



Wesley House

The Methodist College in Cambridge since 1921

A reflective, cross-cultural community of prayer and study for students and scholars in the Wesleyan tradition

Good conduct policy and procedures

Policy

The Trustees expect and require anyone involved with Wesley House to act with integrity and respect at all times and not to do anything that could damage the College's reputation.

Application

This policy applies, amongst others, to students, residents, staff, trustees, fellows, academic contributors, contractors and guests.

Reporting breaches of this policy

Anyone to whom this policy applies has an obligation to report any breaches of this policy that they know of or suspect so that the College can deal with the matter in a timely and appropriate manner and to avoid any allegations of collusion. In addition, you may make a complaint about anyone to whom this policy applies concerning their behaviour towards you. Reports should generally be made to the Principal or, in her absence or if otherwise appropriate, to any College Officer or Trustee.

Initial action

On receiving notice of misconduct (whether known or alleged) the Principal, or another delegated Officer or Trustee, will try to resolve the matter amicably and informally if it is possible and appropriate to do so. If the matter can not be resolved informally or is of a more serious nature, the procedures below will apply.

In serious cases (only) the Principal, or another delegated Officer or Trustee, may decide to suspend a person complained about and/or exclude them from College premises until the matter is heard by a panel of Trustees.

Academic misconduct

Any breach of this policy relating to academic matters (for example, plagiarism or failure to meet required standards or timescales) will usually be subject to the validating university's procedures. Following that institution's decision the Principal, or in her absence the Director of Studies, will decide whether to refer the matter to the Trustees. The College's action will be informed by, but not restricted by, the validating university's decision.

Staff misconduct

Any breach of this policy by staff will be dealt with in accordance with the College's disciplinary procedure.

Misconduct by residents

Residents, whether students or not, who breach this policy may be deemed to be in breach of their terms of residence in which case their Licence to Occupy may be terminated by a College Officer in accordance with that Licence.

Residents who break the law, or who are suspected of breaking the law, will be reported to the Police. A decision to terminate their Licence to Occupy will be informed by, but not restricted by, the Police's decision, whether or not action is taken.

Misconduct by students

Breaches of policy by Wesley House students, whether resident or not, for reasons not related to academic misconduct, may be referred by the Principal, or in her absence by another College Officer, to the Trustees. Students who break the law, or who are suspected of breaking the law, will be reported to the Police. A decision to refer them to the Trustees will be informed by, but not restricted by, the Police's decision, whether or not action is taken.

Visitors and short term residents

Visitors and short term residents (i.e. those residing in College for durations up to one month) breaching this policy may be required to leave the College premises with immediate effect by a College Officer, or person acting on their behalf, or within another appropriate timescale at the College's sole discretion.

Matters referred to the Trustees

Matters referred to the Trustees under this policy will be heard by a panel of at least any two Trustees. (In the case of a Trustee, the panel must include the Chair of Trustees. In the case of the Chair of Trustees, the panel must include a quorate number of Trustees). A College Officer will give Trustees the reasons in writing or orally for referring the matter, any relevant background information and potentially a recommended course of action. The person referred, who may choose to have a companion present, will be given an opportunity to present their defence in person or in writing.

Having heard from both parties the Trustees will retire to make a decision or call for further information before a decision is made. The range of decisions may include, without limitation:

- taking no further action;
- referring the matter to other Trustees for a decision (in which case a new hearing will be held);
- a warning of the consequence of further breaches;
- referral to a relevant third party (e.g. a university or church body);
- removal of college membership
- temporary or permanent suspension from the College's student body; and/or
- temporary or permanent exclusion from the College premises.

In the case of students, in some cases (DTM; BTh) exclusion from membership of the college will affect the student's ability to complete their degree or diploma programme.

There is no appeal against the panel's decision.

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