

# THE PROCTORS

The two Proctors for each year are University officers nominated by the Colleges in rotation and then elected by the Regent House on 1 October. They normally serve a year as a Pro-Proctor first and each Proctor nominates a Deputy (normally one of the previous year's Proctors) who is also an additional Pro-Proctor. Other Pro-Proctors and Deputies can be appointed for particular purposes. The Proctor in each pair who has been a member of the Senate longest is designated Senior and the other Junior, but they have equal authority. Further information is available at: <https://www.proctors.cam.ac.uk/>

The Proctors as independent officers are traditionally responsible on behalf of the Regent House for seeing that the *Statutes and Ordinances*<sup>1</sup> are observed and are members of the Board of Scrutiny. They also belong to various other Boards, Syndicates and Committees and attend meetings of the Council as observers.

They are concerned with protecting lawful free speech and with the University's obligations under its Section 43 Code and with the Prevent duty and also with maintaining order at University events. Their former disciplinary duties relating to students have been transferred to the Office of Student Conduct Complaints and Appeals (OSCCA), although the Senior Proctor remains the disciplinary authority for Motor Licences issued to students who require them under the relevant regulations (but does not administer the issue of these licences) and the Junior Proctor registers University Clubs and Societies under those regulations and has authority to determine disputes arising between students and the Cambridge University Students' Union or the Graduate Union.

The Proctors also perform ceremonial duties at Congregations of the Regent House, University Sermons and other public occasions.

Matters of concern may be addressed to either of the Proctors, but enquiries concerning registered University clubs and societies, the Cambridge University Students' Union or the Graduate Union should be addressed to the Junior Proctor. They may be contacted by telephone or e-mail [contact@proctors.cam.ac.uk](mailto:contact@proctors.cam.ac.uk) or by leaving a message at the Proctors' and University Marshal's Office, The Old Schools, Cambridge (Network tel. 33314 External tel. 333314). A Proctor will normally be present 2 - 2.30 pm on Wednesdays in Full Term, although it is best to make an appointment. Access to the Office is via Senate-House Yard and the Old Schools Arcade, not via Trinity Lane and the Old Schools Reception.

**The Senior Proctor 2020-21:** Dr Karen Ottewell, *Emmanuel College* (Network) 35004  
e-mail: [senior.proctor@cam.ac.uk](mailto:senior.proctor@cam.ac.uk)

**The Junior Proctor 2020-21:** Dr Annamaria Motrescu-Mayes, *Clare Hall* (Network) 32390  
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## UNIVERSITY CONSTABLES

These are appointed by the Vice-Chancellor under the *Universities Act 1825* to assist the Proctors. Within the precincts of the University and four miles around they have the legal powers of any constable and it is an offence to assault or obstruct them. They assist the Proctors to maintain good order and protect lawful free speech.

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<sup>1</sup> <https://www.admin.cam.ac.uk/univ/so/>

# DISCIPLINE: GENERAL

In signing the Matriculation Registration Form<sup>1</sup> members of the University ‘... *promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University*’. Particular Rules of Behaviour and procedures apply to Registered Students, but otherwise those who matriculate (including former students and retired staff) are subject to the General Regulations for Discipline, which require that<sup>2</sup>:

1. No member of the University shall intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University, or any part thereof, or of any College.
2. No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University. No member of the University shall intentionally or recklessly fail to give any notice which is required to be given to a University officer or to a University authority under the terms of a code of practice issued under the provisions of section 43 of the Education (No 2) Act 1986.
3. No member of the University shall intentionally occupy or use any property of the University or of any College except as may be expressly or by implication authorised by the University or College authorities concerned.
4. No member of the University shall intentionally or recklessly damage or deface or knowingly misappropriate any property of the University or of any College.
5. No member of the University shall intentionally or recklessly endanger the safety, health, or property of any member, officer, or employee of the University within the Precincts of the University.
6. No member of the University shall engage in harassment of: (i) a member, officer, or employee of the University or a College; or (ii) any person where the harassment takes place either within the Precincts of the University or in the course of a University or College activity. (b) Harassment shall include single or repeated incidents involving unwanted and unwarranted conduct towards another person which is reasonably likely to have the effect of (i) violating that other’s dignity or (ii) creating an intimidating, hostile, degrading, humiliating, or offensive environment for that other.
7. No candidate shall make use of unfair means in any University examination or knowingly have in his or her possession at an examination any book, paper, or other material relevant to the examination unless specifically authorised. No member of the University shall assist a candidate to make use of such unfair means.
8. No member of the University shall forge or falsify or knowingly make improper use of any degree certificate or other document attesting to academic achievement, or knowingly make false statements concerning standing or concerning results in examinations.
9. All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his or her duties.
10. All members of the University shall state their names and the Colleges to which they belong when asked by a Proctor or Pro-Proctor, or by any other person in authority in the University or in any of the Colleges in the University.

**Karen Ottewell**  
Emmanuel College  
Senior Proctor 2020-21

**Annamaria Motrescu-Mayes**  
Clare Hall  
Junior Proctor 2020-21

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<sup>1</sup> *Ordinances Chapter II, Matriculation* <https://www.admin.cam.ac.uk/univ/so/>

<sup>2</sup> *Ordinances Chapter II, Discipline* <https://www.admin.cam.ac.uk/univ/so/>

# DISCIPLINE: REGISTERED STUDENTS

In signing the Matriculation Registration Form<sup>1</sup> students '*... promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University*'. The Rules of Behaviour for Registered Students apply to all registered students, including those not required to matriculate. These stipulate that:

## 1. A registered student must:

- a) comply with instructions issued by any person or body authorised to act on behalf of the University, in the proper discharge of their duties;
- b) comply with all health and safety regulations and instructions issued by the University, a College or other associated institution;
- c) inform the University of any relevant unspent criminal conviction;
- d) comply with the terms of the code of practice issued under the provisions of section 43 of the Education (No. 2) Act 1986 regarding meetings and public gatherings on University Premises;
- e) comply with the Statutes and Ordinances and any rules and procedures established under the Statutes and Ordinances.

## 2. A registered student must not:

- a) interfere or attempt to interfere in the activities of the University, a College, or any member of the collegiate University community in the pursuit of their studies or in the performance of their duties;
- b) damage, misappropriate or occupy without appropriate permission any University or College property or premises, or any property or premises accessed as a result of a College or University activity;
- c) interfere in the freedom of speech or lawful assembly of a member of the collegiate University community or visitor to the University;
- d) engage or attempt to engage in physical misconduct, sexual misconduct or abusive behaviour: towards a member of the collegiate University community; or towards anyone within the precincts of the University or during the course of a University or College activity;
- e) damage or misappropriate property belonging to a member of the collegiate University community; or belonging to anyone within the precincts of the University or during the course of a University or College activity;
- f) endanger the health and safety of anyone within the precincts of the University or in the course of a University or College activity;
- g) engage in any form of academic misconduct;
- h) forge, falsify or improperly use information to gain or attempt to gain an academic or personal advantage.

A former registered student must not forge, falsify or improperly use examination results, academic achievements, data, documents, or awards from the University. Additionally, all former students who matriculated are otherwise subject to any relevant rules and procedures under the *Statutes and Ordinances* and to the General Regulations for Discipline.

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<sup>1</sup> *Ordinances Chapter II, Matriculation* <https://www.admin.cam.ac.uk/univ/so/>

# ACADEMICAL DRESS

Members of the University, including Registered Students who have matriculated, are reminded of the Regulations for Academical Dress<sup>1</sup>, in consequence of which:

1. Registered students and other members of the University who are *in statu pupillari* are required to wear the academical dress appropriate to their status in this University when attending University ceremonies in the University Church or the Senate-House, and at all other times at which the Vice-Chancellor may by public notice direct that academical dress be worn.
2. Members of the University, including Registered Students, who are not *in statu pupillari*, shall wear the academical dress appropriate to their respective degrees of this University in the University Church, the Senate-House, and the Schools, and generally on public occasions and at official meetings, and on all other occasions on which the Vice-Chancellor may by public notice direct that academical dress be worn.
3. Doctors shall wear their festal gowns in public on Christmas Day, Easter Day, Ascension Day, Whitsunday, Trinity Sunday, All Saints' Day, on the day appointed for the Commemoration of Benefactors, on the days of General Admission to Degrees, and on all other occasions on which the Vice-Chancellor may by public notice request that festal gowns be worn.
4. On the occasions specified above any member of the University who holds a degree of another university or degree-awarding institution may wear the academical dress appropriate to that degree; save that this shall not apply to the Chancellor, the Vice-Chancellor, the High Steward, the Deputy High Steward, the Commissary, the Proctors, the Registrary, or the Esquire Bedells, or to any deputy for those officers, or to any person presenting or being presented for a degree of the University.

The wearing of academical dress within Colleges is a matter for the College concerned.

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<sup>1</sup> *Ordinances Chapter II, Academical Dress* <https://www.admin.cam.ac.uk/univ/so/>

# FREEDOM OF SPEECH

## MEETINGS AND EVENTS ON UNIVERSITY PREMISES

*Under the Education (No 2) Act 1986, the University has a duty to protect lawful free speech and issues a code of practice under Section 43 of that Act<sup>1</sup>*

**This Code applies to all members, students, and employees of the University and includes premises occupied by both CUSU and the GU and to outdoor and indoor meetings and events. Anyone in doubt about the application of the code must contact the Senior Proctor, who, in consultation with officers in the Registry's Office, will determine whether it applies. Separate but similar arrangements apply to meetings and events held in Colleges.**

### **Permission for meetings and events on University premises**

For space assigned to a single Faculty, Department or Institution, permission from that authority is required and otherwise permission from the central authority responsible for the space concerned. If a room is reserved, a booking must be made at least fourteen working days in advance. Further details are available in the Event Booking Guide at:

[https://www.em.admin.cam.ac.uk/files/uoc\\_event\\_booking\\_guidance\\_0.pdf](https://www.em.admin.cam.ac.uk/files/uoc_event_booking_guidance_0.pdf)

To fulfil legal duties relating both to Prevent and Freedom of Speech there may be escalation by the authority to a Referral Group (and members of the University may also do this by email to [referralconfidential@admin.cam.ac.uk](mailto:referralconfidential@admin.cam.ac.uk)). A decision by the Group that an event cannot take place or is subject to conditions is binding on all concerned, but with a right to appeal to the Vice-Chancellor or their deputy.

### **Management of meetings and events**

Organizers must comply with any conditions set and meet the cost of doing so. All persons covered by the Section 43 Code who are present at or near an event or meeting must comply with instructions given by a Proctor or any other University officer or person authorized to act on behalf of the University in the proper discharge of their duty. Failure to do so is a breach of the Rules of Behaviour for Registered Students, of the General Regulations for Discipline for other members of the University and/or the terms of employment of University employees.

### **External Speakers and Attendees – Notification to the Senior Proctor**

Notice is not required for academic meetings organized by a Faculty or Department or for meetings or classes of meetings approved by the Senior Proctor as being commonly or customarily held on University premises. Otherwise if a meeting or event is to be addressed or attended by persons not resident members of the University, then the organizers are required to give notice to the Senior Proctor (either on the form used to book the premises or to [senior.proctor@cam.ac.uk](mailto:senior.proctor@cam.ac.uk)), which should be received at least seven working days in advance (although the Senior Proctor may agree to receive information closer to the meeting or event).

### **Other Legal Requirements**

Attention is drawn to sections 11 and 14 of the Public Order Act 1986 concerning processions and assemblies and to legislation concerning incitement to violence, breach of the peace or racial hatred or events that cause serious public disorder or breaches of the peace and to the Licensing Acts, which apply to certain University premises, including the University Centre.

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<sup>1</sup> Ordinances, Chapter II, Discipline, Meetings and Public Gatherings on University Premises  
<https://www.admin.cam.ac.uk/univ/so/>

# COVID-19

## GATHERING IN SOCIAL GROUPS

1. By acting responsibly we stand the greatest chance of minimising the risk of infection and carrying on with our work, study and leisure. The University and Colleges have put together a set of measures to keep the community as safe as possible, which have been tested and refined in consultation with over 300 students and staff. Detailed information can be found here:

<https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni>

2. All members of the University should note their responsibilities as listed in the **University's COVID Community Statement**<sup>1</sup>: 1) **Behave in a way that minimises risk of infection**; 2) **Treat each other with dignity and respect**; and 3) **Keep up to date with public health guidance and follow it**.

3. It is essential that all members of the University community follow key public health measures and guidance on gathering in social groups. Detailed information can be found here:

<https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/follow-latest-guidance-on-gathering-in-social-groups>

4. **Failure to follow key public health measures and guidance on gathering in social groups may result in disciplinary action.**

5. **Registered Students** are reminded that in signing the Matriculation Registration Form<sup>2</sup> they '*... promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University*'. The relevant sections from the **Rules of Behaviour for Registered Students** state that they **must**:

- a) comply with instructions issued by any person or body authorised to act on behalf of the University, in the proper discharge of their duties;
- b) comply with all health and safety regulations and instructions issued by the University, a College or other associated institution;

**and must not:**

- f) endanger the health and safety of anyone within the precincts of the University or in the course of a University or College activity;

6. **Other members of the University, including retired staff and alumni**, are reminded of the sections in the **General Regulations for Discipline**, which state that<sup>3</sup>:

5. No member of the University shall intentionally or recklessly endanger the safety, health, or property of any member, officer, or employee of the University within the Precincts of the University.

9. All members of the University shall comply with any instruction given by a University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his or her duties.

**The precincts of the University** extend for three miles around Great St Mary's Church and include Madingley Hall and such other places as are specially determined as being within the precincts.

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<sup>1</sup> <https://www.cam.ac.uk/coronavirus/news/covid-community-statement>

<sup>2</sup> *Ordinances Chapter II, Matriculation* <https://www.admin.cam.ac.uk/univ/so/>

<sup>3</sup> *Ordinances Chapter II, Discipline* <https://www.admin.cam.ac.uk/univ/so/>

# PUBLIC PERFORMANCES AND FLY POSTING

1. Performances of plays and other entertainments *in public*, whether indoors or outdoors, may require a licence from the Cambridge City Council or from the South Cambridgeshire District Council for the area immediately surrounding the City. Requirements and procedures are determined by the Theatres Act 1968 and the Licensing Act 2003, amongst other legislation. Guidance is available at:

<https://www.cambridge.gov.uk/alcohol-and-entertainment-licensing>

<https://www.scambs.gov.uk/licensing/types-of-licence/licensing-act-2003>

2. Plays, musicals or ballets, concerts and recitals or readings, May Balls, sporting displays, and other such entertainments, all constitute performances in public, whether or not admission is by payment. Any such play, or other entertainment, that is held and ticketed, with an expectation of a profit being made, will require to be licensed.

3. Organisers of public performances and entertainments on University or College premises must seek advice and permission beforehand from the relevant authorities and for events held elsewhere obtain advice and permission the owner or operator of the premises. Even on premises where a licensing certificate is in force, a particular event or performance may require additional permission.

4. Those organising public performances and entertainments must inform themselves of and abide by any relevant requirements. Applications for licences must be made in advance to the relevant authority. Events requiring a licence should not be advertised before the licence has been obtained.

5. 'Fly-posting', i.e., fixing posters and other items to buildings, trees, etc. on University or College property without permission is a breach of the Rules of Behaviour for Registered Students and of the General Regulations for Discipline for other members of the University. Fly-posting is also contrary to the Town and Country Planning Act 1990 (on private property) and the Highways Act 1980 (in a public place) and material may be illegal for other reasons (obscenity, incitement to racial hatred etc.), or defamatory, even if posting is permitted. The City Council acts against fly-posting within the City and those who fail to remove illegal postings after notice from the Council may be prosecuted.

6. Even if an event does not require a licence, both the organisers and those controlling the premises may be prosecuted if adequate safety precautions are not taken. Promoters are also reminded that all concerned in a production may be liable to prosecution if words, actions or displays constitute an offence (e.g. obscenity, incitement to racial or religious hatred, or provocation likely to lead to a breach of the peace) and may also be liable to pay civil damages for defamation.

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# ACADEMIC MISCONDUCT INCLUDING PLAGIARISM

**In accordance with the Rules of Behaviour applying to them, registered students must not engage in any form of academic misconduct. Suspected academic misconduct will be investigated and disciplinary action may follow. The General Regulations for Discipline applying to other members of the University state that no person shall assist a candidate to make use of unfair means, i.e. to engage in academic misconduct.**

The General Board has issued guidance for Candidates, Examiners, and Supervisors. See: <https://www.plagiarism.admin.cam.ac.uk/what-plagiarism>. It may be supplemented by course-specific guidance from Faculties and Departments.

'Academic misconduct' is gaining or attempting to gain, or helping others to gain or attempt to gain, an unfair academic advantage in formal University assessment, or any activity likely to undermine the integrity essential to scholarship and research. It includes being in possession of unauthorised materials or electronic devices during an examination, including recording or communication devices or devices that can store data, even where the Registered Student is unaware that such materials or devices are unauthorised, has no intention of using them, or is unaware that they have them in their possession. Academic misconduct also includes:

- Plagiarism: using someone else's ideas, words, data, or other material produced by them without acknowledgement;
- Self-plagiarism: using the Registered Student's own ideas, words, data or other material produced by them and submitted for formal assessment at this University or another institution, or for publication elsewhere, without acknowledgement, unless expressly permitted by the assessment;
- Contract cheating: contracting a third party to provide work, which is then used or submitted as part of a formal assessment as though it is the Registered Student's own work;
- Collusion: working with others and using the ideas or words of this joint work without acknowledgment, as though it is the Registered Student's own work, or allowing others to use the ideas or words of joint work without acknowledgment;
- Impersonating someone or being impersonated in an examination or arranging for someone to impersonate someone else by sitting their examination;
- Fabrication, falsification or misrepresentation of data, results or other outputs or aspects of research, including documentation and participant consent, or presenting or recording such data, etc, as if they were real;
- Failure to meet legal, ethical and professional obligations in carrying out research. This includes failure to follow agreed protocol if this failure results in unreasonable risk or harm to humans, other sentient beings or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It includes any plan or conspiracy to attempt to do any of these things

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# MOTOR LICENCES

A registered student (except one who has MA status) keeping residence as a requirement of their course of study shall not keep, use, or have kept for their use, any motor vehicle (other than a moped) within ten miles of Great St Mary's Church during term or the Long Vacation period of residence without a Motor Licence<sup>1</sup>. These are issued on the recommendation of College Tutors and must be renewed from 1 October each year. This requirement does not apply to hiring motor vehicles or receiving driving instruction.

Licences may be issued to those who have kept nine terms' residence or are graduates of any university, but only in exceptional circumstances to others (although they may also be issued if the vehicle is to be used for the purposes of a University Department or a University or College club or society). Licences are not parking-permits and satisfactory details of parking arrangements must be provided. Licences must be prominently displayed on the vehicle.

Application for a licence must be made within 14 days either of the vehicle entering the controlled area or possession of the applicant and for renewals within 14 days of the start of Full Michaelmas Term. Applications should normally be made at: <https://www.proctors.cam.ac.uk/motor-control>

Copies of the following documents are needed:

- (1) Tutor's recommendation
- (2) Vehicle Registration
- (3) Insurance certificate (unless the vehicle belongs to a Department, Club or Society)
- (4) Driving Licence

Correspondence should be sent to **Student.Licences@admin.cam.ac.uk** unless it concerns alleged breaches of the regulations, in which case it should be sent to **senior.proctor@cam.ac.uk** and copied to **Student.Licences@admin.cam.ac.uk**. The Senior Proctor may (subject to review) cancel or suspend any Licence or fine of up to £175 for breach of the regulations or of any special conditions of issue.

# BICYCLES AND BOATS

Bicycles<sup>2</sup> belonging to a registered student (except one who has MA status) who is keeping residence as a requirement of a course of study should be marked with a College letter and personal number allotted by their College. This may also help to prevent theft and improve the chances of recovery. Similarly, boats kept or used on the River Cam by such students must have a College letter and number clearly marked on the bows and be registered with the Conservators, see: <https://www.camconservancy.org/>

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<sup>1</sup> *Ordinances, Chapter II, Discipline, Motor Vehicles* <http://www.admin.cam.ac.uk/univ/so/>

<sup>2</sup> *Ordinances Chapter II, Discipline, Bicycles and Boats* <https://www.admin.cam.ac.uk/univ/so/>

# DISRUPTION OF LECTURES, SEMINARS AND OTHER UNIVERSITY ACTIVITIES

**Members of the University are reminded that under the General Regulations for Discipline<sup>1</sup> and the Rules of Behaviour for Registered Students,**

they may not:

- (a) intentionally or recklessly disrupt or impede or attempt to disrupt or impede the activities and functions of the University, or any part thereof, or of any College.
- (b) intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University.
- (c) intentionally or recklessly fail to give any notice which is required to be given to a University officer or a University authority under the terms of a code of practice issued under the provisions of section 43 of the Education (No. 2) Act 1986.
- (d) intentionally occupy or use any property of the University or of any College except as may be expressly or by implication authorized by the University or College authorities concerned.
- (e) take into or consume food or drink in a place if the authority for that place has prohibited it.

They must:

- (a) comply with any instruction given by a University officer, or by any other person authorized to act on behalf of the University, in the proper discharge of his or her duties.
- (b) state their names and the College to which they belong when asked by a Proctor, Pro-Proctor or by any other person in authority in the University or in any of the Colleges.

**Disciplinary action may be taken against any Registered Student or other member of the University who does not comply.**

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<sup>1</sup> *Ordinances, Discipline, General* <https://www.admin.cam.ac.uk/univ/so/>

# UNIVERSITY CLUBS AND SOCIETIES

Regulations<sup>1</sup> in *Ordinances* provide that:

1. Any club or society consisting wholly or partly of registered students may apply to the Junior Proctor for registration as a University society. A club or society applying for registration shall submit to the Junior Proctor a statement of its current financial position and a copy of its constitution. The Junior Proctor may refer such an application to the Societies Syndicate. If the Junior Proctor refuses to register a club or society, the club or society may appeal to the Societies Syndicate, who may if they think fit register the club or society.

2. All registered clubs or societies shall deposit any changes in their constitution with the Junior Proctor, and shall notify him or her of any change of officers.

3. Every registered club or society shall deposit with the Junior Proctor by **31 December** each year a copy of its accounts for the previous academical year approved and signed by the Senior Treasurer who shall be a member of the Regent House or if not shall be a member of the Senate approved for the purpose by the Junior Proctor. A club or society that has been permitted by the Junior Proctor to amend its constitution under Regulation 4 so as to remove the requirement to have a Senior Treasurer may be required by the Junior Proctor to submit its accounts in such manner as may be determined by the Junior Proctor in each case.

4. A club or society whose constitution requires it to have a Senior Treasurer shall not amend its constitution so as to remove this requirement without obtaining the prior approval of the Junior Proctor and submitting to the Junior Proctor a statement of its current financial position.

5. Any club or society sanctioned by the Proctors before these regulations take effect shall be deemed to have been registered in accordance with these regulations.

6. Any registration granted or deemed to have been granted under these regulations may be withdrawn at the discretion of the Junior Proctor, subject to a right of appeal by the club or society to the Societies Syndicate.

7. No club or society consisting wholly or partly of registered students whether registered or not, shall, while occupying University premises, engage in trade without the permission of the Finance Committee of the Council.

***Registered clubs and societies are expected to comply with these requirements in a timely manner. They are eligible to apply for grants from the Syndicate.***

Officers should follow the 'Notes for the Guidance of University Clubs and Societies' issued by the Junior Proctor, available at: <http://www.proctors.cam.ac.uk/documents/notes-on-registering-societies.pdf>. The sections concerning acceptable constitutions, membership, finance and financial assistance, insurance and risk-assessment are of particular importance. For further advice or guidance e-mail: [junior.proctor@cam.ac.uk](mailto:junior.proctor@cam.ac.uk)

A Proctor will normally be at the Proctors' and Marshal's Office 2 - 2.30 pm on Wednesdays in Full Term, although it is best to make an appointment. Access is via Senate-House Yard and the Old Schools Arcade, not via Trinity Lane and the Old Schools Reception.

**Annamaria Motrescu-Mayes**

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*Junior Proctor 2020-21*

<sup>1</sup> *Ordinances Chapter II, Discipline, Clubs and Societies* <https://www.admin.cam.ac.uk/univ/so/>

# EXAMINATIONS

***Under the Rules of Behaviour for Registered Students no such student shall engage in any form of academic misconduct, which includes plagiarism and possession in any examination of any unauthorized book, paper or other material relevant to an examination. No other member of the University shall assist a candidate to make use of such unfair means.<sup>1</sup> Academic misconduct can lead to serious disciplinary consequences. In addition, the Examination and Assessment Committee makes rules for the conduct of examinations<sup>2</sup>. Fines up to £175 (subject to review) can result from breaching these, which are:***

1. Candidates shall not commence writing at the start of an examination session until authorized to do so by the Supervisor or Senior Invigilator. Candidates shall stop writing at the end of an examination session when similarly instructed.
2. Except with the consent of the Supervisor or Senior Invigilator, no candidate shall be allowed to enter an examination room later or to leave an examination room earlier than thirty minutes after the beginning of a session.
3. A candidate may take a small bottle of non-carbonated drink to her or his desk for consumption during an examination session provided that no disturbance is thereby caused to other candidates. Except with the written consent of the Examination and Assessment Committee no food or other items of drink may be taken into an examination room; cigarettes, e-cigarettes, and the like are also prohibited from all examination venues. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of unauthorized items until the examination session is ended.
4. No candidate shall take into an examination room or have in his or her possession during an examination any book or paper relevant to the examination unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate such documents.
5. No candidate shall take into an examination room any electronic calculator or other means of data storage or retrieval unless specifically authorized. A Supervisor, Invigilator, or Examiner has authority to confiscate unauthorized items. If a candidate is suspected of unfair means, the item will be confiscated until the Student Discipline Officer has authorized its return. Where also specified, an electronic calculator must carry an official mark indicating that it has been approved for use in University examinations.
6. No candidate shall have in her or his possession during an examination any electronic communication or audio device. A Supervisor, Invigilator, or Examiner has authority to deprive a candidate of such equipment until the examination session is ended.
7. Candidates shall not remove from an examination room any paper except the question paper and such books or papers, if any, as they were authorized to take into the room. Until the time at which candidates are allowed to leave the examination room, no copy of any examination paper shall be taken from the room without the consent of the Supervisor or Invigilator.
8. No candidate shall communicate with any other candidate during an examination session.
9. Candidates shall not leave their places during a session except with the consent of the Supervisor or Invigilator.
10. Candidates shall be dressed decently and not in a manner that is likely to create a disturbance in the examination room, or to distract the attention of other candidates.
11. A Supervisor, Invigilator, or Examiner shall report to the Examination and Assessment Committee any breach of these rules and shall inform the candidate concerned that such a report is to be made. A candidate shall not be dismissed from a session except as provided in Rule 12.
12. A candidate who acts in such a way as to disturb or inconvenience other candidates shall be warned and may, at the discretion of the Supervisor, Invigilator, or Examiner, either be required to change seat or be dismissed from the session.
13. Candidates attending a practical examination must comply with the safety requirements of the laboratory in which the examination is held.
14. Candidates shall have regard for the welfare of others, including the general public, at the end of examination sessions (both their own sessions and those of others). In particular they should avoid: noise that might disturb active examinations or other work nearby; littering or damage, especially with food or drink; and obstructing highways or thoroughfares. Candidates shall comply with instructions given by University staff performing their duties.

**Karen Ottewell**  
Emmanuel College  
*Senior Proctor 2020-21*

**Annamaria Motrescu-Mayes**  
Clare Hall  
*Junior Proctor 2020-21*

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<sup>1</sup> *Ordinances*, Discipline, General <https://www.admin.cam.ac.uk/univ/so/>

<sup>2</sup> *Ordinances*, Discipline, Examinations, Rules for the Guidance of Candidates and for the Prevention of Misconduct in Examinations <http://www.admin.cam.ac.uk/univ/so/>

# POST-EXAM CELEBRATIONS

**This applies to anyone who is, has been, or will be a candidate for any University examination during the year.**

Rule 14<sup>1</sup> made by the Examination and Assessment Committee states: *Candidates shall have regard for the welfare of others, including the general public, at the end of examination sessions (both their own and those of others). In particular they should avoid: noise that might disturb active examinations or other work nearby; littering or damage, especially with food or drink; obstructing highways or thoroughfares. Candidates shall comply with instructions given by University staff performing their duties.*

A fine of up to £175 (subject to review) can be imposed for breaching this rule.

**Some celebrations have caused:**

- **disturbance to active examinations;**
- **annoyance to people and damage, e.g. to cars;**
- **unacceptable litter and mess requiring special cleaning;**

**The following actions may constitute breaches of Rule 14:**

- **Throwing food, e.g. milk, flour, eggs etc.;**
- **Throwing paint, dye, glitter or anything that marks and cannot be brushed off;**
- **Spraying or throwing anything in public places;**
- **Spraying or throwing anything on a University site where it has been banned.**

Instructions from University staff and requests to give name and college must be obeyed. Failure to do so is a breach of the Rules of Behaviour for Registered Students and of the General Regulations for Discipline for other members of the University.

**Karen Ottewell**  
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*Senior Proctor 2020-21*

**Annamaria Motrescu-Mayes**  
Clare Hall  
*Junior Proctor 2020-21*

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<sup>1</sup> *Ordinances Discipline, Examinations, Rules for the Guidance of Candidates and for the Prevention of Misconduct in Examinations* <http://www.admin.cam.ac.uk/univ/so/>