

Approval Authority	Board
Policy Author	Stephen Peake
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Review Date	Every two years or as required

1 PURPOSE

This policy sets out the principles, eligibility requirements, and processes governing admission and enrolment to Emmanuel College (the *College*).

The purpose of this policy is to ensure that admissions decisions are:

- fair, transparent, and consistent;
- aligned with the College's constitutional objects and affiliation with The University of Queensland (UQ);
- supportive of a safe, inclusive, and academically focused residential community; and
- compliant with applicable legal and regulatory obligations.

College Affiliation and Admissions Context

Emmanuel College offers a world-class collegiate experience and attracts applications from students all around the world. It strives to achieve a diverse cohort of students that reflects society in general: a community of different genders, cultures and home geographies, talents and abilities, educational and socioeconomic backgrounds, sexual identities, ethnicities, faiths and races.

It is the College's view that applicants should be assessed as individuals. As such, attention is given not just to an applicant's achievements but also to their unique perspective and their potential to contribute to our community and the world. This approach aligns with the College's values of **respect, community, individuality** and **aspiration**. Following a values-based approach to admissions allows the College to select applicants who are prepared to be good community members and to live out those values in community.

The College is an affiliated residential college of The University of Queensland, and is a signatory to the Relationship Framework (along with the other nine UQ situated colleges) and a legally binding agreement in relation to alignment and compliance with the UQ whole-of-organisation prevention and response plan in accordance with the requirements of the National Higher Education Code to Prevent and Respond to Gender-based Violence.

In accordance with the College Constitution:

- the College is established to provide appropriate accommodation and tuition for students attending a tertiary education institution, the majority of whom must be attending The University of Queensland,¹

¹ Constitution of Emmanuel College, 25 February 2021, s3(a).

- preference for admission as students of the College must be given to persons enrolled in a program offered by The University of Queensland, as opposed to any other tertiary institution,²
- if there are available places at the College after all eligible students of The University of Queensland have been admitted, the College may offer those additional places to students of another tertiary institution.³

Accordingly, admissions processes are designed to:

- prioritise applicants who are students of The University of Queensland; and
- ensure ongoing compliance with the constitutional requirement regarding the composition of the resident community.

Nothing in this policy prevents the College from admitting a limited number of eligible students from other tertiary institutions, where this is consistent with the Constitution, available capacity, and the interests of the College community.

2 SCOPE

This policy applies to:

- all applicants for membership including residential and associate membership at the College;
- College staff, contractors, and volunteers involved in admissions activities; and
- members of any admissions team or decision-making body.

3 POLICY DETAIL

Guiding Principles

Admissions and enrolments to the College are guided by the following principles:

1. **UQ-centred mission**
The College exists primarily to serve students of The University of Queensland and to support their academic and personal development.
2. **Equity and fairness**
Admissions decisions are made on a fair and non-discriminatory basis, consistent with applicable law.
3. **Community suitability**
Selection considers an applicant's readiness for communal living and capacity to contribute positively to college life.
4. **Transparency and accountability**
Admissions criteria and processes are applied consistently and documented appropriately.
5. **Safety and wellbeing**
The College prioritises the safety, wellbeing, and dignity of all students.

Eligibility Requirements

To be eligible for an offer of a place at the College, the following criteria apply.

3.1 Student status

A student must be enrolled, or intending to enrol, as a student in a recognised bachelor's degree or higher qualification.

- Preference will be given to applicants enrolled or intending to enrol at The University of Queensland, in order to meet the College's constitutional requirements.

² Ibid., s10(a)

³ Ibid., S10(b)

- Preference will be given to students who do not reside in the Brisbane City Council local government area, and those who do will be encouraged to join the Associate (non-residential) program.
- In the event that a student who has previously been offered a provisional place at the College (prior to QTAC offers) does not receive an offer to UQ, their offer for a place at the College may be withdrawn. The College's refund guidelines will apply in such cases.

3.2 Age

- At least 17 years old at the time of application *and* will turn 18 years old by the commencement of the second semester of the UQ academic year in their first year at College.
- Preference will be given to undergraduate applicants under 20 years of age.

3.3 Capacity to comply

- Demonstrate the ability and willingness to comply with:
 - the Resident Agreement, or Non-Resident Agreement (as applicable);
 - the College Code of Conduct; and
 - all College policies and procedures.

3.4 Financial capacity

- Meet the College's financial requirements, including payment of deposits and fees by the due dates (or under an approved arrangement).

3.5 Visa and residency requirements (where applicable)

- Hold appropriate visa status and permissions to study and reside in Australia for the duration of the residency.

3.6 Admissions Categories

The College may admit residents and associates (non-resident members) across categories such as:

- new residents;
- returning residents;
- undergraduate students;
- postgraduate students;
- scholarship or equity recipients;
- exchange or study abroad students; and
- short-term or visiting residents (where offered),

The College may manage the number of places in each category to support:

- constitutional compliance;
- community balance; and
- operational requirements.

4 Selection Criteria

Eligible applicants are assessed holistically against selection criteria, which may include:

- Alignment with the College's UQ focused mission, including enrolment at UQ and engagement with UQ academic life.
- Readiness for communal living - Demonstrated responsibility, respect for others, and capacity to live cooperatively.
- Contribution to College life - Willingness to participate in academic, cultural, sporting, leadership, or service activities.

- Commitment to study - Evidence of engagement with academic goals and the ability to balance study and residential life.
- Values and conduct - Alignment with the College's values, behavioural expectations, and standards of conduct.

5 Application Process

5.1 Application requirements

Applicants must submit all required materials by the published deadlines, which may include:

- an application form;
- a video personal statement;
- referee reports; and
- evidence of enrolment or offer of enrolment.

5.2 Interviews

The College may require applicants to participate in an interview, conducted in a structured and equitable manner.

5.3 Key dates

Application opening dates, deadlines, and offer rounds will be published annually.

6 Assessment and Decision Making

6.1 Admissions authority

Admissions authority rests with the Principal/CEO, and delegated to the Admissions Team in accordance with authority approved by the College Board.

6.2 Decision framework

Decisions take into account:

- the College's capacity and community needs; and
- the requirement that a majority of residents are UQ students.

6.3 Conflicts of interest

Any person involved in admissions must declare and appropriately manage conflicts of interest.

7 Offers, Acceptance, Waitlist, Other Considerations

7.1 Offer types

Offers may be:

- unconditional; or
- conditional, subject to specified requirements being met, for example, the applicant accepting an offer to study at UQ.

7.2 Acceptance

An offer is accepted only when:

- the applicant confirms acceptance in writing (either physical or digital);
- required documentation is completed; and
- required payments are made by the due date.

7.3 Waitlists

Where demand for places at the College exceeds capacity:

- the College may operate a waitlist; and
- waitlist offers will be made in accordance with selection criteria, category balance, and constitutional requirements.

7.4 Safety and Suitability Considerations

The College reserves the right to decline or withdraw an offer where:

- information provided is false or misleading; or
- admission would pose an unreasonable risk to the safety or wellbeing of the College community.
- Any such decision will be made fairly, proportionately, and in accordance with law.

8 Accessibility and Support

The College welcomes applications from students with disability or health conditions and will consider reasonable adjustments to the application process and to support participation in College life, subject to safety and operational considerations.

Applicants are encouraged to disclose relevant accommodation needs early in the process to enable such considerations.

9 Privacy

Personal information collected during the admissions process is handled in accordance with the College's Privacy Policy and applicable privacy laws. Information is used solely for admissions and residential management purposes and is stored securely.

10 Complaints and Appeals

Applicants may lodge a complaint or appeal where they believe:

- the admissions process was not followed; or
- a material administrative error occurred.

Complaints and appeals will be managed in accordance with the College's Complaints Policy, found on the College's website www.emmanuel.uq.edu.au.

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