

Emmanuel College

within The University of Queensland

enriching lives since 1911

Handbook 2018

College Motto

Fiat Lux (“Let There Be Light”)

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(within The University of Queensland)

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A Welcome from the Principal

Australian university colleges are changing. It is an exciting time to be part of one as interesting and distinctive as Emmanuel. At Emmanuel, our central aim is to put students at the heart of all we do. *Nothing about us without us* is a great motto to drive decision-making in College. On a day-to-day basis, this refers to the current students in College. Working together with students and their representatives, we can achieve a great deal to foster the experience and the perception of the experience of being a student at Emmanuel. It is a “bottom up” rather than a “top down” approach.

Diversity within the College community is an area of focus we concentrate on. Strengthening students’ confidence and abilities is our mandate. What does the face of leadership and participation in society look like? Is it in the image of how it has always been? Or does it embrace different lived experiences that have shaped our students accordingly? Being at Emmanuel should change people for the better and we are constantly looking to help our students in their development.

We are very happy that you have chosen Emmanuel as your home. We very much look forward to the College making a difference in your life and to “getting in the way”- not in an obstructive sense, but positively, to help you to take advantage of to new experiences, people and a changed direction that coming to College offers. This College was founded in 1911. As students coming to Emmanuel in its 107th year, you are a fundamental part of its traditions and legacies. There are many people here to help you and they will all go out of their way for you. I look forward to meeting each of you during the semester.

Dr. Jane Thomson
Principal

Mission Statement

Our mission is to provide a collegiate environment in which students of the University will have the greatest possible opportunity for academic achievement, intellectual development and personal growth in a supportive Christian environment.

Emmanuel College supports The University of Queensland in its mission to be one of the best universities in Australia and provides a first class collegiate education through:

- academic excellence
- diversity in the student population
- equitable access
- leadership opportunities for everyone
- strong ethical values
- inspiring lifelong commitment to community service
- recognising the rights of individuals to their individuality while encouraging them to develop a sense of community belonging, a sense of worth and a set of high ethical and professional values.

These values play a crucial role in shaping the Emmanuel College experience and the relationships we build with students. In time, they will form a basis for the relationships our students build and the choices they make throughout their personal and professional lives.

Equipping Students for Professional Success

Over the years Emmanuel has served an important role in equipping young women and men for successful roles in public and professional life. Emmanuel graduates have gone on to achieve international prominence in a variety of fields, showing leadership and outstanding achievement in the arts, business, law, medicine, political and public service, education and the church, both in Australia and abroad.

College Facilities

Shared Facilities

The College provides:

- Extensive grounds
- Dining hall
- Chapel
- Music practice rooms
- Junior Common Room with:
 - Large flat screen TV
 - Cardio studio
 - Pool table
 - Kitchenette
- Academic Centre with College computers and printing facilities
- The Gill Student Centre
- Tutorial and study rooms
- Bike shed
- Laundry and ironing facilities
- WIFI

Room/Unit Facilities

The College provides:

- Long single bed and an inner-spring mattress with mattress protector
- Spacious cupboard and drawers (with mirror)
- Study desk, desk light, ceiling fan, shelves, whiteboard and chair
- Internet connection
- WIFI connectivity
- Fridge
- Power board
- Rubbish bin
- Laundry bag (loss or damage incurs a fee)
- A linen pack is provided for international students

Students must provide the following:

- Towels
- Pillows
- Blankets or a doona
- Warm clothes for winter
- All bed linen (a linen pack is provided for international students)
- Coffee cup, any plates, cutlery, etc. for personal use

Each student is personally responsible for the tidiness of their room and its contents. On taking up residence, the furniture and fittings should be checked carefully and any damage recorded at check in time. Any damage will be assessed on departure and charged to the occupier of the room.

Services Included

The College provides the following services:

- 24/7 assistance via office, hall porter, and on-site staff
- Room cleaning once per week
- Laundry service (8kgs per week – washed, dried and folded)
- Academic advice and advocacy
- Extensive academic tutorial program
- Limited storage during June/July holidays only
- Free tutoring in bagpipes and drums
- Emotional wellbeing and support
- Academic and professional mentoring.

Care of Common Parts and Rooms

Out of respect for the community, students are requested:

- not to hang towels, clothing or other items from windows or balconies;
- not to remove furniture from any room within the College;
- not to change the configuration of furniture within the room;
- not to bring furniture to any common areas or rooms within the College;
- not to bring furniture, or furnishings or pools and place them anywhere outside a common area or room within the College;
- not to play games in hallways or leave shoes and damp clothing outside their rooms;
- not to leave windows open when away from their room. Any damage caused to carpets and fittings from storms because of windows left open will be charged to the student.
- in the event of sudden storms, to be communally responsible and secure open rooms and common areas;
- to place papers and rubbish in the receptacles provided;
- to report any faults found in a room to reception, or to the hall porter (after office hours).

Students are not permitted any of the following:

- No student is to keep or have in their possession any substance or article which is forbidden by a law of the state of Queensland or the Commonwealth of Australia, including, but not restricted to, drugs, firearms or weapons, knives, etc. Contravention is likely to lead to expulsion from College;
- Students are not permitted to bring pets to College;
- Students are not permitted to bring their own beds and/or mattresses or any other items of furniture to College, including air-conditioning machines or similar;
- Candles, fairy or party lights or incense (due to the fire risk);
- Students are not permitted to bring microwaves, fryers, sandwich presses, electric jugs, toasters, heaters, etc. (due to the fire risk).

NB: Any false alarm caused by a student occasioning fire service attendance will be charged to the student at the rate of \$1,200, subject to increase without warning.

College Life

The College is organised around wings. A wing is a small community within the wider College environment that arranges communal events and provides a familial supportive environment. The Wing Community Leader (WCL) has delegated authority to ensure good order prevails within the wing. They also provide an avenue of support for new students.

Students are collectively responsible for their residential wing. This includes the general appearance, fittings and furnishings. Similarly, all students are collectively responsible for the Junior Common Room, Academic Centre, music rooms and bicycle sheds as well as other common areas. Any losses or damage will be charged to those individuals responsible. Where individual fault cannot be attributed, charges may be made to a wing or to the Emmanuel College Students' Club.

College management retains the right for authorised staff to enter any area of the College at all times for cleaning, maintenance of College property, to ensure good order within the College, or to uphold College regulations. Any unauthorised property or prohibited items will be removed without notice.

Student Leaders

Wing Community Leaders

Wing Community Leaders (WCLs) are appointed by the Principal and given a position of responsibility and delegated authority within the College. A valid Blue Card is required for this role. The role of a WCL is to:

- Support new students to settle into College
- Ensure the wing is an inclusive environment for all students
- Help provide a safe, comfortable and supportive environment for all
- Undertake fire/emergency evacuation training and act as fire wardens in case of an alarm
- Complete a Senior First Aid certificate
- Provide a peer contact and positive role model for wing members
- Provide a link to students with staff and administration.

International Student Coordinator

A Coordinator is appointed to assist the integration of international students into College life and promote a positive interchange between all students.

Christian Convenors

Appointed by the Principal, Christian Convenors are concerned with promoting Christian fellowship, Bible study, praise, and worship.

Information Technology (IT) Officers

Appointed by the Principal, the IT Officers provide basic IT support for all students.

Extra-Curricular Convenors

Appointed by the Principal, the Extra-Curricular Convenors are appointed to assist with the organisation and planning of at least one non-alcoholic event per week.

Emmanuel College Students' Club (ECSC)

The ECSC aims through the promotion of sporting, cultural and social events, to represent its members and advance the interests of the College as a whole. All collegians are automatically members of the ECSC.

Emmanuel College Student Ambassadorship

The Emmanuel College Ambassador program is a way students can give back to the College and promote the many varied opportunities that students enjoy while living at Emmanuel. Ideally our Ambassadors will be students who have become involved within the Emmanuel community and taken advantage of the opportunities offered during their stay at College. Ambassadors will be students who are ideally either one, two or three years out of school and who want to share their love and enthusiasm for College with the wider community. College Ambassadors will have the opportunity to represent the College by speaking at their own school, attending UQ Open Day and providing general event and promotional assistance throughout the year. The Assistant Dean – Residential will consider applications to become an Emmanuel Ambassador throughout the year.

Academic Life

Emmanuel College has a vibrant academic culture. While our students excel in sports and cultural activities, the highest priority is given to their studies. The College provides an academic program that complements students' university studies through mentoring and tutorials, as well as the contribution of visiting scholars in the form of guest lectures and master classes.

Tutorials

Emmanuel tutors work with individual students and small classes. The tutorial environment enables students to explore their field of study in greater depth, developing intellectual skills and specialist knowledge applicable to their degrees. The tutorials are designed to help extend students in their understanding of their field of learning in a broader academic and professional context.

Tutors hold regular one-hour sessions in their disciplines. ***Tutorials are compulsory for first-year students.*** Advanced-level sessions for groups of four or more students can also be arranged, but the College will consider smaller sessions on a case by case basis. Advanced-level students should contact the Assistant Dean - Academic if they wish to have a tutorial in their discipline.

- Most of the tutors are PhD-qualified or PhD candidates, or industry professionals. They are appointed to deliver tutorial material within discipline-specific streams, but not remedial tutorials in UQ designated courses.
- An academic tutorial will address the principles and concepts of a discipline in a practical manner. The tutorials are designed to extend students' knowledge base and understanding of their disciplines beyond the textbook.
- If a student has concerns about their tutorial, they should talk to the tutor in the first instance. If the situation is unresolved, the student should contact the Assistant Dean - Academic.
- A roll of attendance is taken at each tutorial. Attendance is monitored and the Principal is advised regularly of student progress.

- **If a student is unable to attend a tutorial for any reason, they are required to contact the tutor and the Assistant Dean - Academic at least 24 hours before the scheduled tutorial.**

Mentoring

Emmanuel College sees the provision of academic mentoring for undergraduate students as one of the most valuable contributions it can make to enhance their University education. Mentors are usually College tutors, other members of College staff, College alumni and friends of Emmanuel. Mentoring is aimed at encouraging and assisting all students to fulfill their potential in their studies and in their personal development, including assisting them in course and career choices.

SuperTutes

Students are encouraged to take part in weekly interdisciplinary workshops. These workshops are designed to teach students to think critically across different fields of study, focusing on pertinent social and cultural issues.

Masterclasses

Throughout the year, Emmanuel College hosts eminent professionals in a range of fields who provide masterclasses to our students. Past speakers have been leaders in the fields of politics, law, economics, medicine, and media and communications. These classes are designed to help students understand the various professional avenues they can take after their studies, as well as the requirements for employability.

Middle Common Room

The Middle Common Room is open to senior College students, third-year undergraduate and above, and is a space where those students can relax, talk, and play a game on the College billiards table. The Middle Common Room is also used to host events exclusively for senior College students and staff members.

Senior Common Room

The Senior Common Room is a research group for the academic staff and postgraduates of Emmanuel College. The SCR meets once a month during semesters and provides a space for members to share their research and receive feedback from an interdisciplinary perspective.

Graduation

When registering for graduation, we ask that you enter Emmanuel as your College address. Emmanuel College will then be entered alongside your name in the graduation lists.

Personal Life

Extra-curricular Life

By encouraging its students to take a full role in College and University life, and the life of the wider community, Emmanuel aims to foster qualities of leadership and participation. Emmanuel students are able to explore new opportunities to learn and grow in areas that will complement their academic development.

Emmanuel students are given opportunities to demonstrate talent, enthusiasm and creativity in art, music, drama, debating, literary pursuits, team and individual sports, spiritual and religious activities, and community service, as well as enjoying and organising a wide array of College social activities. Emmanuel is a place to become involved and there is a range of ways in which the College helps students to develop their passions and to enjoy their student years.

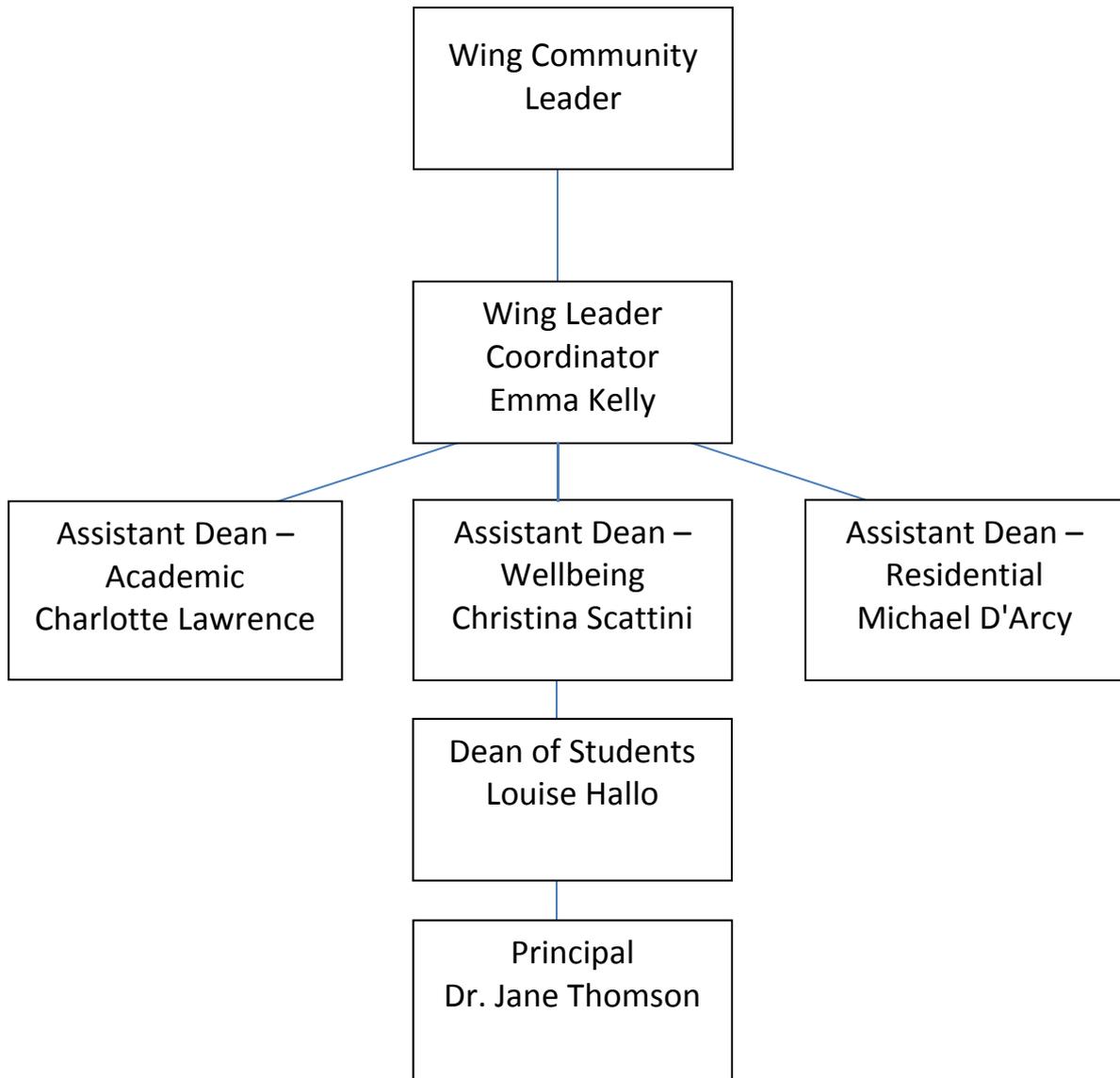
There are plenty of opportunities for exercise — team sports, jogging, cycling, swimming, etc. Facilities for most sports are available on the UQ campus and the College has cardio equipment.

The University provides a world-class gymnasium and sporting facilities. The Emmanuel College residence fee includes a UQ Sport Lifestyle Package for each student. This membership entitles the residential student to use the following UQ Sport facilities: weights room, cardio room, pool and some group lessons. For details of what the package includes, please enquire at reception.

Personal Issues

The transition from school to university life can be challenging, and most students experience some difficulties. If you have concerns, discuss the matter with the person with whom you feel most comfortable, such as your WCL, the Wing Leader Coordinator or a staff member. It is important to deal with the matter quickly, rather than leaving it until it is too big or too late. The staff at Emmanuel College have an open door policy, which means you can pop in almost any time during business hours.

Student Wellbeing and Support Ladder



Fees and Charges

2018 Fees and Charges

For full details of fees and charges, please refer to Emmanuel College Residence Fees 2018 on the Emmanuel College website.

The residence fee covers:

- Full residence including 21 meals per week
- Personal room with fridge, study desk, WiFi internet connection, weekly room cleaning and laundry service
- Academic program
- Emotional support and wellbeing
- Sporting facilities, clubs and other amenities
- Chapel services and meditative space
- Social events as organised occasionally by the Emmanuel College Students' Club
- Formal dinners and guest speakers
- UQ Sport Lifestyle Package

Any student returning prior to the advertised Agreement Period check in dates or remaining in College after the Agreement Period advertised check out dates will be charged a Vacation Residence Fee (see the Emmanuel College Residence Fees schedule on the College website).

Arrival to College

Check In

First-year students are required to register and sign into College from 9.00am on Saturday 10 February 2018.

Returning students are required to re-register and sign in **after 2.00pm** on Sunday 18 February 2018. Dinner will be available that evening. Any variance to these times must be pre-approved by the Dean of Students.

If students access their rooms before the due date of return, a vacation residence charge will apply.

Orientation Week (O Week)

Emmanuel College Orientation Week begins on Monday 12 February 2018. Many activities are organised on the University campus as well, but the purpose of this week for the College is to welcome new collegians, inform them about both the College and University life and prepare them generally for the coming academic year. Students are required to attend sessions as indicated on the O Week program. Emmanuel College Students' Club events and activities are optional.

Departure from College

Check Out

Students will vacate their rooms and check out of College by 10.00am on the last day of their Agreement Period as per clause 36.8 of the Residential Agreement Terms and Conditions 2018.

In 2018, for students attending The University of Queensland and QUT, this means Saturday 17 November. The room key should be returned to the Hall Porter or Residential Tutor on duty.

If departing early in the morning (between 6.00am and 8.00am), students must make arrangements through reception the previous day and keys may be returned through the key return chute beside the Hall Porter's office door. If rooms are not vacated on time, a vacation residence charge may apply.

Students are responsible for emptying and cleaning refrigerators and waste bins before leaving College. Rooms must be left in an orderly condition. Excess cleaning costs will attract a charge payable by the student (if possible) or by the Students' Club.

At the end of the academic year all personal effects must be removed from the College. Any items left in College will be disposed of as the College sees fit.

Withdrawal from College

Please refer to Clause 6 of the Residential Agreement Terms and Conditions 2018.

General Information

Absence from College

If a student intends to be away from the College, please inform reception staff or the Hall Porter in case of emergencies. It is also highly recommended that the student informs their WCL and a close friend of their whereabouts and intended date/time of return.

Bicycles

Bicycles must be stored in the bicycle shed and must not be taken into rooms or wings. Fire regulations prohibit the parking of bicycles near building doorways, in rooms or in passageways. No vehicles which are considered illegal by the Department of Main Roads may be brought onto College grounds.

All students who have bicycle/s at College must remove their bicycle/s from the College grounds upon the student's departure and final check out for the year. The College accepts no responsibility for theft of, or damage to, bicycles parked within its grounds.

Campus Security Bus

The free campus security bus operates all semester. Information regarding the bus is via the University Security Office: 1800 800 123. Students are advised to use the campus security bus and not go anywhere on campus after dark when alone.

Computer Use

The Academic Centre, with colour laser printing facilities and PC computers, is available 24 hours a day. Our IT provider monitors traffic through the network and illegal or inappropriate activities may result in exclusion or suspension from College. All students must operate on computers according to the Emmanuel IT Handbook 2018.

Federal Government legislation restricts internet services for people under 18 years of age.

Permission forms must be completed by Parent/Guardian for both the College and the University before arrival in College.

The College IT service is administered by Cymax.

Personal Computers

Students should bring their own computer and printer to College.

Technical assistance is available by contacting one of the Student IT Officers. If the IT Officers are unable to resolve the issue, they will refer it to Cymax.

Every room is fitted with an Ethernet connection AND state of the art WiFi coverage, and there is WiFi coverage throughout the campus. Please note: Laptops that do not have an Ethernet port will require a USB–Ethernet adapter in order to connect to the wired network.

Instructions for connection are available from the office for those who wish to set up their own computer. New computers will already have a network card and network cables are available from the office for purchase.

Contents Insurance

Contents insurance to cover up to \$3,000 is provided for personal effects stored in a student's room. An excess of \$100 applies and some items are limited to \$500 each (e.g. photographic equipment). This is subject to change throughout the academic year. Students should make their own arrangements for insurance of computers, cameras or other belongings of high value. A copy of the insurance agreement may be obtained from the Business Manager.

Dining

We provide a high standard of food in the College dining hall.

- Food is not to be eaten in the servery;
- Any unruly behaviour in the servery or dining hall will not be tolerated;
- Those using the College dining hall are expected to maintain appropriate standards of dress (which excludes sleepwear and swimwear) and footwear must be worn at all times. No caps or hats are to be worn in the dining hall or servery. Anyone not wearing appropriate dress will be asked to leave the dining hall.

Meal Times

Monday to Friday

Breakfast – cold	6.30am – 9.00am
Breakfast – hot	7.00am – 9.00am
Lunch	12.00pm – 1.30pm
Dinner	5.00pm – 6.45pm

Saturday

Breakfast	7.30am – 9.00am (hot and cold)
Lunch	12.00pm – 1.30pm
Dinner	5.00pm – 6.45pm

Sunday

Breakfast – cold	7.30am – 9.00am
Brunch	11.30am – 1.00pm
Dinner	5.00pm – 6.45pm

Cutlery and Crockery

No cutlery, glassware, plastic tumblers or crockery may be taken from the dining hall.

Formal and Special Dinners

Formal dinners are held regularly. There may be entertainment or guest speakers at these dinners.

- Meals are served at the table by dining hall staff;
- With the Principal's prior approval, students may address the community after the meal;
- Academic gowns must be worn to formal dinners and attendees are expected to wear a collared shirt and smart trousers for males or female equivalent;
- Special dinners are held throughout the year.
- Alternate dinners are available during formal dinners, and other occasions throughout the year.

Packed Lunches and Late Meals

- Packed lunches can be prepared in the kitchen between 7.00am and 9.00am by students who have lectures in the middle of the day. Any enquiries regarding packed lunches should be directed to the kitchen supervisor;
- Late dinner is available to those who register with kitchen staff. Such meals are provided only when attendance at lectures, College tutorials or ICC or UQ sporting commitments prevents a student from attending the normal meal time;
- Late meals will be served between 8.00pm and 9.00pm, Monday to Friday, from the kitchen, and must be consumed in the dining hall;
- Special requests for late meals at weekends may be considered and must be made to the Dean of Students in advance;
- Special requests for early meals at weekends during the examination periods may be considered and must be made to the Dean of Students in advance.

Removing Food

Food must not be taken from the dining hall. However, takeaway coffee, tea, milk or milo (in your own mug) and fruit are permitted to be taken away after meals.

The exception to this rule is when students are ill. Students should advise the College reception if they are unable to attend the dining hall and arrangements will be made for meals to be delivered to their rooms.

Serving of Meals

To enable the efficient and orderly serving of meals, students should move promptly through the servery, returning dishes, etc. to the washing-up bay.

Guests may join students at meal times, but charges apply. Students with accompanying guests must purchase meal cards from the College reception and give the card to the catering staff. After business hours meal cards can be purchased from the Hall Porter (opposite reception).

Special Diets

A vegetarian option is always available at meal times. Students with specific dietary needs should discuss their requirements with the Executive Chef. **Only those requests accompanied by a medical practitioner's letter will be accepted.**

Laundry

Clothes must be taken to the laundry in the bag provided before 8.00am on the day designated for each residential wing, or placed in the blue bin outside the laundry room the night before.

Care must be taken in the selection of items to go into bags for laundering. Delicate items or items where colours might run should not be included, but rather washed separately by the student.

Machines must not be overloaded.

Laundry bags are issued upon a student's arrival at College and must be returned on sign out or a replacement charge will apply.

Lost and Found

Any property found within the College grounds should be handed to a staff member who will store it in the main office for a maximum of three months.

Mail

Mail is placed in mailboxes located on the ground floor in Busch wing from Monday to Friday. Items such as parcels, greeting cards and registered mail are held in reception for collection during office hours only, and the recipient advised by email.

If you are expecting important mail during breaks, you should notify the sender of your forwarding address so there are no delays as mail will be forwarded to your home address (**local students only**) during semester breaks.

Stamped outward mail can be left at the office for mailing or posted at the Post Office on campus at the JD Story Building or the Post Office in the village in Hawken Drive.

Office Facilities

A selection of administrative items and services are available for purchase from reception, e.g. binding kits, laminating pouches, sending faxes, and printing top-up cards. Prices are available from reception.

Each student is provided with \$30 printing credit per semester and any remaining print credit will be cancelled at the end of each year.

Parking

Parking permits are issued by application only. The number of parking spaces is very limited and **no parking will be offered to first-year students** (unless for special reasons as approved by the Business Manager). Priority is given on a seniority and needs basis. Parking permits must be displayed on the vehicle windscreen.

No parking is allowed on kerbs, against yellow lines or blocking access to fire hydrants. **No parking is allowed through Gate 1.** Permit holders who give car park access to anyone who is not a permit holder may automatically lose their permit and parking privileges without prior notice. Students are asked to observe and not park in the RESERVED parking spaces, which are allocated for visiting professors and other guests in the college.

Disabled zones are policed regularly and any vehicle parked in such spaces will be towed unless a disabled parking permit is displayed in the front window. Applications should be made in writing to the Business Manager for consideration in special circumstances.

The College accepts no responsibility for theft of, or from, or damage to, cars parked within its grounds. **A WAIVER FORM MUST BE COMPLETED FOR ALL VEHICLES PARKED AT COLLEGE.**

Noise and Speed

Consideration for other students is required from all vehicle owners and drivers. Dangerous or inconsiderate parking may result in towing or loss of parking permission. Driving in excess of

10kph in the College grounds may lead to the loss of a parking permit.

Power

Students are urged to be economical with electric power. Lights and electrical appliances should be switched off when leaving rooms. All appliances should be 240v. **Any student using an appliance that is not 240v is recommended to use a transformer.** It is the responsibility of students to ensure their appliances are checked and tagged by a qualified electrician for safety purposes.

Public Transport

For information about Brisbane buses, ferries and trains please visit www.translink.com.au.

Re-admission to College

Students wishing to return to College the following year will be invited to reapply towards the end of semester 2 via the online portal.

Re-admission to College from one semester to another is not automatic. Considerations for re-admission include, but are not limited to, financial, academic and behavioural conditions during the previous period. Any student failing more than two courses or achieving a low GPA will not be eligible for return to College without special consideration. Students with a failing GPA may be asked to leave College at the end of any semester. This decision lies with the Principal.

Security and Safety

Exterior Doors and Gates

All wings are locked, day and night. Entrance is through use of an electronic access fob, which also provides access to the Academic Centre, The Gill Student Centre, and Junior Common Room. Access to the music rooms, squash courts and bicycle shed is provided after approval from the Emmanuel College administration. To ensure integrity of the security put in place, all exterior doors must be closed and remain closed. **All students must shut their doors when leaving their rooms for the security of their personal possessions.**

The College property is fenced and all entrance gates are locked at midnight. Pedestrian access is provided through side gates, accessed by the electronic access fob. Alternatively, students can press the button at the main entrance gate to contact the Hall Porter. Climbing the fence is illegal.

Late vehicular access and exit should be arranged with the Hall Porter prior to leaving, or by telephoning and giving a specific time of arrival.

For everyone's safety and security, do not admit strangers to the wings.

Fobs (keys)

Upon registration, each student is issued with a blue fob which gives access to their room, wings and other College facilities.

Lost fobs must be reported as soon as possible. In the event of a lost fob, a new one will be issued and programmed. A charge will apply for each replacement fob. (Refer to the Emmanuel College Residence Fees schedule for current charges.)

Hall Porter

The Hall Porter is available for general assistance and emergencies, telephone calls, receiving visitors, opening rooms as needed, etc. They are employed for the convenience and safety of students and College property and are to be treated with respect.

Shopping Facilities

The nearest shops are in St Lucia village on Hawken Drive, a short walk from the College. Shopping complexes are nearby at Toowong and Indooroopilly, both of which are on local bus routes.

Storage

The College provides a minimal amount of storage **only** between semester one and two. Students must provide a lock and pack and seal their possessions in the overhead section only of their wardrobe. No storage of student belongings is possible during the Christmas break.

Items are stored at the owner's risk and while all care will be taken, no responsibility will be accepted for loss or damage. **Property stored during the winter break is NOT covered by the students' contents insurance policy.**

Telephones

A free Yellow Cabs telephone is located in the main foyer of Busch wing.

Vacation Accommodation

If during vacation periods, you are participating in formal course work or supplementary examinations, you may be accommodated in College, subject to availability, but must make arrangements with the Dean of Students prior to the end of the previous semester. A Daily Residence Fee charge will apply (refer to the Emmanuel College Residence Fees schedule).

Water Consumption

Water is a precious commodity in Queensland and tight water restrictions apply. Students are asked to be careful with water usage: limit showers to four minutes or less; do not let taps or showers run unnecessarily; and report faulty taps, showers and toilets to College reception.

Code of Conduct

Rights and Responsibilities

Students have the right to:

- engage in activities which are a part of University life;
- study without interruption or interference;
- individual and group educational and developmental opportunities;
- freedom from unreasonable noise;
- free access to their living accommodation;
- a clean and secure environment;
- host guests within established guidelines;
- the respect and safety of personal property;
- freedom from intimidation or harassment;
- enjoy individual freedom without regard to race, gender, national origin, physical condition, age, or religion;
- express themselves creatively within generally accepted norms;
- expect consistent enforcement of the rules and regulations;
- equitable treatment when behaviour is in question;
- participate in student and College governing bodies and committees.

Students also have a responsibility to:

- protect their environment and living conditions;
- respect the rights of others;
- adhere to regulations;
- report violations of regulations to appropriate staff;
- participate actively in self-governance;
- contribute positively to the development and wellbeing of the community;
- attend and participate in educational programs;
- behave in a responsible adult manner;
- be mindful that the College provides residence to young people under 18 years of age;
- respect and care for College buildings and property.

Rules and Regulations

- Unless otherwise agreed with the Principal, students commit themselves to remaining in College for the full academic year and accept responsibility for the fees payable;
- Cohabitation is not allowed. Students wishing to live as couples must make other arrangements outside of College;
- The College has an Anti-Discrimination Policy, which upholds the rights of individuals as protected by the Anti-Discrimination Act, which makes discrimination unlawful on grounds including gender, race, age, lawful sexual activity, impairment, religion, political belief or activity;
- Sexual harassment or personal harassment of any type including but not limited to physical, verbal, or on social media will not be tolerated. College members, particularly new college members, are not to be involved in humiliating or embarrassing activities and there shall be no form of initiation ceremony;
- No person in College should be unnecessarily noisy. Reasonable noise should be tolerated at reasonable hours in appropriate places, but those studying or sleeping should be allowed to do so in peace. The hours 11.00pm to 7.00am are to be regarded as “quiet hours”, with noise in and around wings kept to a minimum;
- Those who leave the College to party elsewhere should return to the College environs

mindful of others — do not disturb the neighbours or other students with loud and/or offensive language or behaviour. Those who are repeatedly unnecessarily noisy, or who deliberately cause disturbance may be asked to leave College. As a member of the Emmanuel College community, your behaviour outside the College reflects on the College;

- Under no circumstances may students swim in the river;
- Under no circumstances may students climb College fences or gates;
- Students have a responsibility to:
 - adhere to rules and regulations;
 - monitor and accept responsibility for behaviour of guests;
 - comply with reasonable requests made by staff;
 - recognise the rights of fellow students.

Workplace Health and Safety

Under the Workplace Health and Safety Act, the College is recognised as a workplace. This places responsibility on not only the employer, but also employees and students. The College undertakes to train any students or staff who are employed in the kitchen or grounds in required procedures and safe use of equipment.

Individuals need to be aware of such matters as:

- ensuring clear access to and exit from all buildings at all times;
- ensuring bicycles and other objects are stored properly and do not become a hazard;
- ensuring any fire or emergency notices or equipment are respected and maintained in place.

Alcohol Policy

- The College has adopted a policy on alcohol that acknowledges that some students wish to consume alcohol. Those who do wish to consume alcohol are advised to do so in moderation;
- No College event will have the consumption of alcohol as a major focus. Soft drinks and iced water must be available whenever alcohol is served. Mixed drink punch (combining spirits, wines, etc.) is prohibited;
- Alcohol must not be consumed in any of the public areas of the College (including the common rooms, outdoor areas, Chapel, dining hall, tutorial rooms, hallways, bathrooms, toilets, kitchenettes, Junior Common Room, squash courts and the music practice rooms) without the Principal's permission;
- The College upholds the University's policy on alcohol. Alcohol is not to be brewed or distilled on College grounds. Attempts to induce intoxication or vomiting are also proscribed, e.g. "boat races", "sculling", "iron man" events. Those who indulge in drunken behaviour may be asked to leave College;
- Only quantities of alcohol that are deemed reasonable for the consumption of one person may be kept in student rooms. If large quantities are required for a function, the College should be consulted to determine a suitable storage facility.

Revision/Examination Period Policy

- Within the examination period in which quiet study conditions apply, there will be no

tolerance for noise or party-going by students as this disturbs those students who are studying for exams. Any student breaching this rule may be asked to leave College immediately.

General Behaviour

- The College has a policy on general behaviour, which states that a high standard of behaviour is expected at all times. Behaviour of any kind that is contrary to the ethos of the College will not be tolerated; neither will intentional contravention of College and University regulations, including the encouragement of others to do so;
- Likewise, offensive, demeaning or degrading behaviour is totally unacceptable. Therefore, disruptive and abusive behaviour, drunken or otherwise, food fighting, including throwing or flicking of food, and acts likely to endanger and/or harm yourself or others, are strictly forbidden;
- Those found doing any of the above may be given a written final warning, a copy of which will be sent to guarantors, to remind them that a further breach will lead to the expulsion of the person concerned with a liability for payment of remaining fees for the whole academic year. Students doing any of the above may also be asked to leave College.

Good Community Relations

- Living in a community is different from living a private life. It requires respect for others and give and take by all students. Refusal to abide by the College constitution, by-laws and regulations of the College will lead to loss of the privilege of residence within the College;
- Some disadvantages such as some loss of privacy, occasional noise, sporting and social distractions are inevitable in a communal environment;
- Occasionally students display a lack of sensitivity towards others. College members have a responsibility to point out to those involved that their attitude is not welcome at Emmanuel College;
- Inter-collegiate raiding, individually or collectively, is not permitted. Students are warned that where this regulation is infringed, action may be taken not only by the Heads of Colleges concerned, but also by the University.

Inter-College Disturbances

From time to time, members of other colleges may do certain things in and around the College which are inappropriate. **DO NOT RETALIATE** as this only escalates the problem.

Complaints

- Any complaint should be made as soon as possible to a senior member of staff or student in a position of authority. Complaints against a member of staff or College student are dealt with in the first instance by the College;
- Emmanuel College has a grievance system in place, in which students and staff can speak in the first instance to one of the student support staff;
- You should not hesitate to consult an external conciliator in the strictest confidence;
- Complaints against individuals or groups outside the College may be made to a member of staff in order that the College may support the student or students involved.

Drug Policy

- The use of illegal drugs is prohibited. In addition to forfeiture of College membership, anyone caught supplying drugs will be reported to the police.

Smoking Policy

- Smoking is injurious to health and is a potential fire risk. In keeping with University regulations, smoking is prohibited in all Emmanuel College buildings and within five metres of any building.

Visitors

- Students may entertain guests in their rooms. In so doing, they are expected to respect the needs and regulations of the community. No guests are to be on the grounds after midnight unless permission has been sought from the Dean of Students. Students are responsible for the behaviour of their guests while on College grounds;
- Permission may be sought from the administration in advance and in writing for close relatives (same sex only) to stay overnight from time to time. Students may hire a mattress for such a visit. There is a maximum stay of three nights, and guests must also buy meal tickets for meals eaten at the College;
- Unauthorised visitors will be charged a fee per night for room and meals charged as extra to the account of the “host”, who may also be placed on final warning.

Intruders

- Although the College takes all possible precautions, intruders may occasionally gain entry. If you see anyone you do not know, or anyone behaving suspiciously, notify administration or the Hall Porter. Observe the person or persons from a distance, but do not put yourself at risk;
- Open doors and visible valuables can be tempting — it only takes a few seconds. Do not give unidentified visitors entry to the wings, show them to student rooms, or tell them where they live, as the students concerned may not wish to see the visitor. Refer all visitors to administration or the Hall Porter. **Please do not give or lend your fob to anyone else in order to provide access to buildings.**

Theft and Vandalism

- To prevent vandalism or theft, all students are strongly encouraged to lock their door each time they leave their room;
- Treat Emmanuel College property with care and respect and ensure others do likewise;
- Students should ensure that non-residents including former students do not use any student common room facilities;
- Students engaging in unlawful behaviour such as theft and/or vandalism of any kind must be aware that their actions may result in:
 - prosecution of offenders (conviction could seriously hamper a professional career);
 - suspension from University classes;
 - suspension or exclusion from College residence or membership.

What may appear to be a harmless student prank may have very serious consequences. This

includes so-called “souveniring” of other people’s property. Turning a blind eye to such behaviour could be construed as collusion.

Privacy

- Emmanuel College treats all information collected from its students as confidential;
- Such information is used only for administrative or educational purposes by the College or in accordance with specific consent;
- Emmanuel College will not provide any third party with personal information unless required or permitted by law, or if you have consented in writing;
- The College may distribute aggregated statistical information in a form that will not identify any individual.

Unwelcome Conduct

Unwelcome conduct is viewed seriously at Emmanuel College. The College is committed to fostering an environment in which sexual, physical, verbal, social media or any other form of harassment and unlawful discrimination do not occur, and if they do occur, action is taken. Any member of College who indulges in discrimination or sexual harassment will be asked to leave.

Unwelcome conduct includes but is not limited to:

- unwanted or unwelcome sexual advances, including offensive remarks;
- displays of offensive books, magazines, posters and pictures;
- showing/viewing pornographic films including “adult” soft porn;
- unnecessary staring, touching, patting or pinching;
- unwelcome requests for dates;
- unwelcome insensitive comments about physical appearance or private life;
- coercive sexual activities;
- any behaviour in contravention of the social media policy (published on the College website);
- any action, activity or event which is offensive or embarrassing to College students collectively or as individuals.

Bullying

Emmanuel College is committed to promoting courtesy, trust and respect, and to a working and living environment that is free from any form of bullying. This College finds all forms of bullying unacceptable and will not tolerate it under any circumstance.

Definitions

Bullying is repeated behaviour, other than behaviour that is sexual harassment, that:

- is directed at an individual or group; and
- is offensive, intimidating, humiliating or threatening; and
- is unwelcome and unsolicited; and
- a reasonable person would consider to be offensive, intimidating, humiliating or threatening for the individual or group.

Bullying can include:

- assault, pushing or unwanted physical contact;
- yelling, screaming, swearing or abuse;
- personal insults or threats;
- inappropriate comments about appearance or slandering family members;
- offensive jokes, spreading malicious rumours or practical jokes;
- tampering with personal effects or equipment;
- publicly reprimanding or belittling;
- constant criticism or trivial fault finding;
- ostracising and isolating an individual;
- abuse of voicemail;
- cyber bullying;
- in the workplace:
 - deliberately over-working or under-working an employee;
 - deliberately withholding work-related information;
 - excessive supervision;
 - singling out and treating one employee or student differently from other employees or students;
 - inappropriately threatening the loss of employment or a cut back in work hours.

Bullying may involve cyber bullying. Cyber bullying is the use of technology (e.g., mobile phones, cameras or video phones, computers and the internet) to cause detriment or harm to another. Cyber bullying may be a stand-alone behaviour or may be in addition to other bullying behaviours.

If you are being bullied, the Principal, Dean of Students or other staff member can provide information about options through which the problem may be resolved. It is recommended that students speak to the Harassment Officers if they are experiencing bullying, or are concerned that others in the community are being bullied.

Social Media Use (Policy extract)

All members of College must think carefully about their conduct online, so as to preserve and protect individual reputations and the reputation of the College.

When using social media, the College community needs to follow the behavioural standards expected at College including the Handbook, Code of Conduct, Residential Terms and Conditions, and other policies.

With social media being an integral part of College life, the following principles and guidelines will assist you in your use of social media as a member of the Emmanuel College community.

- Remember to post appropriately as social media content is easily spread;
- Be respectful, genuine and credible;
- Remember each social media platform is different;
- Maintain confidentiality;
- Do not use social media to harass, vilify, bully or discriminate against another person;
- Protect your own safety and privacy;
- Be aware of liability;
- Consider how your posts might affect other people;
- Think about in what capacity you are posting;
- Use your online presence to promote the College and not to damage it;

- Something posted on a social media site is still a written communication and therefore has legal implications;
- Do not use social media to air a private dispute;
- When you are online act consistently with the student Code of Conduct, Residential Terms and Conditions, annual Handbook and other policies of the College and University;
- Something posted on a social media site is available forever.

For the full policy please refer to the Emmanuel College Social Media Policy on the College website.

Sexual Harassment

Sexual harassment is unlawful and occurs when a person:

- subjects another person to an unsolicited act of physical intimacy;
- makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person;
- makes a remark with sexual connotations relating to the other person;
- engages in any other unwelcome conduct of a sexual nature in relation to the other person.

Sexual harassment occurs when a person engages in the above conduct with the intention of offending, humiliating, or intimidating the other person in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

If you are being harassed in any way, the Principal, Dean of Students or other staff member can provide information about options through which the problem may be resolved. It is recommended that students speak to the Harassment Officers if they experience sexual harassment, or are concerned that others in the community are being harassed.

Anti-discrimination

The Anti-Discrimination Act makes discrimination unlawful on grounds including gender, race, age, lawful sexual activity, impairment, religion, political belief or activity. At Emmanuel College, we believe that all people have value and are to be treated with respect and consideration. If you believe you have been subjected to any form of discrimination, including sexual harassment, contact the person with whom you feel most comfortable on the College staff.

Liability

There are three types of liability: individual liability, vicarious liability, and accessory liability.

- Individual liability means that you may be held legally responsible for injury or damage to persons or property caused by your own actions;
- Vicarious liability means any act carried out by a member of College which can be deemed to have been done by the College, or the Students' Club, unless they can show they took all reasonable precautions to prevent the act;
- Accessory liability arises if you cause, instruct, aid, induce or permit another person to undertake a discriminatory act.

Students should be aware of their responsibilities in this area.

The Pipe Band

Emmanuel College Highlanders Pipe Band

The Emmanuel College Highlanders is an award-winning pipe band that has performed for and entertained crowds across Australia for 20 years.

Formed in 1998 at Emmanuel College, the band performs at a wide variety of concerts and competitions and remains as fresh, enthusiastic and friendly as the day they first played together.

With around 25 members, the band features 15 pipers and 10 drummers. Band membership is open to all members of the University and College as well as musicians from the wider Brisbane community.

With a broad musical style, talent, commitment and hard work, the band has achieved significant milestones since its members first took up pipe and drum together all that time ago. It proudly represents the University and Emmanuel College at major annual events such as ANZAC Day, St Patrick's Day and Tartan Day.

The band has also made high-profile appearances — in the SBS documentary *Singapore 1942 End of Empire*, as part of the Andre Rieu World Stadium Tour, and at The University of Queensland's Courting the Greats gala dinner. It also enjoys a fruitful relationship with St Andrew's War Memorial Hospital in Brisbane, which is a major sponsor of the band.

In 2012 the band competed at the Australian Pipe Band Championships in Ballarat, Victoria and won fourth place. Later that year it also won the Queensland Pipe Band Championships for the first time and repeated this success in 2013.

The band's growing success served as momentum to compete in Glasgow, Scotland at the 2013 World Pipe Band Championships and they came back to Australia with four competition trophies and many wonderful memories.

Prior to the World Championships, the band took first place in Grade 4 at the Dundonald Highland Games, beating both local and international bands. They were also awarded Best International Pipe Band and performed a well-received set of Australian tunes in the parade through the town following the competition.

The band built on its success at Dundonald when it beat 19 other bands to win two first place trophies at the Perth Highland Games in the Grade 4 March set and the Grade 4 March, Strathspey and Reel set.

In the week leading up to the World Championships, the band received international recognition by performing in Glasgow city centre for the "Piping Live!" festival and was one of four bands selected to beat the retreat in front of the Lord Provost.

While the band has confidence that it can perform and compete successfully on the international stage, it is also well loved at both the University and the College. Under the patronage of Michael Bryce AM AE, the Emmanuel College Highlanders Pipe Band at Emmanuel College continues to develop and thrive.

Open to College and University members, including staff and alumni, the College provides

equipment and tuition. Those interested in taking up pipes or drums or progressing to an advanced level are given free tuition.

The College reserves the right to change any of the information contained in this handbook at any time.

Emergency Information

Emergency Numbers

In an emergency call 07 3871 9100. Senior staff will respond and instigate any necessary action. In the case of fire immediate evacuation is required.

Fire/Emergency Prevention and Procedure

- All students must evacuate their building immediately if the fire alarm sounds;
- The College has a detailed Fire and Emergency Management Policy and Evacuation Plan. Please refer to the policy on the website. Emergency procedure notices and evacuation plans have been placed in all wings and service areas of the College. All staff and students are required to become familiar with these procedures;
- Fire prevention is aided by tidy rooms free from litter and rubbish. Flammable materials including incense and candles and sources of ignition such as matches and lighters or multiple electric leads must not be used. Double adaptors are not allowed; use fusible power boards;
- Corridors must be kept clear of personal belongings as they may hinder evacuation of students in an emergency;
- The alarm system identifies the room where the alarm was triggered. This identification remains in the system and cannot be removed;
- False alarms may be caused by burnt toast, aerosols, detectors hit by objects including footballs and clothing or deliberate tampering with alarm equipment. Repeat offences may result in the student being asked to leave the College;
- It is a criminal offence to tamper with fire detectors or alarms. Fire extinguishers must also not be moved. Offenders may be prosecuted;
- Any confusion regarding responsibility for a false alarm will result in the wing or the Students' Club being charged;
- **ANY FALSE ALARM CAUSED BY A STUDENT OCCASIONING FIRE SERVICE ATTENDANCE WILL BE CHARGED TO THE STUDENT AT THE RATE OF \$1,200 AND SUBJECT TO INCREASE WITHOUT WARNING. Additional false alarms within 30 days attract higher fines each time.**

Medical Information

Accidents

Emergency procedures are posted on each wing notice board. A number of staff members and all WCLs are qualified in basic first aid. If anything other than a minor injury is suspected, follow procedures as outlined. First aid kits are maintained in the reception area, kitchen and property workshop, as well as with WCLs. In the event of a major accident, contact reception during office hours; 8.30am to 4.30pm Monday to Thursday, and 8.30am to 3.30pm on Friday, or the Hall Porter outside reception hours. Telephone 3871 9100.

Hospitals/Ambulance

If a student is injured in an accident, whether on College grounds or not, administration staff or the hall porter should be informed immediately. If it is an emergency, please contact 000, followed by administration staff or a hall porter. Ambulance cover for students is provided through the Community Ambulance Cover. Lists of available doctors and hospitals are held in reception and kitchen. Choice of public or private hospital may depend on the condition of the patient, hospital bed availability, or the particular medical condition.

Illness

College staff must be notified immediately of any infectious illness such as glandular fever, chicken pox, measles, mumps or influenza in order to prevent cross-infection. This may necessitate special arrangements for catering staff to provide meals and property staff to provide alternative accommodation.

Medical Centre Telephone Numbers

St Lucia Medical 32 Hawken Drive, St Lucia Monday to Friday: 8.30am – 6.00pm Saturday: 9.00am – 12.00 noon	07 3371 6005
University Health Service St Lucia Family Practice (The “Ville”) 245 Hawken Drive, St Lucia Monday to Friday: 9.00am – 5.30pm Saturday: 9.00am – 12.00 noon	07 3365 6210 07 3371 8662 or 07 3870 2020
Taringa 7 Day Medical Practice 15 Morrow Street, Taringa 7.00am – 11.00pm	07 3870 7239
Indooroopilly Day and Night Medical Centre 66 Station Road, Indooroopilly Monday to Friday: 7.00am – 5.00pm Saturday: 8.00am – 1.00pm	07 3878 3733

After-Hours Medical Care: Bulk-billed doctor home visits can be arranged through 13 7425 (13 SICK). The closest private hospital is Wesley Hospital, Coronation Drive, Auchenflower (07 3232 7333). The closest public hospital is Royal Brisbane Hospital, Butterfield Street, Herston (07 3636 8111).

Personal Medical Information

Administration must be advised of any ongoing medication or existing medical conditions and any allergies that have the potential for serious consequences.

Should you experience an injury or emergency, ambulance staff will need to be advised of any pre-existing or complicating condition.

Who to Call in an Emergency

Medical Emergency	<p>In an emergency, call 000, and then alert a duty staff member – (07) 3871 9100.</p> <p>If you encounter a medical incident and are unsure of how to proceed, contact a staff member immediately. They will dial (0) 000 for an ambulance (if needed).</p>
Fire	<p>Evacuate the building immediately</p> <p>Register your name with your wing leader and assemble in designated assembly points and remain there until the all clear is given.</p>
Any other emergency	<p>Dial 07 3871 9100</p>

Evacuation Procedure



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