to provide appropriate medical or other specialist evidence. For further advice on this matter students should contact the Student Support Team in the first instance.

c. Residence Concessions

If illness, or other serious issues, prevents you from meeting your academic commitments then it may be appropriate to apply for a concession to take some time out of your studies. A Grace Period, if granted, allows a student to take up to five weeks away from university. If a longer period is required, then a student can request a concession to withdraw from their course and return to start that year again in the following academic year. Compelling medical or other evidence is required for a residence concession to be considered.

d. Sporting Concessions

The University aims to promote top-class standards in sporting achievements. Students selected to represent the University in regional, national or international events may therefore request a concession to postpone specific academic commitments.

In such cases, the student must give as much notice as possible to the department and complete a Sporting Concession form. The department will be asked if the concession is supported and the views of the Director of Experience Durham will be sought. The nature of the work missed, arrangements to make good the absence and the nature and importance of the sporting commitment must be specified.

HEALTH

Doctors

When you come to Durham you should register with a local health centre. More information can be found in the pre-arrival handbook or is available via the Student Support Team.

Illness

If you are ill and are in need of support please let the Student Support Coordinator know.

If you are too ill to attend academic commitments it is very important that you notify your department(s) and the College as soon as possible. You can do so via e-mail or by phone. However, **you should also complete a Self-certification of Absence Form online which can be found [here](#)**. The University monitors attendance very carefully and unexplained absences will be followed up by informal or formal disciplinary procedures. It is not necessary to obtain a medical certificate simply to justify absence from classes. However, if you are ill enough to need to visit the doctor and your illness is likely to affect you at a crucial time of year or for a prolonged period, it may be appropriate to get advice from the Assistant Principal (Student Support).

In an EMERGENCY - if it is necessary to call for an ambulance to attend the College site, you must inform the staff working at the College Reception so that they can direct the ambulance to the correct location and ensure entry route ways are clear.

If you live in College and are too ill to go for meals the Food and Beverage Manager may give permission for a friend to take meals to your room.

Self-certification of absence

Students should complete a Self-certification of Absence Form when they need to be away from academic commitments for medical or personal reasons. The form is available online [here](#) alongside further information about how the form should be used.

Accidents in College

In the event of an accident involving personal injury or serious illness, the Receptionist or the Residential Services Assistant (RSA) on duty must be informed of the incident as soon as possible. They will then see that the matter is dealt with and reported to all who are likely to be concerned, including completion of an official Accident Report as necessary.

University Counselling Service

The role of the University Counselling Service is to assist students who have personal difficulties which affect their academic studies. Examples of these difficulties are mental health difficulties, family problems etc. Any discussions you have with University counselling staff are confidential. Students can self-refer to the Counselling Service which is located in the Palatine Centre or available for remote appointments. Tel: 0191 3342200. Students often find it helpful to discuss issues with the Student Support Team in College before seeking specialist support from the Counselling Service.

University Disability Support Service

The University's Disability Support Service is there to support students who have specific requirements in order to complete their programmes. They can offer support to students with a

recognised disability, a specific learning difference, a medical condition or a mental health concern. Students can contact the Disability Support Service directly but it is advised that you first discuss your situation with the Student Support Team in College. The University Disability Support Service is located in the Palatine Centre. Tel: 0191 334 8115.

Dentists

You are strongly advised to register with one of the dental practices in Durham as soon as possible after arrival. Names can be found online.

Emergency Telephone Numbers

Ambulance: 9999 from a College extension or 999 from a mobile phone or call box.

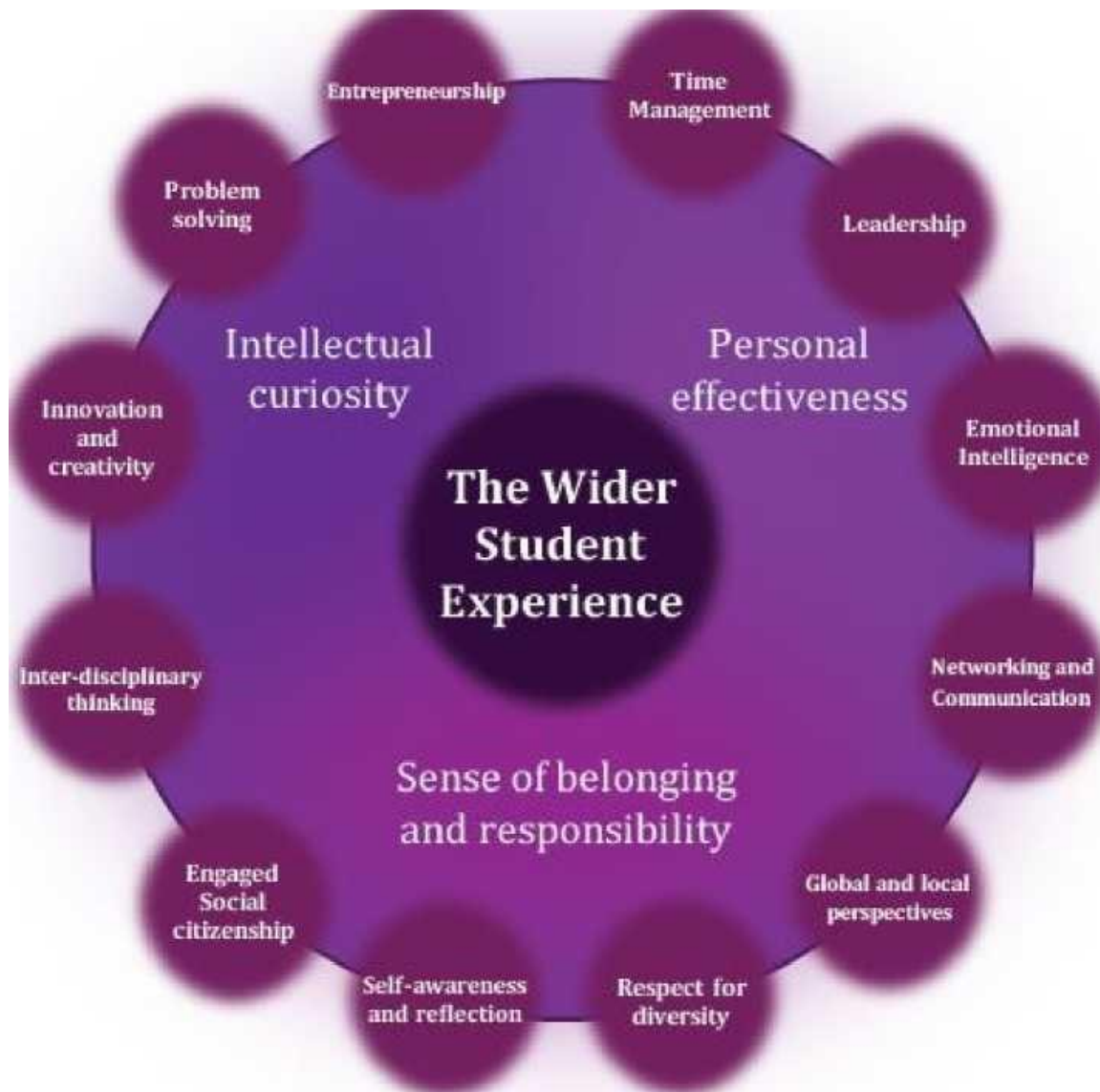
College Reception - 0191 334 7100

University Hospital, North End, Durham: (0191) 333 2333

- Samaritans 116 123
- Get Connected 0808 808 4994 Open 1pm – 11pm every day
- SANeline 0845 767 8000 Open 1pm – 11pm every day
- NHS 111 – <https://111.nhs.uk/>
- NHS Mental health crisis emergency number for the region - 0300 0200317 (website for mental health crisis <http://www.tewv.nhs.uk/crisisadvice>)

More information can also be found on the College website or on the #MildertMeans posters in your College bedroom.

STUDENT ENRICHMENT



The College provides many opportunities and resources to support your personal development including numerous academic initiatives, careers and employability events, and volunteering. Durham University is committed to ensuring that all students have an outstanding wider student experience. Indeed, at Van Mildert College, participation in activities which develop the 'whole person' and equip Mildertians with the skills and experiences necessary for life after graduation is central to our ethos. We firmly believe that students have a responsibility to get involved and that the more you put in, the more you get back. Students therefore have the opportunity to participate in a range of activities that offer developmental opportunities which broadly align with three key aspects of the wider student experience at Durham University as shown in the diagram below. More information about the wider student experience can be found [here](#).



Motivational and inspirational speakers with a remarkable story to tell. Listen to personal experiences or discuss big ideas and challenging interdisciplinary topics affecting you, the region, the country or the globe. Sometimes academic, sometimes not.

WELLBEING AND COMMUNITY

Time to think and reflect! Ensuring your wellbeing is the best it can be throughout your studies and beyond is super important and will help you fulfil your personal and academic potential. Learning how and when to ask for help can be an important part of this, along with gaining an understanding of why problems arise and how you can self-care!

FIND YOUR FUTURE

Opportunities to dip into the reality of possible future career paths. Hear from the people who know what it's like to do your dream job - the highs and lows. Sessions often include an opportunity to get your CV checked or take part in a workshop, mock interview or practice assessment centre exercise. Frequently run by Mildert Alumni!

Volunteering

Volunteering and community outreach are a big part of life at Van Mildert. We are a friendly and inclusive community which takes pride in its commitment to supporting the local community. We currently have six major outreach projects which are highly successful and we encourage you to get involved. More information about the projects is available from the JCR President (vm.president@durham.ac.uk), the Student Experience Officer or the Vice Principal.

The Durham Inspired Award at Van Mildert College

At Van Mildert, we expect that all students make the most of the opportunities available to them through the communal life of the College. The skills developed through College life can be wide ranging and sometimes beyond the scope of your academic studies. Such skills might include self-confidence, communication skills, tolerance for others, appreciation of diversity, teamwork skills, time management and self-motivation (see Student Enrichment pages).

Reflecting upon the skills gained throughout your time at Van Mildert can be a helpful way of assessing your current achievements and planning for the future. The Durham Inspired Award encourages you to do this in a number of ways through activities in College and online. We strongly encourage all students to complete the award which is widely recognized by graduate employers. More information is also available from the Student Experience Officer or Vice Principal.

Lectures, speaking events and academic initiatives

A variety of lectures and seminars are given in the College each term. Lectures have previously been organized by the Senior Common Room, the College Trust, and the Institute of Advanced Study (IAS). In addition, the Middle Common Room organizes a series of Postgraduate Speaking Events which provide students with an opportunity to present their research in a relaxed and supportive environment. **All** students are encouraged to attend these events, even if they do not directly relate to your field of study. For further information about the various events taking place, see the weekly JCR emails, weekly College Newsletter or email the Student Experience Officer.

A range of other academic events take place in the College such as conferences and study skills workshops. The College welcomes suggestions from students about the topics covered in study skills and/or careers workshops to ensure that the sessions are as helpful as possible. Please contact the Student Experience Officer or Vice Principal, with your suggestions.

Library and study space

The library is housed in the Bradshaw Room at the north end of the Main Building, and is supervised by Student Librarians and Library Assistants. Anyone interested in joining the library team is most welcome. Please email vm.library@durham.ac.uk for more information.

We have around 12000 books in the Bradshaw Room available for lending, plus a reference section. We have core and supporting texts for all subjects. The Library also contains access points to the University network. Instructions for borrowing books are clearly posted above the catalogue on the left-hand side of the Main Library and librarians on duty are always pleased to help.

The Library is open 24 hours a day for study. However, as a result of a University-wide security policy most books can only be accessed when a member of the library team is present to supervise. The system can only work if everyone sticks to the rules, so you must not borrow books without following the appropriate guidelines.

A collection of fiction books can also be found in the student experience hub above the entrance level to the main building. New books may be requested by emailing vm.library@durham.ac.uk. A stocktake of library books is held at the end of each year and any missing books must be paid for.

FINANCES

Questions concerning fees and other financial matters may be referred, in the first instance, to the College Finance Office. It cannot be stressed strongly enough that if you have a problem, you should not wait until it becomes a crisis. As a first step you should talk to the Student Support Team, who will advise or help.

Payment of Residence Charges

Students living in college are required to sign a Licence Agreement to confirm their acceptance of the stated College regulations and conditions for payment of their residence charges (battels). A copy of the Licence Agreement is issued to all students before taking up residence. Residence charges are payable termly.

A student who fails to pay by the deadline may be charged a late fee. Those students who have genuine and acceptable reasons for late payment should consult with the Student Support Team at the earliest possible opportunity.

Student Loans

The student loan is the main source of student finance for most students and the rules governing it are complex. If you have not yet applied you may do so at any time on a form supplied by your Local Education Authority. If you need guidance, contact the Student Support Team. The student loan is usually paid in three termly instalments directly into your bank account. Should there be a delay in the administration of your student loan application, please contact the Student Support Team who will be able to guide you through the process of applying for an emergency loan from the University's Student Support Fund to avoid financial hardship. If there are significant changes in your family circumstances in the course of the year which may affect your loan entitlement, you should approach your LEA immediately to request a reassessment.

Hardship Funds

The University and College can provide help to students who find themselves in financial difficulties by offering support from the following sources:

VAN MILDERT COLLEGE STUDENT CHALLENGE AND OPPORTUNITY FUND. Funded mainly by alumni donations, College can use this fund to give grants or loans to students in financial difficulties or to overcome particular problems. Where appropriate, the fund can also be used to support personal and academic development projects or help with the purchase of textbooks and other specialist learning resources. A range of other scholarships and bursaries are provided by the College each year. Full details about what is available is sent to students via e-mail and can also be found on the College website. Contact a member of the Student Support Team for more details.

UNIVERSITY STUDENT SUPPORT FUND

The University has a centrally administered support fund which is there to help students who have experienced a change in their circumstances beyond their control which has resulted in them experiencing financial hardship. The Student Support Team can give advice.

We know that many students will not find it easy to live on their income, but in our experience one of the main causes of serious problems is careless spending in the first year, especially in the first term. Substantial debt acquired then is almost impossible to get rid of later and can be a continuing burden, even after graduation. You should plan your spending carefully so that you live within your means and

don't get into debt. Please seek support from college staff or the JCR Welfare team if you need advice on managing your money.

Other College Bursaries and Awards

The College offers a range of other bursaries and awards which vary in their value. Full details about these, including deadlines and how to apply, can be found in the College e-newsletters or by contacting the Vice Principal.

LIVING ARRANGEMENTS

Rooms are College property and any undertakings given by the College about the provision of accommodation do not give rights to occupy any particular room. Although the College will try to avoid disturbing you, it reserves the right to move you to another room if necessary. Housekeepers, Residential Services Assistants, or College Officers must be allowed access to rooms in the performance of their duties. **Residents must not change or lend their rooms without permission. Sub-letting of student rooms in College is strictly forbidden.**

Care of your room

Your room is your home while you are here. The JCR and the College as a whole expect residents to share responsibility for influencing and monitoring behaviour on their corridor, reporting any damages and the person(s) causing them. The Damages Policy encourages anyone accidentally causing damage to report it voluntarily within 48 hours to the Principal's Executive Assistant. Anyone so doing will not normally be penalised: we understand that accidents happen! If damage remains unreported then the perpetrator will either be penalised and have to pay the full cost of repairs if they are subsequently identified or the whole corridor and/or the JCR will have to bear the cost of repairs or make a contribution to the College via community service as stipulated by a College Officer. It is, therefore, in everyone's best interest for anyone who causes damage to report it promptly. Further details can be found in the College Damages Policy and Disciplinary Policy at the end of this Handbook.

Furniture and fittings

You may bring small additional items, which you may prefer to ours - but **not** beds or fridges, (except for medical reasons). Please see the list of restricted items later in this handbook. Curtains may not be changed. Mattresses must not be left on floors and must be on the bed frame. Any questions about furniture or equipment should be addressed to the housekeeping staff.

If, at the end of term, furniture and fittings, including walls and doors, have been damaged you will have to pay for repairs. Pin boards are located in every bedroom for student use and poster boards are located on the ground floor of each block to display posters. You must not use pins or sellotape on any walls - white-tak (not blu-tak) or similar only is permitted. Please note that white-tak which has been used for posters must be completely removed from the walls at the end of each year. Failure to do so will result in an automatic £20 charge for the extra labour involved in its removal.

Housekeeping

The following general cleaning routine will normally apply to undergraduate rooms during term-time. Housekeepers normally work on weekday mornings from 8.30am onwards and residents will be advised of the normal times when access to their rooms will be required for cleaning purposes. If you are at academic commitments, your cleaner will unlock your room, clean it and/or empty your bin **and re-lock it**. The cleaner will lock your bedroom door as they leave even if you left it open, please remember to always take your key with you. You must keep your room in a tidy enough state for the cleaner to be able to do his/her job.

Privacy

Residents must be able to live in College without fear of threat to their safety, security or privacy. To this end, all staff and students 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, such as:

- in an emergency (including a fire alarm activation or urgent maintenance);
- in the case of routine room checks/servicing;
- in response to a specific maintenance request;
- on the authorisation of a College Officer, e.g. in order to investigate a formal complaint or a health & safety matter.

If asked to leave, a visitor must do so immediately and without argument, or face disciplinary action. Similarly, no-one may be detained in another's room.

During periods when a study bedroom is occupied, staff members are not permitted to enter it except on official business (as listed above). Whenever possible, 24 hours' notice should be given, and staff should normally be accompanied by another member of staff or a member of the JCR Executive Committee (except in the case of routine cleaning, emergency or in response to specific maintenance requests). Staff should not, in any case, enter a study bedroom without knocking and waiting for a response. Contractors and maintenance staff should not normally enter residential areas before 9am, except on urgent business and with College approval.

Any action that infringes the above and/or causes a breakdown in trust between staff and residents will be investigated and may result in disciplinary proceedings.

Keys, locks and security

At the start of each term you will receive a room key. Students must hand in their key at Reception if they are not in-residence during vacations and also at the end of their stay in College. Keys which are lost, stolen or not handed in will have to be replaced and in these cases a charge of £30 for the replacement cost will be made for each key unless it is found/returned within 7 days. If the lock has to be changed the charge will be £85.

Doors to the residential blocks are controlled either by electronic or digital locks. Blocks with electronic locks are controlled by swipe card access. Your campus card is your access card. You must always use your own card for access. For blocks with digital locks each block has its own individual code number, which is changed periodically for security reasons. The number should not be passed on to anyone else.

Leaving doors and ground floor windows open creates a security risk, so please make sure the door is closed behind you and your windows are shut before you leave your room. You should lock your room door every time you leave as a precaution against theft. You should be particularly careful at the beginning and end of terms not to leave any baggage unattended or in an unlocked room for even the shortest time. If you occupy a ground floor room, please be particularly vigilant about securing your windows when you are out and at night.

If you lock yourself out of your room please contact Reception and a Residential Services Assistant (RSA) will open your door. In a real emergency when Reception is closed see the Night RSA (internal phone number 47100) who has a key.

Insurance

Basic contents insurance cover for items in your room is included as standard for student residents in all University accommodation. This student room insurance provided covers some of the items in your room for theft, fire and flood risk. Additional information can be found here: <https://www.dur.ac.uk/undergraduate/accommodation/>

ENVIRONMENTAL SUSTAINABILITY

As a member of Van Mildert College and Durham University you are part of a community which is proud to be committed to Environmental Sustainability.

Greenspace is the name for Durham University's Environment Office. The team coordinates environmental initiatives across the University relating to 8 key areas:



Energy

Waste

Water

Travel

Biodiversity

Fairtrade

Procurement

Low Carbon
Technologies

Carbon Management Plan

The University has committed to an ambitious carbon reduction target in line with the HEFCE sectorwide target. Achieving this reduction in the amount of electricity, gas and water used requires commitment from all Durham University staff and students.

'Beat the Baseload' Stickers

All electrical equipment in the University should be labelled with a Green, Amber or Red 'Beat the Baseload' sticker to remind the user and to inform others which equipment can be switched off.

Please ensure all electrical equipment in your room is clearly labelled with the correct sticker (preferably on the plug). Stickers will be discussed during Induction Week and made available in communal areas, e.g. hallway noticeboard and/or in your room.

Lighting and Equipment

Please help reduce energy wastage by ensuring you turn off all non-essential lighting and equipment. Where possible, avoid leaving items on standby and unplug an item from the socket once it is fully charged.

Laptop/PC Setup

If you are bringing your own PC or laptop, please ensure that it is set up to enter hibernation mode if left unused for 15 minutes.

Heating

The University's Energy Management Strategy Plan states that college rooms will be heated at set times throughout the day.

If the radiator in your room has a TRV (Thermostatic Radiator Valve) then please apply good practice and set it to a maximum of 4 when you are in and a minimum of 3 when you are out. Your radiator will turn off when your room has reached temperature and turn on during heating times when your room is under temperature. If you room is frequently too hot or too cold, please report this to Reception.

Reduce, Reuse, Recycle

Please help reduce the volume of waste produced by taking simple steps such as avoiding the use of single-use plastic bags, using your own mug for takeaway hot drinks, filling up your own reusable water bottle wherever you can, printing double-sided 2-to-a-page where appropriate and following the principles of [Love Food Hate Waste](#).

The college library hosts a stationery reuse scheme - you may donate unwanted stationery or take away items to use free of charge. Other unwanted items can be donated to the end of year [Green Move Out Scheme](#). All University members must recycle waste items whenever possible (please refer to [Recycling Guides](#) for details of how to dispose of certain items). Within your room, place any recycling into the blue recycling bag. Once full, please empty the items into the correct bins outside your accommodation blocks. General Waste should be placed in your room's General Waste bin and will be collected weekly. Used batteries and printer cartridges can be recycled via the Recycling Points located in the College Reception.

Water

Help reduce the amount of water used by college by taking simple steps such as not leaving the tap running when washing up or cleaning your teeth and keeping your shower as short as possible. Please report any dripping taps or showers by filling out a maintenance form at reception.

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 are able to travel for £1 a day 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 <https://www.dur.ac.uk/greenspace/travel/>.

Further Information

For more information on Environmental Sustainability in College and at Durham University, contact the Staff Environment Champion, Dawn Wilson (dawn.wilson@durham.ac.uk), sign-up to the [University's Environment Bulletin](#) and visit the [Greenspace student webpages](#).

Thank you for supporting environmental sustainability at Durham University.

LIVING IN COLLEGE

Guests

At the time of writing, guests are permitted to stay with other students in College for up to a maximum of three consecutive nights. All guests must sign-in at the College reception for the purposes of the fire register. During Welcome and Orientation Week no guests are permitted to stay in College. Guests may pay for meals at the servery should they wish to, charged at local rates.

End of term and vacation arrangements

Specific arrangements for each vacation are circulated via e-mail a few weeks before the end of term. Each term starts on a Monday (first meal is dinner on Sunday evening) and ends on a Friday (last meal is breakfast on Saturday).

Clearing of Rooms

Wear Block Rooms are needed for Open Days and the YPP outreach residential during Easter Vacation. Most student rooms have a lockable under-bed storage space which is available for storing nonvaluable items. You will be informed of the specific dates when your room is required for other purposes if you live in Wear Block in good time.

At the end of the year, items left without permission will be removed and will be deemed to have been abandoned. Such items may be disposed of without further notice. Students who live a distance from Durham often find it easier and cheaper to use a reputable storage company, rather than arrange for friends or relatives to collect their belongings. There are a number of companies who specialise in short-term storage of student property. Failure to clear your room or leave it in an acceptable state will incur a charge to cover the cost of remedial work.

During vacations you may find certain areas (e.g. the bar, the JCR) inaccessible because of residential conferences. College will attempt to keep any disturbance to a minimum.

Mail

Mail for residents only can be collected from Reception before **11am and after 6 pm** each day. Mail will be sorted between these times and Reception will be unable to issue any items. Please ask anyone sending post to you to clearly mark the item with your name and address, including your room number. For letters containing valuable items, which are not sent recorded delivery, including bank cards or statements, train tickets, birthday cards, please request them to be sent c/o (care of) Reception, the Reception team will hold these in reception ready for you to collect.

Your mail, other than parcels and internal mail will only be forwarded during the summer vacation if you leave a set of self-addressed labels at Reception.

The Reception staff receipt and store parcels for residents during term. The storage space is extremely limited so please do not arrange for things to be delivered before you move in at the start of term or during the vacations if you are not in residence. Any items to be returned or collected by a courier may not be left at Reception, arrangements must be made to drop-off or have the courier collect direct from the resident.

Where possible please arrange to receive bank statements, periodicals etc. online, reducing the paper waste and helping the College maintain its excellent environmental reputation.

Heating

Heating is regulated electronically according to the seasons and a consistent temperature is maintained throughout the day. **The use of electric heaters of any kind is prohibited except by written permission from Principal's Office.**

Television

There is a communal TV in the JCR. Students who have a TV in their room, or watch TV online, must by law have a TV Licence regardless of who owns it or whether it is in use. TV sets are not allowed on landings and corridors. It is the responsibility of individuals to purchase the appropriate TV Licence.

Noise and corridor behaviour

By far the greatest problem of communal living is noise. The ownership of powerful audio equipment is widespread and rooms are not soundproof, so there is great potential for disturbance, usually unintentionally caused. A high level of social responsibility is expected, especially at certain times of day, so:

- Noise levels must be reasonable at all times and anyone who is disturbed may request and expect an immediate reduction of noise to an acceptable level.
- After 11.00pm corridors should be quiet so that people may sleep, and there should be **NO** playing of music, noisy gatherings, etc. between the hours of 11.00pm - 7.00am, Sunday to Thursday, and midnight - 8.00am Friday and Saturday.
- Ball games, including ping pong or similar, **must not** be played on corridors at any time.

Constant policing of corridors is impractical, so the problem of noise can be solved only by general acceptance of the principle that residents should act with respect and consideration for others and **immediately** comply with requests for quiet without blame or recrimination. To ensure that all students remain comfortable in their accommodation, and to enable the housekeeping staff to carry out their duties, all corridors should be left clean and tidy before going to bed or leaving the corridor. This includes disposing of waste as appropriate and returning items of furniture to their rightful location.

If disturbance continues after a direct appeal for quiet has been made, the sufferer should contact the Duty Residential Services Assistant on **0191 33 47100**. Residents are expected to comply with any requests made by the College on behalf of other students or College staff. Complaints about severe or long-term disturbance may be directed to the Vice Principal.

Ball games

In fine weather, particularly in the Easter (i.e. summer) term, there is a natural tendency for impromptu games to develop, and it is necessary to minimise disturbance to residents and damage to grounds and buildings. Only a light or soft ball may be used, and only on the grass in front of Tees when dry. During the examination quiet period in the Easter term games may only be played between 12.30 - 2.00pm and 5.00 - 7.00pm.

Electrical equipment

It is your responsibility to ensure that all your electrical appliances are properly installed and maintained. The College Operations Team Leader will give advice on safe installation and use but cannot carry out repairs. In

some rooms there is only one power point, and to expand this you may use a fused extension board, **not** block adapters. Maintenance staff are required to carry out periodic routine inspections of all electrical equipment used in College and to remove appliances which do not conform to Health and Safety requirements until the defect has been rectified. A guide to electrical safety is available from the Operations Team.

Personal heaters, fridges and cooking equipment are not permitted in study bedrooms. There are kitchenettes on most corridors where kettles, fridges, toasters and microwaves are supplied for student use. Students who require a fridge in their room for medical reasons should contact the Student Support Team.

For safety reasons these rules will be strictly enforced. Electrical items which contravene these will be removed and the owners may be fined. **Tampering with electrical equipment (including equipment wired into the walls, fuses, switch boxes and distribution boards) is a serious offence.**

Restricted Items

To keep us all safe, the below provides an indicative but not exhaustive list of the items that are prohibited in various areas of the College and across Durham University. College Officers may remove other items if they are considered to be a danger or disruptive. If in doubt, please seek advice from the Operations Manager first.

The items marked with an asterisk may, in exceptional circumstances, be permitted in study bedrooms with a medical exemption. Applications for medical exemptions must be made to the Student Support Team and may require the submission of supporting evidence provided by your own GP or the University's Disability Services. Use of these items without written permission is not allowed.

We also reserve the right to intercept any items delivered to the College that are clearly evident to pose a risk or cause disruption within the College community. This includes items that are clearly evident to be listed below.

Cooking and Cooling

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Toasters	x	√	√
Kettles	x	√	√
George Foreman grills	x	x	√
Rice cookers	x	x	UK mains lead provided
Microwave ovens	x	√	√
Cookers	x	x	√
Hot plates	x	x	√
Coffee machines	x	x	√
Toastie makers	x	x	√
Omelette makers	x	x	√
Deep fat fryers	x	x	x
Pressure cookers	x	x	√
Slow cookers	x	x	√
Popcorn makers	x	x	√
Fridges	x *	√	√
Freezers	x *	√	√

Other Electrical

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

Other Fire Hazards

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Any naked flame	x	x	x
Candles	x	x	x
Tea lights	x	x	x
Gas canister equip.	x	x	x
Incense sticks	x	x	x
Shisha pipes	x	x	x
Flammable liquids	x	x	x

Other Items

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Pets inc. goldfish	x	x	x
Door wedges	x	x	x

Items Prohibited on All University Premises

	Study Bedrooms & Corridors	Catered Pantries	Non-Catered Kitchens
Drinking games	x	x	x
Drug paraphernalia	x	x	x
Fireworks	x	x	x
Barbeques	x	x	x

Smoking

Van Mildert is a non-smoking College. Since 1 July 2007, it has been against the law to smoke in virtually all enclosed public places and workplaces in the UK. The law was introduced to protect employees and the public from the harmful effects of second-hand smoke. In line with this legislation, the University has an obligation to ensure that all University workplaces are smoke-free.

Smoking is not permitted in any bedrooms or indoor public spaces, including the College Bar and all common rooms and corridors. This non-smoking zone also includes the beer garden and the outside area around all entrances to College buildings, including the Forecourt.

Smoking is also not permitted within 10 metres of University buildings to ensure staff, students and visitors are not exposed to second hand smoke when entering, leaving or occupying University buildings. This is embedded in the University Smoking Policy which may be found here: <https://www.dur.ac.uk/hr/policies/smoking/>.

CATERING SERVICES

Meal times

Days	Meal	Service Times
Monday-Friday	Breakfast	8.00 - 10.00
	Lunch	12.00 - 14.00
	Dinner	17.00 - 19.00
Saturday and Sunday	Breakfast	8.00 - 9.30 (continental only)
	Brunch	11.00 - 13.00
	Dinner Weekends	17.00 - 19.00

College meals will be collected from the servery and eaten in the dining hall to help build and maintain a sense of community. **Food, crockery or cutlery may only be taken from the dining hall with permission of a Catering Services team leader and in a takeaway container.**

Allergen/ Dietary Requirements

The Head Chef is responsible for managing the College kitchen. Any member of college who, for medical or other valid reasons, requires a special diet should contact the Head Chef, Tel. 0191 3347132 j.e.dent@durham.ac.uk. Jayne and the Team will do their very best to help and cater for individual needs.

Formals

Eating together forms an important part of College life. On several evenings per term there is a Formal Dinner. Members who do not sign in for the Formal will be provided with an early takeaway dinner served between 17.00 - 18.00. If you are unable to collect your meal at this time you can sign up for a 'late meal' which you can collect from the reception at a more convenient time.

Meal ID

If you live in College accommodation, you will be asked for an appropriate form of ID at the College servery to show that you are entitled to take meals in College. If you are unable to produce these you cannot be served a meal until you do so. Alternatively you can buy a meal at the servery, at the standard rate.

Menus

A regular menu cycle operates during term-time and menus are displayed outside the dining hall. A vegan and vegetarian option is available at every meal and the catering team can cater for a wide range of dietary requirements. The JCR and college staff conduct regular reviews of the catering in College and there are several means through which students are able to provide feedback.

Packed Meals

During term, packed lunches or dinners (late meals) may be obtained by signing the Packed Meals Sheet, which is kept on the servery, by **1.00pm the day before** the packed meal is required.

Cooking

College provides full-board for all residents and is not designed or equipped for self-catering. For safety reasons, deep-frying is prohibited, as is any form of cooking in study-bedrooms. There are, however, kitchenettes on most landings where toast, drinks and prepared foods can be heated. In Deerness, Tees and Tyne conventional cookers and ovens have been installed to allow students to prepare supplementary meals. On all other blocks, toasters, kettles and microwaves are the **only** permitted appliances in kitchens.

Please be aware of and respect the needs of others when using shared facilities, e.g. fridges. Please be especially careful about cooking or preparing foods with known allergens (e.g. seafood, peanuts) when using shared equipment or utensils.

FACILITIES and RECREATION

Bar

The bar lounge is open all day every day during term for students to watch TV, meet friends and study. It is run by the Food and Beverage Head who is assisted by a Bar Sabbatical steward. The College licence allows the sale of intoxicating liquors during permitted hours to members of the University and their guests, persons attending conferences held at the University and those attending functions at the College. The licence applies to the main building ground floor and Tees lawn, but not the main landing, Turner Room or Ustinov Room and drinks are not allowed to be taken out of the licensed area. During special events temporary bars operate on Tees Lawn and on these occasions, you are not permitted to consume your own alcohol. **It is College policy and a condition of our License that only alcohol purchased from the Bar may be consumed in the Main Building.**

JCR Shop

The College Shop is run by the JCR and provides a wide range of confectionery, toiletries and household goods. These items are on sale in the evenings; the shop also sells toasted sandwiches.

Computing Facilities

College has a computer room with PCs connected to the University network. All students also have access to the 'DU Student' wireless network, available in all bedrooms and communal areas at College, as well as in buildings across the University campus. You can access this on any device using your CIS username and password. We aim to provide an excellent service so if you have any issues with wireless signal in your bedroom, please report it directly to the IT Service Desk at <https://servicedesk.durham.ac.uk>.

Gym

Access to the gym is also controlled by a keypad. Please note that you may only use this facility if you pay the membership fee. Users also have to sign a Declaration Form and complete a compulsory induction course in College. For health and safety reasons, there must always be a minimum of two users at any one time, so that, in case of emergency, someone is there to call for help. **You must not use the gym alone.**

Any faults, hazards or accidents, however minor, must be reported to Reception immediately. Irresponsible or unauthorised use of the gym by anyone will result in the immediate withdrawal of the facility from that person.

College Grounds

The College grounds are available for the enjoyment of residents but there are some simple rules which must be followed:

- **The Lake is out of bounds at all times.** This even applies to the edges and any shallow areas. The lake is untreated and is home to many kinds of wildlife, including rodents. There are warning signs at either side of the Lake which detail hazards. Over and above the risk of disease, broken glass and discarded objects in the lake there are hazards from mud and thick, clinging. There is substantial growth of plants beneath the waterline, mud, silt and potentially sharp discarded objects on the bottom. Swimming or paddling is strictly prohibited and any transgression will be taken very seriously by the College Officers.
- **Swans, ducks and wildlife.** We are fortunate to have swans and other water birds on and around the lake. While the swans are very welcome on our lake, and may appear tame, they can become

aggressive when threatened or enclosed. The potential for this will become even greater when they hatch their young. It is therefore vital that the swans are not enticed into any building with food, or otherwise encouraged or disturbed. Not only is there the possibility of them becoming aggressive or injuring themselves or others, any attempts to interfere with wild birds, such as swans, can have very serious legal consequences under the Wildlife and Countryside Act 1981.

Should you have any concerns about the lake please do get in touch with the College Operations Team.

Music suite

The College has a music suite containing two practice rooms and a recording studio. It is equipped with a drum kit and a piano along with an electric keyboard. You can book a practice room using Student Connect, but please note that the recording facilities can only be used by specially trained and authorised users (please enquire with the JCR President). **Eating and drinking in the music suite is not allowed.** There are also pianos in the Ustinov Room and the SCR foyer, which you are welcome to use.

Tennis court

College shares the use of a tennis court with Teikyo University of Japan. The court is located on Teikyo University grounds just across the road from us. Students may book a slot using Student Connect and borrow the key from Reception.

Laundry facilities

There are washing machines and dryers on the ground floors of Deerness, Derwent, Middleton and Wear, first floor Tyne and Tees and top floor Tunstall operated by a laundry card, which can be recharged online then using the machine in Reception area, please follow the instructions on the card. **Please read the machine instructions carefully** and do not start a washing cycle after 9.20pm - no machine should be in operation later than 10.30pm. The College cannot accept responsibility for damage, injury or loss sustained by users of washing machines.

Irons

Students may borrow irons from Reception against a deposit of their Campus Card. Ironing boards are provided by the JCR. **These must not be left on corridors where they could obstruct a fire escape route.** This also applies to drying racks - **hanging clothes to dry in any areas other than those provided is not permitted.** **Irons must only be used in kitchens or communal areas.**

CARS AND PARKING FACILITIES

Durham is a comparatively small city and the parking and garaging facilities which it offers are limited. The proportion of students to the total population is exceptionally high and the streets, for the most part, are particularly narrow. The University policy is therefore to strongly discourage unnecessary usage of motor vehicles by students within the city. There is no free street parking at all in the centre of Durham, so you are advised not to bring a car to Durham unless it is really necessary. The University's Student Parking Policy can be found [here](#) but it should be expected that students will only be provided with a parking permit in exceptional circumstances.

Parking on College grounds

The roadway running through the underpass underneath the College forecourt must be kept clear at all times for delivery vehicles and emergency services. Parking on the yellow lines outside the marked bays may result in a fine.

The marked bays behind Derwent Building are reserved for day-time staff and disabled students. The forecourt is for the use of College staff, visitors and delivery vans only. Parking anywhere else within the College perimeter is forbidden (e.g. by Tyne, Wear or Tunstall, or on any grass) and cars are not allowed to be parked on College fire roads at any time. Special arrangements will be made for disabled drivers. Unauthorised parking will be dealt with under the University policy. Signs showing parking regulations and penalties are clearly visible in parking areas.

Bicycles

Bicycles may be left on the cycle stands. Bicycles brought onto University property must not be left in a position where they are likely to create a hazard, obstruct other vehicles or pedestrians, or access to buildings; **nor must they be taken inside any University building, including any College building.** In the event of a breach of this regulation the University reserves the right to remove the offending bicycle (including removal of any locking device) and to impose a fine which must be cleared before the bicycle is returned to the owner.

Unfortunately, bicycle theft is common. You are advised always to lock your bike, note the frame number and to insure it. The University operates a free security marking scheme. Bicycles are left in College at the owner's risk. Cycles left in stands for longer than 21 days after the end of the Easter Term may be removed and disposed of without further notice.

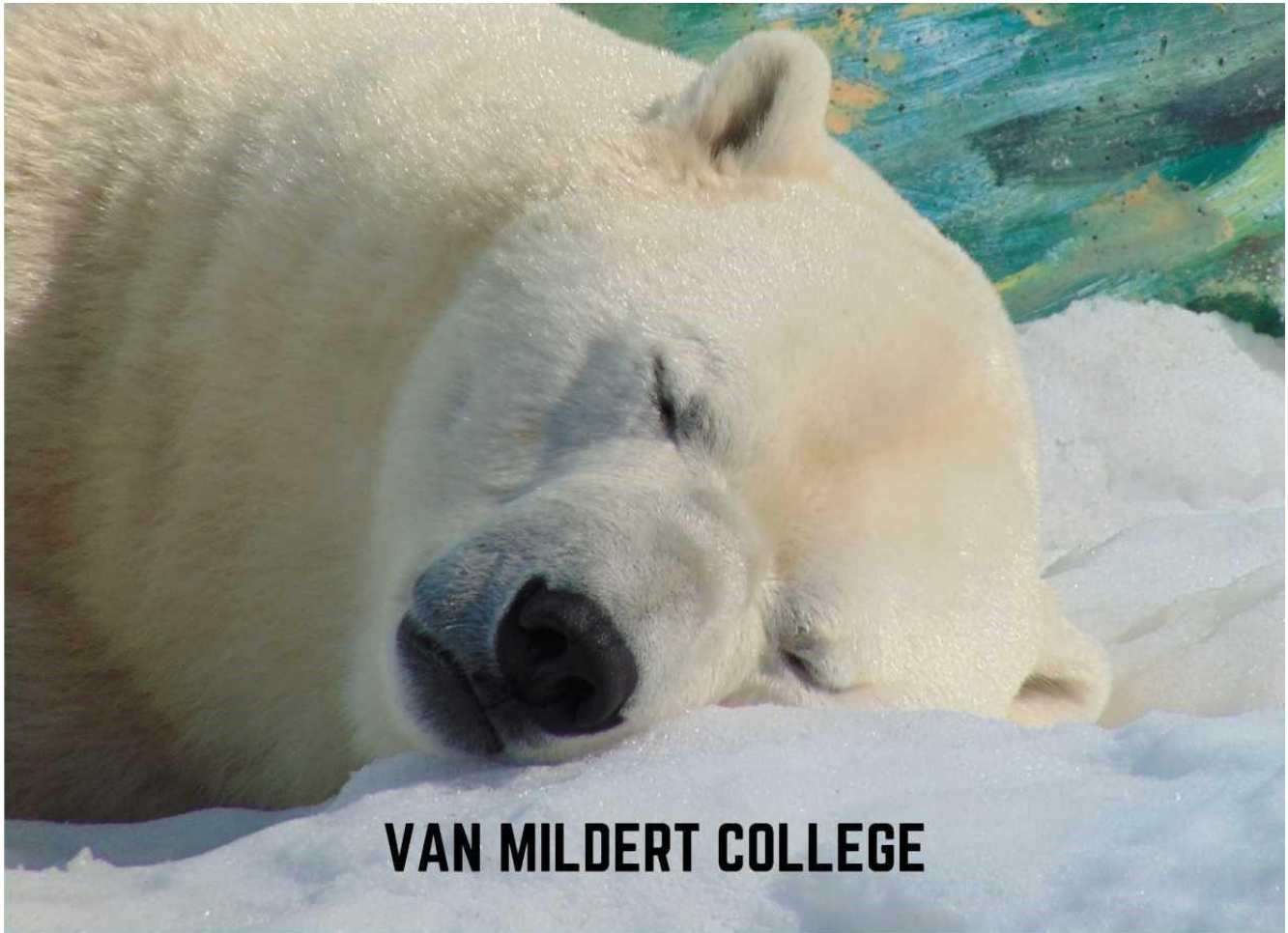


VAN MILDERT COLLEGE

IF IT'S NOT YOURS DON'T EAT IT

ASK BEFORE USING ANOTHER PERSON'S
KITCHEN EQUIPMENT OR BORROWING
ANYTHING THAT ISN'T YOURS!

**TAKING OTHER STUDENTS' FOOD
ISN'T OK!**



VAN MILDERT COLLEGE

I LIKE TO CHILL!

Keep your perishable food items in the fridges!

**DON'T ADJUST THE TEMPERATURE
SETTING OR LEAVE THE FRIDGE DOOR
OPEN LONGER THAN NEEDED!**

Keep me cool!

VAN MILDERT COLLEGE

contamination *causes food* *POiSONiNg*



FOOD MUST BE IN SEALED PACKAGING CLEAN UP ANY
LEAKS AND SPILLS THROW AWAY SPOILED FOOD
KEEP RAW MEAT ON THE LOWER SHELVES

FIRE SAFETY PROCEDURES & REGULATIONS

It is essential that everyone knows what to do in the event of discovering a fire or hearing the fire alarm. 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.

Never tamper with fire notices, fire-fighting equipment, heat and smoke detectors or prop fire/smoke- stop doors open. To do so is a criminal offence. If you become aware of any such offences, please report them immediately so that your safety and that of your friends is not put at risk. College will impose a fine of up to £200 for any deliberate breach of fire regulations or irresponsible behaviour which may endanger others or lead to false alarms.

Fire Alarm

If you discover a fire, you must:

1. Raise the alarm at the nearest break glass point. Break glass points are situated on routes leading out of every building.
2. Evacuate the building by nearest safe exit.

If you hear the fire alarm, you must:

1. Evacuate the building by nearest safe exit.
2. Proceed directly to the Fire Assembly Point in the JCR (or outside the Conference Centre if the main building's alarm is sounded).

DO NOT:

1. Use the lifts in Deerness Block
2. Stop to collect personal belongings.

These instructions are repeated on the rear of every room door. Assembly points are also highlighted on these instructions, please familiarise yourself with the specific assembly point for your room. The above procedures must be carried out even if you think it is a false alarm. No-one should re-enter the building until the all-clear is given.

Fire Register

You must complete the Fire Register (available at Reception) when you intend being away overnight so that, in case of a fire, your whereabouts can be accounted for. Otherwise people may risk their lives searching a building for you. Guests who are staying in College overnight must always be signed into the Fire Register.

Fire Alarm Tests

All soundings of the fire alarm should be treated as genuine except when notification of a fire alarm test is placed on the Notice Boards. Routine fire alarm tests take place between 11.00 am and 11.30 am on Tuesdays. Details of these are always posted on the Notice Boards. During this test the alarms will only sound for a few seconds. If the alarm continues then this should be treated as a full alert and buildings should be evacuated as per the standard procedure.

Fire practices

From time to time a full-scale fire drill is carried out (normally in the early morning). No warning is given and residents must treat the exercise as a genuine alarm. Anyone who fails to follow the correct procedure will be penalised and may be fined.

OTHER REGULATIONS

Heat and Smoke Detectors - VERY IMPORTANT

Fire detectors installed in the buildings, including in every bedroom, are very sensitive and if disturbed or activated accidentally (e.g. by aerosols, toasters, hot air or steam etc.) will set off the alarm and trigger an evacuation. If you tamper with and/or accidentally activate them your room number will be recorded on the fire panel and you may be fined and cause the evacuation of the whole building. False alarms can also put other people's lives at risk because resources are unavailable to attend a real emergency elsewhere.

If you have accidentally caused a false alarm other than in your room please act responsibly and **report it to Reception immediately**. If a particular alarm has been activated a flashing red light can be seen on the ceiling unit, so it is very easy for you to check which sensor has set off the alarm.

Fire Doors

It is a potential offence in the UK to leave a fire door propped or wedged open. For this reason, door wedges are not permitted and will be confiscated where found.

Landings

All corridors, stairs and landings are designated fire escape routes and must, **at all times**, be kept clear of **any obstruction**. All residents need to make sure that their corridors, landings, staircases and exits are kept clear of obstructions and to report any fire safety problems or concerns immediately. It is not permitted for any combustible objects or materials to be stored under staircases.

Furnishings and Lamp Shades

All furniture in College has to comply with the Fire Safety (Furnishings) Regulations, so only furnishings and lamp shades installed by College are permitted as their substitution could introduce a fire hazard.

Candles

THE USE OF CANDLES, WAX BURNERS, JOSS STICKS ETC. IN COLLEGE ROOMS IS ABSOLUTELY FORBIDDEN. This is for your own safety.

Emergency Lights

Emergency lighting units on landings and staircases should not be interfered with or removed. Their proper functioning is vital to ensure that people can get out of the building quickly and safely in the event of a fire at night.

Trailing cables

There should be no trailing electrical cables between rooms or in corridors. These cause a potential hazard both electrically and as a potential trip hazard.

Firearms/fireworks/flammable substances

No kind of firearm, ammunition or explosive, incandescent or inflammable material may be brought into or kept at the College. Fireworks must not be used or stored on College premises.

PERSONAL CONDUCT

Conduct in College

College life offers you the chance to develop and learn from living with others but it 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. Eccentricity is acceptable as long as it does not disturb others; anti-social behaviour never is.

The Vice Principal is responsible for seeing that community standards are observed. The JCR President and Executive Committee members are also responsible to their fellow students for seeing that the majority are not subjected to disruption by the few.

College Residential Services Assistants and University Security staff have responsibilities for the safety and security of College and College members are expected to comply with their instructions. In accordance with standard University procedures, students must give them their names when requested to do so.

Anti-social behaviour

The College Officers may impose fines or require community service for breaking rules or in cases of anti-social behaviour. Persistent offenders may be required to live out of College. Offences involving excessive consumption of alcohol may result in a ban from the College bar, whether or not the original consumption was in the College bar. A student banned from one College bar is automatically banned from all other College bars for the entire duration of the ban as specified. Disciplinary action can be appealed against to the Principal. The most serious offences will be referred to the Senate Discipline Committee. See the College Disciplinary Procedure below for further details.

Students in the city

Durham is a small city and during term-time students form a higher percentage of the population than in any other university town in the country, so their activities are conspicuous. College expects its members, whether living in or out of College, to show consideration and respect for the people who are permanently resident here. As in many cities, weekend nights in the centre of Durham can sometimes be rowdy, and students are advised to avoid situations where antagonism might arise.

LIVING OUT

Van Mildert has around 1700 student members, of whom 525 live in College. The majority of students live in College for the duration of their first year. Although most 2nd, 3rd, and 4th-year students live out of College, they remain full members of the College and are encouraged to enjoy the privileges and responsibilities of membership. Hopefully College will remain the focus of their social and recreational life and living out will not hinder them from participating in the wide range of activities organised by College clubs, societies and committees. Members who live out are welcome to take meals in College; they should sign in and pay at Reception.

The College also remains an important point of contact for all livers out and needs to be able to get in touch with you in an emergency. It is therefore essential that your contact details are kept up to date including your term-time address, personal email address and telephone number. Members living out must obey the University's Code of Conduct (www.dur.ac.uk/university.calendar/volume1/codes_of_practice/) and are under the same obligation to observe University regulations as they would be in College.

Being good neighbours

Some neighbours or other residents may not be familiar with the University or with the pressures of student life. You and your housemates may be their only contact with the University. The University and all your fellow students will, therefore, be judged by your behaviour. It is extremely important that you establish and maintain good relations with your neighbours (and they with you). The goodwill of all residents is essential for 'Town and Gown' relations and in any case you will derive greater pleasure from living out if you get on well with your neighbours. Relationships between local residents and students are not necessarily a source of antipathy. Most Durham City residents choose to live here because they enjoy the vibrancy of a University town. Consider joining or supporting your local residents association as this will provide you with an opportunity to contribute to your neighbourhood. Remember that you are an important part of the community.

Noise

Excessive noise, at any time, but particularly late at night, is very un-neighbourly and can cause great distress. It is especially disturbing to those whose working day starts earlier than yours or who need an undisturbed night, particularly between Sunday night and Friday morning which are for most people their working week. Do please respect the needs of others, particularly in terraced houses with thin walls and keep radios, TVs and music at low volume. If you have a party at your home, remember to inform your neighbours and to promise them that it will finish at a reasonable specified time. During summer months, please remember that noise from garden parties can be excessive even if this is just normal conversation levels. In particular be considerate when walking home late at night and remember that voices carry a long way. You should be aware that any citizen who is repeatedly disturbed by excessive noise or other unacceptable behaviour may also contact the Police.

Drunkenness

A significant proportion of complaints received from local residents relate to disorderly behaviour resulting from drunkenness. The easiest way to avoid this type of behaviour is to avoid excessive consumption of alcohol. Most Durham city houses do not have front gardens and therefore rowdy and drunken behaviour on the streets causes considerable disturbance and distress to local residents. This includes distress to elderly residents and families with young children. Unfortunately, this type of rowdy and drunken behaviour has all too regularly led to criminal damage to residents' property. Any incidences of this type will be dealt with both by the Police, with whom the University has a Memorandum of Understanding, and Colleges. In cases where the University is deemed to have been brought into serious disrepute, this may lead to rustication or expulsion.

VAN MILDERT COLLEGE DISCIPLINARY PRODECURE

This procedure is designed to help maintain and encourage acceptable standards of conduct.

College Concerns

In many cases, very minor breaches in conduct, termed a 'College Concern', will be remedied simply by a College Officer, or their nominated representative, discussing the matter informally with a student. The student will then, if appropriate, be issued with a warning letter which will lay out the details of the meeting and any actions required. Rather than impose punitive measures, a College Concern is considered an opportunity for the student to 'make good' the matter and 'wipe the slate clean'. This may include covering the cost of any damage or expenses incurred as a result of a College Concern incident. Furthermore, where a student is issued with two College Concern notifications in an academic year, any further College Concerns will result in the immediate escalation of the matter to stage 1 or stage 2 of the disciplinary process as outlined below. An open and honest discussion about a College Concern incident is preferable and can often result in a straightforward resolution in which there is no dispute over the issues involved. However, where allegations are more serious, or contested, the following procedure should be followed.

Disciplinary Offences

There are two types of disciplinary offence; Category 1 and Category 2. Category 2 offences (as set out in the [Non-academic Misconduct Policy, General Regulations IV Discipline](#)) broadly involve behaviour that either does, or has the potential to, cause serious damage to the University, its staff and other students. Category 1 offences involve misconduct of a less serious nature or may constitute an ongoing history of involvement in incidents defined as a College Concern. An "Authorised University Officer" (the Principal or his nominated representative) decides whether on the face of it, the offence is of Category 1 or 2 and has the discretion to begin the College disciplinary process as set out below at Stage 1 or Stage 2.

Process - major and minor offences

Stage 1 (including formal warnings)

If an incident is of a more serious nature than can be dealt with as a College Concern but is uncontested, the student may be given a formal warning by a College Officer (at a meeting and/or via a letter). The student will be advised of the reason for the warning and of any punishment appropriate, costs of making good any damage, that it is the first stage of the disciplinary procedure and of his/her right of Appeal (see Appeals). A copy of the letter will be placed on the student's college record. The case will be considered concluded. However, after two warnings, matters dealt with at stage 1 will be escalated to stage 2 as outlined below.

Stage 2

If the alleged misconduct is contested or if it is of a more serious nature (minor or major) or if it is a repetition of misconduct, or misconduct by a person who has already received two formal warnings, previously dealt with under Stage 1, then it may be dealt with under Stage 2, in which case a Formal College Investigation will be initiated. Students should note that there are certain matters within the University which cannot be investigated at a College level and should be taken forward under the relevant University policy as outlined in the University's General Regulations (most often the Non-academic Misconduct Policy).

Procedure for a College Investigation under stage 2 -

- Following a report of an incident of misconduct, an Investigating Officer will be appointed who will be a senior member of staff within the College, as nominated by a College Officer;
- The Investigating Officer will meet with the involved parties along with any witnesses and collect statements from each party;
- The Investigating Officer will write a Statement of Findings which will include their recommended outcomes;
- The Statement of Findings will be submitted to the College Principal who will decide whether the matter should be taken forward to a College Disciplinary Hearing.

If a College Disciplinary Hearing is required the following procedure will be put in place -

- The College Disciplinary Hearing panel shall be chaired by the Principal (or their nominated representative), and comprise the Investigating Officer, the Vice Principal (or their nominated representative) and a representative of either the JCR or MCR. The Senior College Administrator may also be asked to attend the hearing as an observer and note-taker;
- The student accused may be accompanied to the College Disciplinary Hearing by a fellow member of the College community and should inform the panel of their wish to do this in advance of the meeting;
- The student accused and those hearing the case, along with any other individuals called to give evidence, shall receive written notification from the Principal (or his nominated representative) of the offence and the need to attend a formal College Disciplinary Hearing, along with any relevant documentary evidence;
- At the College Disciplinary Hearing the accused student will have the opportunity to outline their position and submit any evidence of mitigation before answering questions from the panel;
- Usually within two weeks of the hearing, the Principal, or his nominated representative, will provide the student with a brief written decision summarising the facts found by the panel at the College Disciplinary Hearing, the considerations which led the panel to reach its decision and the student's rights of Appeal;
- The student has the right to request a copy of the notes made at the meeting by the Senior College Administrator.

Additional information relating to the procedure for a College Disciplinary Hearing -

1. Where a student fails to attend a meeting or College Disciplinary Hearing and the Principal, or his nominated representative, is satisfied that the student has received reasonable notice to attend (usually 3 working days), the Principal may proceed to deal with the charge and if necessary impose an appropriate penalty in the absence of the student;
2. Notice of a formal College Disciplinary Hearing will be sent to a student by the Senior College Administrator via email. The College realises that a student may not be able to attend at the given time for good reason (usually only taken to mean academic commitments) in which case the hearing will be rearranged. Having not read an email or not checked post is not considered a suitable reason for non-attendance at a College Disciplinary Hearing;
3. The Principal, or his nominated representative, also has the authority to postpone, continue or adjourn the hearing on cause shown at his/her discretion.

The panel shall make its decision based on:

- the nature of the alleged offence.
- the University's Non-academic Misconduct Policy within General Regulations IV.
- the evidence of the alleged offence.
- a balance of probabilities.

There are three possible outcomes from a College Disciplinary Hearing -

- The case is closed and no further action is taken - no guilt is found.
- The case is upheld as a Category 1 offence and appropriate sanctions are put in place by the College.
- The case is upheld and the case referred to the University's Senate Discipline Committee with a recommendation of a Category 2 offence.

For Category 1 offences, a College Officer may impose an appropriate punishment which have, in the past, included -

- a fine;
- a requirement to undertake community service;
- a reprimand or suspension of privileges for a period not exceeding one term for a first offence;
- 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;
- an order of suspension or exclusion from College or restricting access to the University or College or part thereof or restriction on contact with a named person(s);
- any or all of these or any punishment (e.g. a fine), other than expulsion, as deemed reasonable.

Disciplinary Appeals

A student who wishes to appeal against the outcome of any disciplinary action taken by the College should inform the Principal in writing within one week of the College Disciplinary Hearing. Depending on whether the appeal related to a stage 1 or stage 2 procedure, the appeal process will be heard by the Principal or passed to the Student Conduct Office.

College Damages Policy

Damage to College property may well be considered as a College Concern or Disciplinary Offence at Stage 1 or Stage 2.

When any unattributable damage occurs, the following procedure is implemented by the Vice Principal, or their nominated representative, via the College's Misconduct and Behaviour Group of which the JCR President is a member:

- The necessary repairs are put in hand by the College. A reasonable charge for the cost of repairs (as set out in the standard charges document issued by the University Estates & Buildings Department) is charged to the College.
- The JCR President puts out a call for those responsible to come forward.
- A period of grace of 48 hours will be put in place after the incident during which time it is expected that the perpetrator will come forward.
- If the perpetrator does not admit responsibility within this period of grace and is then subsequently found-out (as happens in the majority of cases) he/she will be required to pay the full repair costs which will be payable in full to the College. A fine may also be employed in such circumstances along with further disciplinary action as outlined under the Disciplinary Offences procedure stage 1 and stage 2.

When damage can be attributed to an individual or group of students:

- If the damage can be attributed to a group of students but not one individual, the College may impose community service or a group fine. Alternatively, damage within a particular residential

block/corridor may be charged to the residents of that block/corridor (to be split equally among all residents).

- For small amounts of apparently accidental or localised damage, if the perpetrator(s) admits responsibility within 48 hours to the JCR President or the Vice Principal then discretion is likely to be applied. This may mitigate against, reduce or even excuse them from a fine or community service but they will receive a written warning and may need to contribute to the cost of reasonable repairs. Alternatively, if there are mitigating circumstances up to 50 % of the repair costs may be waived.

UNIVERSITY DISCIPLINARY PROCEDURE

By registering, all students accept that they are bound by the General Regulations of the University and the related Codes of Practice. These are contained in the University Calendar Volume I and can be found on the University website - <https://www.dur.ac.uk/university.calendar/volumei/general-regulations/>.

The College disciplinary procedures are framed with reference to the General Regulations and can be found in the next section of this handbook.

There are two particular sections of the General Regulations which we feel, as a College, should also be specifically mentioned in our College Handbook. These two sections relate to drugs and alcohol, and harassment. Details can be found below for the attention of all students.

UNIVERSITY CODE OF PRACTICE ON DRUGS & ALCOHOL

The University's Code of Practice on drugs and alcohol can be found in full in Volume I of the University Calendar at the below link - <https://www.dur.ac.uk/university.calendar/volumei/codes-of-practice/illegal-drugs-and-alcohol/>.

The text that follows here is a simple summary of the sections of the policy which relate to College life but is not intended as a replacement for the full version referred to above.

Alcohol

When we are aware that someone is regularly drinking to excess, College is always willing to help. Our primary concern is not to punish but to deal with the problem and we can arrange specialist support. Only if a member is unwilling to tackle the problem or if poor performance or misconduct continues will more formal action be taken.

Drugs

It hardly needs saying that use or possession of any controlled substance on College or University premises is an offence and will lead to disciplinary action which will include fines and notice to leave College accommodation. It is worth noting here that the University's General Regulations specifically define the following as **Category 2 offences**, punishable by expulsion from the University:

- The possession of prohibited substances with an intention to supply others on University premises;
- The theft or attempted theft of dangerous drugs from University stocks or elsewhere;
- The manufacture or attempted manufacture of dangerous drugs or prohibited substances using university equipment or premises;
- The receipt or intended receipt of prohibited substances through the post.
- Where the University is aware that a criminal offence has taken place it is obliged to inform the police.
- Members who feel that they have a problem with alcohol or drugs can talk initially to the Student Support Team who can give practical help and advice.

UNIVERSITY CODE OF PRACTICE ON PERSONAL HARASSMENT

The Code of Practice can be found in full in Volume I of the University Calendar at the following website — https://www.dur.ac.uk/university.calendar/volumei/codes_of_practice/respect_at_study.

The text that follows here is a simple summary of the sections of the policy which relate to College life but is not intended as a replacement for the full version referred to above.

Defining harassment is not easy, but broadly it means any behaviour which patronises, insults, causes discomfort, intimidates or offends, on sexual, racial or personal grounds. It may consist of behaviour over a period of time or a single incident and it is important to understand that even behaviour not intended to do so, can leave someone feeling embarrassed, unsafe or frightened.

It is also important to be aware that it is the impact of behaviour on others, including possible observers, that is the benchmark, rather than the intention behind the behaviour. If you do feel that you are being harassed in any way, whether by a member of staff or a fellow student, do not feel that it is your fault or that you have to put up with it. It may be possible to solve the problem by talking to the person causing the offence, but if you feel you cannot do this, or it is too serious to be dealt with informally, you should speak with the Student Support Team.



Van Mildert College
Durham University

Code of Conduct for Student Groups

1. Introduction

Van Mildert College is a diverse community of students and staff in which all members are expected to conduct themselves in a way which promotes inclusivity, equality, personal responsibility and respect. Behaviour which is inconsistent with these expectations will be addressed by the College.

This Code of Conduct sets out the expected behaviour of all members of Van Mildert College, students of Durham University and their guests when participating in any activity or event in, or in the name of, Van Mildert College. The College and its Common Rooms offer a wide range of student opportunities and engagement with these opportunities by all students is encouraged. It is recognised that social activities are an important part of the student experience at Van Mildert College and can contribute towards a group's shared sense of purpose and morale. However, the College and University expects a high standard of behaviour and conduct from individuals and student groups at such events as set out below.

All students have the right to maintain membership of any club, society or committee operating in the name of Van Mildert College without fear of embarrassment, humiliation or abuse from fellow members, and should not feel pressured, coerced or forced into participating in any games or activities at social events. All members of student groups should be sensitive to the needs, beliefs and feelings of others, and should be aware of their own attitudes, behaviours and perceived behaviours, and their impact on others.

2. Definitions

'College members' are current students and staff members of Van Mildert College along with College Mentors and members of the Senior Common Room. Alumni of the College are not members until they have signed in at the College Reception.

'Users of the College Bar' include all members of the 'club' (the University Community) as defined within the College Bar Licence. Not all 'users of the College Bar' will be 'College Members'. However, there may be times at which access to the College Bar is restricted to 'College Members' only.

A 'social' is an informal gathering of College or club members taking place in or in the name of Van Mildert College or Durham University in which participants gather together as a group, at a specific time and in a specific place for the purpose of socialising. Socials are permitted at Van Mildert College and the expectations in relation to such events are outlined below.

An 'event' is a gathering of College members or their guests which has been pre-booked via College staff and approved by the College Officers. All College events must run in accordance with Durham

University's Standard Operating Procedure for events held in or in the name of Van Mildert College or Durham University. Events are permitted at Van Mildert College and the expectations in relation to such events are outlined below.

'Participants' are those individuals taking part in a social in, or in the name of, Van Mildert College or Durham University.

'Student leaders' are those individuals responsible for the organisation of any aspect of activity relating to a club, society, committee or group operating in, or in the name of, Van Mildert College. Student leaders include, but are not limited to, the Executive Committee of an established club, society or committee, the organisers of a group social, or those leading specific activities at a particular social or event.

'Traditions' are customs carried out by an individual or group, which have been passed from one generation of students to the next. These behaviours may be acceptable or unacceptable in nature (see 4 below).

An 'initiation' (cf. 'hazing') is when a new or existing member of a group is either encouraged or forced to perform a task that involves unacceptable behaviour in order to gain entry, credibility or status within a group. Examples of the unacceptable behaviour involved in an initiation can be found in 4 below.

3. Expectations

Participants should be aware that they remain ambassadors for Van Mildert College and Durham University at all times. Behaviour which brings the reputation of the College and/or University into disrepute is unacceptable.

Participants must take responsibility for their own actions and be aware of the impact of their actions on others.

Participants who attend any event with a guest (non-members of the club) take full responsibility for that guest for the duration of their visit. All non-members of the club who are taking part in an organised social in College must sign-in at the College Reception. In relation to 'socials' or 'events', non-members of the club may only attend a 'social' or 'event' as a guest of a club member or at the invitation of the College.

Participants may wish to consume alcohol at socials. This is acceptable within appropriate limits but there is no obligation to do so. All members should respect the choice of those who do not wish to consume alcohol.

The College Bar staff, Residential Services Assistants or any other member of College staff should be treated with respect and have the final say on the operation of the College Bar including the continuation of service. College facilities should be left as found.

4. Unacceptable behaviour

The below is an indicative but not exhaustive list of behaviours considered to be unacceptable -

- Forcing, requiring or coercing someone to drink alcohol beyond a level with which they are comfortable or capable of;
- Traditions which take the form of derogatory chanting, dares, challenges or forfeits of a nature that may be considered to endanger the health or safety of students, staff or members of the public;

- Lacking the capacity to take responsibility for your own personal safety or actions including through excessive or irresponsible consumption of alcohol or other substances;
- Drinking games, including the pouring of alcohol directly into anyone's mouth;
- Consumption of food, drink or other substances that could cause harm or be demeaning;
- Initiations or hazing;
- Wilful damage, defacing or misusing College property;
- Acts of indecency or nudity that any reasonable person may find offensive or inappropriate;
- Activities involving bodily fluids such as the consumption of vomit or urine;
- Trophying or theft of another person's belongings;
- Use of language or gestures which may be considered intimidating or rude in any culture;
- The use of social media to share inappropriate information, photographs or opinions which bring the College or University into disrepute;
- Any other behaviour that any reasonable person would find offensive or inappropriate or threatens the health and safety of members, other students or staff.

The use or possession of drugs will be dealt with in accordance with the University's Code of Practice: Controlled Drugs (see Resources below).

5. Bar Licensing Objectives

The College Bar operates under a Club Premises Certificate. As such, any individual using the College Bar must be a member of Durham University or a guest of a member (see 2 above).

The Code of Conduct is primarily designed to ensure the safety of all members of the College and University community. However, it is also intended to ensure that the College satisfies statutory and specific licensing objectives which include the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm. In addition, the College Bar must ensure that drinking water is available upon request, small measures (www.gov.uk) are made available and that age verification along with University membership verification take place at all times. Individuals using the College Bar may therefore be asked to present their Campus Card and ID at the point of sale.

The Licensing Act 2003 Order 2014 identifies a number of specific behaviours which are considered to be of 'significant risk' such that they would undermine the Bar Licensing Objectives. These behaviours include - drinking games, rewards for the consumption of alcohol, or the consumption of alcohol within a fixed period of time.

Further information about the legal requirements in relation to Alcohol Licensing can be found at the following link - <https://www.gov.uk/guidance/alcohol-licensing>.

6. The role of student leaders

Student leaders play a vital role in ensuring the success of many College and University activities and the College welcomes their enthusiasm to take on leadership roles. However, in taking on these roles a level of responsibility is assumed to plan and participate in socials in accordance with the expectations set out in this Code of Conduct. Student leaders should be aware of how their behaviour might be perceived by others. Indeed, student leaders set the standard for acceptable behaviour and their behaviour is often reflected by others including their younger counterparts.

The College acknowledges that any activity (social or event) can be planned and/or begin with the very best of intentions but that unacceptable behaviour can materialise during the course of social or event. It is the responsibility of student leaders to call out this behaviour in a timely manner but *only in circumstances when it is safe to do so*. Student leaders should actively seek the help of College staff (for example, a College Residential Services Assistant (RSA)) if required. Seeking support from College staff in such circumstances

will be viewed favourably by the College and reflect positively on the student leadership should the incident be reviewed or investigated at a later date.

7. Operational arrangements

Student group activities which constitute a social may only take place in the College Bar. They cannot take place in the JCR Well.

8. Breaches of the Code of Conduct

A breach of this Code of Conduct will be considered under the College Disciplinary Procedures as outlined on page 43 of the College Handbook which can be found on the College website at the below link - <https://www.dur.ac.uk/van-mildert.college/current/handbook/>. As stated in the College Handbook where behaviour occurs which is of a more serious nature, this may be escalated and investigated under Durham University's General Regulations IV Discipline.

9. Resources

Additional relevant information can be found below.

Durham University General Regulations -

<https://www.dur.ac.uk/university.calendar/volumei/general-regulations/>

Durham University Policy on Student Alcohol Awareness and Use -

<https://www.dur.ac.uk/resources/about/policies/PolicyonStudentAlcoholAwarenessandUseF.pdf>

Durham University Codes of Practice: Controlled Drugs -

<https://www.dur.ac.uk/university.calendar/volumei/codes-of-practice/>

Durham Student's Union, Code of Practice -

<https://www.durhamsu.com/main-menu/about-us/legal-financial/code-of-practice>

Durham University Codes of Practice: Students Living Out of College -

<https://www.dur.ac.uk/university.calendar/volumei/codes-of-practice/>

10. Confirmation of responsibility and behaviour

This Code of Conduct is available in the College Handbook and is also displayed in the College Bar.

It was distributed to all students via email at the beginning of the current academic year.

A copy of this Code of Conduct will also be sent to student leaders via email at the time of booking an event. Student leaders are required to remind those attending an event of the Code of Conduct and also reaffirm their agreement with the Code of Conduct.

Where to find help!

Safety Support Wellbeing

DURING OFFICE HOURS:

Need an appointment? All appointments with the Student Support Team are booked through our online portal, Student Connect vm.studentconnect.durham.ac.uk. We recommend that you save this link to your phone for easy access!

Illness: Report this to BOTH your department and the Student Support Team (vm.student-support@durham.ac.uk) and complete a Self-Certification of Absence Form online via on Student Connect.

Academic issues, struggling with exams or time management: Discuss with your academic advisor or someone in your department in the first instance. If you want to discuss this further or need to request a Concession, you should book a Student Support Meeting with the Student Support Team via Student Connect.

Personal distress or concern for another student: For urgent concerns contact the Student Support Administrator on 0191 33 47154. Alternatively you should email vm.student-support@durham.ac.uk or book an appointment with the Student Support Team via Student Connect. Alternatively you can contact the Counselling Service located in the Palatine Centre via 0191 33 42200.

Peer Support: For less urgent concerns and when you feel it would be helpful to talk to a fellow student about an issue of concern, you can contact the student-led JCR Talk and Support Team in College or the JCR President.

Something not working in your room: Report this at the College Reception.

OUTSIDE OFFICE HOURS:

Illness: For an emergency see below. For non emergencies, contact the NHS - www.nhs.uk or call the NHS Non-emergency number - 111.

Personal distress or concern for another student: For an emergency see below. For urgent hotline support, contact Nightline (number on back of your campus card) or Samaritans on 116 123 (free of charge).

Noise complaints: Call the College Reception on 0191 334 7100. Remember, you can report anonymously.

IN CASE OF EMERGENCY:

If it is truly an emergency and you need police, fire or an ambulance, then **dial 999** (9-999 from an internal phone) and clearly explain the emergency.

Inform the on-duty RSA as soon as possible by contacting Reception on 0191 33 47100.

UNSURE IF IT IS AN EMERGENCY:

Contact the on-duty Residential Services Assistant and they can advise you how to proceed. 0191 334 7100.

KEYS, WALLET, PHONE – PLAN YOUR WAY HOME

More information about where to find help can be found on the College website...

[Van Mildert College - Durham University](#)