# Selwyn College

# Tutorial and Academic Regulations

**Introduction**

These Regulations are issued by the College Council to govern the everyday behaviour of students at the College in academic matters. They supplement the College’s formal *Rules for Student Behaviour*. Any student committing a breach of these Regulations has engaged in misconduct under the College’s disciplinary procedures.

# Tutorial and Academic Regulations

In the case of a breach of these *academic* Regulations, the Senior Tutor will adjudicate. This list is indicative and does not constitute an exhaustive list of possible academic misconduct.

1. Members of the College are required to apply themselves diligently to their studies. Serious and prolonged neglect of their studies will render them liable to formal proceedings under the College’s regulations for an Academic Committee and/or under the Fitness to Study procedure.
2. Undergraduate students must attend all supervisions that have been arranged for them unless prevented by grave cause. They must also attend meetings arranged for them by their Tutor or Director of Studies or meetings which they told to attend at the request of the Senior Tutor, the Dean or the Master.
3. Undergraduate students must sit as required any College progress tests or other such work set by their Director of Studies.
4. Every undergraduate student, and every graduate student registered for an examined course, must take and pass each year the examination proper to their studies. A student will not normally be allowed to return into residence after examination failure.
5. All members of the College shall comply fully with the University regulations on discipline regarding academic matters.
6. Students must respond promptly to all correspondence from the College and in particular from Tutors, Directors of Studies and supervisors.
7. Members of the College should at all times behave respectfully towards academic and other staff, whether in person, in their absence or online.
8. Students must not engage in plagiarism in work that they submit for supervisions or to the University.
9. Students must register with a Cambridge Doctor within their first week of residence and notify their name to the Tutorial Office.
10. College bills must be paid within fourteen days of the start of Full Term. Interest will be charged on outstanding bills after this time. A student who fails to pay their bill will

not normally be allowed to return into residence, and no student with an outstanding College bill will be allowed to proceed to their degree.

1. During Full Term undergraduate students may not engage in paid employment without written permission having been obtained in advance from a Tutor. Full-time graduate students may only engage in employment in accordance with University regulations and only within the College or the University.
2. Use of the College Library implies acceptance of the Library’s rules. A student who borrows a book from the Library but fails to return it by the due date, or within three days of being notified that the book has been recalled by the Library, or who otherwise breaches the rules, must pay the fine set by the Librarian.
3. If a student submits an official College form (for example, an accommodation request) to the Tutorial Office after the official deadline for that form, the Tutorial Office may at its discretion nevertheless accept the form but will apply an administrative charge of £10. A similar charge may be levied on any undergraduate who fails, without notice and good cause, to attend beginning or end of term meetings with their Tutor or Director of Studies.
4. Academical dress (a gown) is worn at formal dinner in Hall, and in Chapel. Graduate students holding a degree of the University attending Chapel on Sundays may wear the hood appropriate to their degree.
5. The College is required by the University to certify that an undergraduate has kept Term, and the on-line Exeat Forms, together with the Exeat and Rediit information, provide the basis on which this is done. We thus rely on you to provide an accurate record of when you came up and of the number of nights on which you did not reside in Cambridge. If you wish to leave Cambridge for one or more nights during Term, you must sign the Exeat Book in the Porters’ Lodge before leaving, and when you return. This applies to all undergraduates, including those who live out. Any undergraduate who is found to have been absent for one or more nights without having signed the Exeat Book will be fined. Prolonged absence during Full Term is incompatible with the demands of your course; if there is a good reason for your wishing to be away for more than the occasional night, you should discuss this with your Tutor. In addition, the Head Porter is required to inform the relevant Tutor in all cases where an undergraduate has been away from College for three or more consecutive nights. Postgraduate students need not inform their Tutor but must nonetheless sign the Exeat Book in the Porters’ Lodge before leaving, and when they return. They must also comply with any University regulations necessary for their degree course and, if necessary, apply for leave to work away from Cambridge. As they come into residence at the beginning of each Term/year they must check in at the Porters’ Lodge using their University card.
6. Undergraduate students are expected to have come into residence by the Monday one day before the start of each Full Term and may not arrive later than this date without advance permission from a Tutor. Except for their first term, they may arrive up to seven days before the start of Full Term without special permission.
7. Undergraduate students who wish to reside in College outside of Full Term must obtain permission from a Tutor. A daily charge will be made for rooms occupied outside the normal period of residence. Undergraduate students arriving before their agreed return date or staying beyond their agreed departure date without Tutorial permission will incur an administration charge of £50 plus additional rent.
8. Residence in Cambridge throughout the entire Christmas vacation or Easter vacation may sometimes be permitted for undergraduate students. Except for those whose families live overseas, they must make a compelling case to the Senior Tutor in requesting permission. All students must make such a case if they wish to request permissions to remain in residence throughout the Long Vacation.
9. A student who is intermitting their studies, or who is unable to take their examinations, must leave the College premises as directed by the Senior Tutor or their Tutor. Exceptional permission to enter the College may be granted only by the Senior Tutor.