



Emmanuel
College
EST. 1911

Emmanuel College

Student Handbook

It's
about
your
future

Acknowledgement of Country

Emmanuel College acknowledges and pays its respects to the traditional custodians of the land on which we are situated, the Jagera People and the Turrbal People. The College extends this acknowledgement to all Aboriginal and Torres Strait Islanders who are a part of our community.

College Motto

Fiat Lux (“Let There Be Light”)

Contact Details

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Monday - Friday

8.00am – 10.00pm

TABLE OF CONTENTS

Acknowledgement of Country	1
College Motto	1
Contact Details	1
A Welcome from the Principal	3
Emmanuel College Staff	4
Emmanuel College COVID-19 Guidelines	5
Mission Statement	10
College Facilities	10
College Life	13
Academic Life	15
Personal Life	16
College Fees	17
Arrival at College	18
Departure from College	18
General Information	19
Code of Conduct	25
Emmanuel College Highlanders Pipe Band	29
Emmanuel College Policies and Procedures	30
Emergency Information	42
Medical Information	43
Who to Call in an Emergency	45
Evacuation Campus Map	46

A Welcome from the Principal

I would like to acknowledge the Traditional Owners of the land on which Emmanuel College sits - the Turrbal and Jagera peoples. We acknowledge their leaders past, present and emerging.

As the Principal of Emmanuel College, I want to warmly welcome all new students to the College in 2021. I am sure you are feeling that strange mixture of excitement, anticipation, (fear?) and nervous energy, and I can tell you the team here at the College has been extremely busy in their preparations for your arrival; we are all looking forward to you being here!

I hope you are able to settle into your new “home away from home” easily, and that the College community will soon feel like your new extended family. Some of you may feel a little out of place in the first few weeks - please be assured that this is completely normal. Reach out for support whenever you need it; our wing leaders and staff will also be looking for opportunities to help you at any time.

In joining Emmanuel College, you are about to become part of a rich history; this College has existed since 1911 when its first home was where St Andrew's Hospital in Wickham Terrace, in Brisbane City, is now situated. While we attempt to be deeply respectful of our heritage, we recognise that, 109 years after foundation, the College and the world it operates in, are very different from that which our Founders knew. Despite this, we share their vision to create a place, which seeks to enrich the life of every student in the College. You the latest generation of students to share in that vision and I hope you will leave your own personal stamp on the history of the College in some way.

Some people say university life is less about what you learn and more about how you learn to learn. That may not be true for all, but I have no doubt that the people who lead the most successful and fulfilling lives are those who remain:

- Curious – people who are always trying to find out more, to understand the “why” and how to make things better;
- Optimistic – people who look for the positive outcomes rather than the reasons why things cannot happen. Be open to new opportunities- say “yes” more often than “no” to the things which come your way;
- Generous – being ready to help others, and doing more than the minimum. This is the kind of spirit on which great communities are built; and
- Passionate – remember, if you believe that something is worthwhile, it is very likely others will agree. Enthusiasm can be contagious, and can sometimes make the difference between ordinary, good, and GREAT!

Once again, welcome to Emmanuel College in 2021. I sincerely hope that this time at Emmanuel will help you discover (or confirm) what you are passionate about, and help you prepare your pathways to careers or further studies. Most of all I hope your time at Emmanuel College will help shape you into compassionate, engaged and contributing members of your respective future communities. The team and I are here to support you; we all wish great things for you!

Best wishes,



Stephen Peake

Principal

Emmanuel College Staff

Name	Position	Work Days
Mr Stephen Peake	Principal/CEO	Mon - Fri
Mr Paterson Boyd	Director of College Life (DCL) Deputy Principal	Mon - Fri
Mrs Louise Hallo	Director of College Development (DCD)	Mon Tues Thurs
Ms Marie Halloran	Operations & Accounts Supervisor	Mon – Fri
Mrs Ali Mills	College Counsellor	Tues, Wed, Fri
Mr Michael D’Arcy	Dean of Studies	Mon – Thurs
Mr Chris Morris	College Life Senior Assistant	Thurs Fri Sun
Mrs Nicky Hart	Residential Experience Officer (REO, day) – Admissions	Mon – Fri
Ms Sharon Burridge	Residential Experience Officer (REO, day) – Executive Assistant to Principal / Protocol	Mon – Fri
Ms Annie Chenery	Residential Experience Officer (REO, day) – DCD Administration	Tues Thurs Fri
Mr Murray Watson	Residential Experience Supervisor (after hours & night)	
Mr Kent Tado	Residential Experience Officers (REO, after hours)	Mon - Sun
Mr Dan Moore Mr Dennis Harvey	Residential Experience Officers (REO, night)	Mon - Sun
Mrs Shelley Ferguson	Cleaning & Laundry Supervisor	Mon – Fri
Mr Ramon Taylor	Property Officer	Mon – Fri
Ms Jodie Schimanski	Groundskeeper	Mon – Fri
Mr Joost Geurtsen	Chartwells – Hospitality Manager	
Mr Rob Tong	Chartwells - Chef	

The Student Engagement Team which is the most student facing support staff consists of:

- Director of College Life
- Director of College Development
- College Counsellor
- Dean of Studies
- College Life Senior Assistant
- All Residential Experience Officers

Emmanuel College COVID-19 Guidelines

PLEASE NOTE CAREFULLY: FAILURE TO OBSERVE THESE SPECIFIC GUIDELINES AND THOSE CONTAINED IN THE HANDBOOK WILL JEOPARDISE YOUR PLACE AT COLLEGE AND FEES PAID.

Emmanuel College takes the safety of our community and the wider community very seriously. We are committed to keeping our community safe while still maintaining the best collegiate experience. To the extent of any inconsistencies between these guidelines and the rest of the Handbook, these guidelines will prevail. Note: These COVID guidelines are subject to change and residents will be notified and updated accordingly.

SOCIAL DISTANCING	<p>We are following government directives on social distancing for students to ensure their health and wellbeing.</p> <p>What is social distancing and why is it important?</p> <p>Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people.</p> <p>Social distancing is important because COVID-19 is most likely to spread from person-to-person through:</p> <ul style="list-style-type: none"> • Direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared; • Close contact with a person with a confirmed infection who coughs or sneezes, or; • Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face. <p>So, the more space between you and others, the harder it is for the virus to spread.</p> <p>What can you do?</p> <p>If you are sick, stay away from others – that is the most important thing you can do. McGregor is also available for isolation.</p> <p>You should also practise good hand and sneeze/cough hygiene:</p> <ul style="list-style-type: none"> • Wash your hands frequently with soap and water, before and after eating, and after going to the toilet; • Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and; • If unwell, avoid contact with others.
SOCIAL	The primary guidance on social distancing is the same in college

DISTANCING AND WHAT IT MEANS AT COLLEGE	<p>as it is for everywhere else in the community.</p> <p>This means at College:</p> <ul style="list-style-type: none"> • For indoor meetings, please follow occupancy signage on entry doors; • All common areas and gathering spaces in the College have signage indicating the amount of people allowed in that space; • No students' room can have more than 2 people at any time; • The Academic Centre and The Gill Student Centre are only for study and can only have people sitting 1.5 meters apart; • The Dining Hall and Stevens Bonnin Room have been set up with appropriately distanced seating and instructions; please follow this guide at all times when congregating for meals. <p>THE SIMPLE RULE REMAINS IN COLLEGE JUST AS IT DOES IN THE OUTSIDE COMMUNITY – 1.5M IS THE CLOSEST YOU SHOULD BE TO ANY PERSON.</p>
LEAVING COLLEGE (for a period of time longer than 12 hours)	<p>Returning to College if you have been away for more than 12 hours:</p> <p>As all of the government policies in relation to COVID-19 has been developed with a view to containment of the virus through the limiting of travel and congregating in large numbers. We have an obligation to understand your movements in a broad sense and to regularly check in with you in some way.</p> <p>Accordingly, if you leave College for more than 12 hours at any one time, you will be required to scan the QR Code available at Reception on departure and your return. This is to ensure we are continually maintaining the safety of all students in our community.</p> <ul style="list-style-type: none"> • Under the current circumstances (COVID-19), students MUST report to Reception if they propose to leave the College for any period exceeding 12 hours. If unattended, please call 3871 9100; • Students who choose to leave will be subject to a re-admission online form, in line with health authorities directives from time to time. <p>When you leave:</p> <ul style="list-style-type: none"> • Make sure you have adequate belongings (phone, laptop, charger etc) in case potential isolation is required due to coming into contact with COVID-19; • Tell your Wing Leader you have gone and close your room door; • Scan the 12+ hour check out QR Code at Reception and hand in your fob. <p>When you return:</p>

	<ul style="list-style-type: none"> • Go straight to Reception and inform them that you have returned, do not go to any wing or place in the College first; • Scan the 12+ hour check in QR Code at Reception upon your return Reception to ensure you have considered all the current directions of the government that you do not require isolation; • If you are able to return to your wing and you will be given your fob and access as normal; • If it is determined that you are requiring isolation you will be directed as appropriate. <p>YOUR POSITION AT COLLEGE WILL BE IN JEOPARDY IF YOU DO NOT ACT IN ACCORDANCE WITH THE ABOVE STEPS.</p>
CRITICAL INFORMATION – PLEASE NOTE CAREFULLY	
STUDENTS UNWELL	<p>If you feel unwell and that you meet the criteria for testing for COVID-19 (please check the most current guidelines for these on the QLD Health website, as these may change):</p> <ul style="list-style-type: none"> • Call your GP or local medical facility to make an appointment, and advise them that you are coming test; • Inform staff at the Reception that you are going; • Pack an overnight bag with 24-48 hours' worth of requirements and LEAVE IT WITH RECEPTION. Note: For maximum safety, we ask you to follow this step carefully - we need to be able to monitor progress and ensure the isolation wing is on full standby for your return to site; • You will leave your room fob with staff; • Call your family and let them know of your plans. <p>When you return to Emmanuel College after testing, immediately CHECK-IN at Reception (not your room/wing), for access to McGregor as our isolation wing to await your test results. Please do not ask others students to go into your usual room or to bring you any items while you are in McGregor. This is to minimise any potential risks to our students while we wait your results.</p> <p>If you feel unwell and you don't meet the criteria for testing for COVID-19 (please check the most current guidelines for these on the QLD Health website, as these may change):</p> <ul style="list-style-type: none"> • Inform your Wing Leader that you are unwell; • If you would like to see a GP as you normally would, please make an appointment (or ask your Wing Leader to assist you if needed); • Keep your Wing Leader and Reception up to date on your health and any medications you are on to manage this, we will be measuring this across the College.

ISOLATION	<ul style="list-style-type: none"> • Government guidelines direct us all to self-isolate in certain circumstances. • If your GP or QLD Health directs you to self-isolate for any reason please inform us. • If you are travelling from interstate and require self-isolation please inform us and we can support you to do so. • If you are directed to isolate either at College or offsite please inform us immediately so that we can support you to do so.
COVID- 19 – Life at College	
BEHAVIOUR IN COLLEGE	<ul style="list-style-type: none"> • College rules will continue to reflect government direction. As the government and health authorities introduce or change restrictions, these are to be reflected by our students as residents of Australia. Please note that all staff have been authorised to remind and support students in observing these conditions; • All students must respect social distancing inside and outside the buildings. There will be zero tolerance for gatherings which exceed room limits, including bathrooms; • The College's existing policy towards the responsible consumption of alcohol and harm minimisation is unchanged, and in these times of increased vigilance around social and health responsibilities, this policy requires your specific attention. All staff have been authorised to remind and support students in this regard also, and to assist you to make responsible choices; • Students are expected to maintain a quiet wing with noise restrictions in place from 10pm as per our normal Emmanuel College Student Handbook.
BEHAVIOUR OUTSIDE COLLEGE	When students are outside the College grounds (e.g.: on campus at University, at the shops or Indooroopilly) you must comply with Queensland government and health authority guidelines.
VISITORS	<ul style="list-style-type: none"> • All visitors must report to Reception at any time before entering the College, without exception; • All student visitors must complete the QR Code at Reception; • You are NOT to provide entry to the College or to your room without having the visitor present at Reception prior to their visit; • All visitors are required to comply with The College's social distancing and behaviour guidelines and any other applicable government guidelines whilst onsite.
EVENTS	<ul style="list-style-type: none"> • Some ICC events may continue and this will be communicated to you throughout the year as we respond to restrictions easing/tightening over time; • Emmanuel Events will be adjusted and we will be working with the student leadership team to bring you amended versions of events that meet the government restrictions; • We will continue to update you on events that we are able to hold that meet the current social distancing guidelines.

FOOD SERVICE PROVISION	<ul style="list-style-type: none"> • Seating in the Dining Hall and in common spaces will be spaced out to meet social distancing requirements; • Meal times will be staggered and grouped according to wing; • If you are unable to make your meal time, you can place an order for a late meal for that day at Reception. It is your responsibility to order and collect your late meal; • Supper can be collected from Brew Dogs when leaving dinner; • All external conferences and events have been cancelled and any person or group entering the College is being assessed on an individualised basis; • Ensure at all times when waiting to enter the Dining Hall that you are 1.5 meters apart from your fellow students. <p>When queuing for meals, it is expected that you will observe safe social distancing at all times.</p>
General Information	
CLEANING	<p>Our cleaning services have been increased and best practice implemented following government guidelines in response to COVID-19.</p> <ul style="list-style-type: none"> • Communal bathrooms will be cleaned twice a day on the weekdays and once each day on the weekend; • Rooms will be cleaned once a week; • Communal areas of the College will be cleaned daily. <p>Laundry:</p> <ul style="list-style-type: none"> • Laundry will continue to be offered for our students as per the normal routine; • You are also able to access the laundry to carry out your own washing; • We encourage you to regularly wash your linen and belongings during this time; • Please ask staff if you require assistance with using the machine.

Mission Statement

Our mission is to provide university students with an outstanding collegiate experience. We offer a diverse, vibrant and supportive community in which students achieve personal growth and academic success inspired by our Christian ethos.

Emmanuel College aims to provide 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 adults 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:

- Reception with a 24/7 staff member available
- Academic Centre:
 - Desktop computers and printing facilities
 - Air-conditioned
 - Binding and laminating services
 - Study area available 24/7
- Gill Student Centre:
 - A private meeting room with a flat-screen TV
 - Kitchenette
 - Air-conditioned
 - Whiteboards
 - Director of College Life (Deputy Principal), College Counsellor and Dean of Studies staff member's office

- Textbooks available for hire
 - Study area available 24/7
- Secure bike shed
- Chapel
- Junior Common Room:
 - Two large flat-screen TV's
 - Cardio studio including rowing machines and a treadmill
 - Pool table
 - Air hockey table
 - Soccer table
 - Kitchenette
 - Air-conditioned
 - Study area available 24/7
- Senior Common Room:
 - Full-size Billiards table
 - Air-conditioned
- The Presidents' Room:
 - A large flat-screen TV
 - A fridge
 - A large deck overlooking the Brisbane River with outdoor lounges
- Soundproofed and air-conditioned music rooms
- Fully fenced and gated community
- Basketball/netball court by the Brisbane River
- Six air-conditioned rooms used for tutorials and as study areas 24/7
- Laundry with washing and drying machines
- Ironing and kitchenette facilities in each residential wing
- Wi-Fi across the whole College and in all individual rooms

Room/Flat Facilities

The College provides:

- An inner-spring bed and mattress with a mattress protector
- Study desk, chair, and desk light
- Ceiling fan
- Small fridge
- Shelving, pin board and whiteboard
- Security fly screens
- Spacious cupboards and drawers
- Wi-Fi connection
- IT network and support
- Laundry bag
- Power board
- Rubbish bin
- Flat facilities also include private communal kitchens and a private lounge and dining area.

Students must provide the following:

- Towels;
- Pillows;

- Blankets/duvet/quilt;
- All bed linen (a linen pack is provided for international students).

Students are 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 should be 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:

- Breakfast, lunch, dinner and supper
- Weekly cleaning and laundry services
- 24/7 staff members
- 80+ small tutorials per week
- Onsite counselling and support
- Academic advocacy and support
- Student leadership
- Friendly and inclusive environment
- GAMSAT tutorials
- Short courses in six languages
- Compassionate staff
- 3 residential staff members
- Storage and accommodation during the mid-year semester break (additional fee)

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 and furnishings 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 immediately.

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;
- The College is unable to cater for assistance animals of any kind;

- 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;
- Students are not permitted to use 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

Emmanuel 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) is delegated authority to ensure good order prevails within the wing. They also provide an avenue of support for 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 Academic Centre, The Gill Student Centre, music rooms, bicycle shed as well as other common rooms/areas. Any losses or damage will be charged to those individuals responsible. Where individual fault cannot be attributed, charges may be made to the Emmanuel College Students' Club.

The College Senior 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.

The role of a WCL is to:

- As a leader and role model, be a superlative example of good behavior, showing respect and polite conduct to all;
- Uphold the values and reputation of the College;
- Ensure the College remains a safe and welcoming community for all residents;
- Provide a link between the Student Engagement Team and student residents within College;
- Foster a sense of community identity and spirit within their respective wings and the College;
- Complete First Aid and CPR training;
- Undertake fire/emergency evacuation training and act as fire wardens in case of an alarm;
- Complete Mental Health support training;
- Support new students to settle into College;
- Engage in all Preparation Week training.

Cultural Diversity and Inclusion Coordinator

Appointed by the Principal, the Cultural Diversity and Inclusion assists the integration of international students into College life and promotes a positive interchange between all students.

Christian Convenor

Appointed by the Principal, Christian Convenor is 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.

Publications Officers

Appointed by the Principal, the Publications Officers are appointed to develop the annual College yearbook and take a lead role in the coordination and collaboration of the Blue Dog Daily.

Photographers and Videographers

Appointed by the Principal, the Photographer and Videographers are appointed to be active social members of the community who attend the majority of College events to capture the moments and memories of College life.

Gender and Sexual Diversity Representative

Appointed by the Principal, the Gender and Sexual Diversity Representative is appointed to provide representation, information, referral, advocacy and support for students who identify as LGBTQI+ or any student wanting support with issues surrounding gender and sexuality at Emmanuel.

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 Emmanuel College residents 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 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 generally be students who are 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 school visits, attending UQ Open Day and providing general event and promotional assistance throughout the year. Applications to become an Emmanuel Ambassador will be considered 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 a superior and tailored academic program that complements students' university studies through tutorials, mentoring and academic support, as well as the contribution of visiting scholars in the form of guest lectures and masterclasses.

Tutorials

Emmanuel tutors work with small groups and individual students. The tutorial environment enables students to increase their understanding of their course material, and to explore their field of study in greater depth; students develop intellectual skills and specialist knowledge applicable to their degrees. The tutorials are designed to make students more confident with their coursework, and to extend student knowledge and understanding in a broader academic and professional context.

Tutors hold regular one-hour sessions in their disciplines. ***Attendance at tutorials is 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 Dean of Studies if they wish to have a tutorial in their discipline.

- Most tutors hold or are studying a postgraduate degree, or are industry professionals. Many are members of the Emmanuel alumni community;
- 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 Dean of Studies;
- A roll of attendance is taken at each tutorial. Attendance is monitored and the Director of College Life is advised regularly of student progress;
- If a student is unable to attend their weekly tutorial for any reason, they are required to contact the tutor and the Dean of Studies at least 24 hours before the scheduled tutorial.

Mentoring

Emmanuel College sees the provision of academic mentoring as one of the most valuable contributions it can make to enhance their students' University education. Mentors include College tutors, other members of College staff, College alumni and friends of Emmanuel. Mentoring encourages and assists students to fulfill their potential in their studies and in their personal development, and includes assistance in course and career choices. If you would like to engage in this program, please contact the Dean of Studies.

Masterclasses

Throughout the year, Emmanuel College hosts eminent professionals from 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. Masterclasses are designed to help students understand the various professional avenues they can take after

their studies, as well as the requirements for employability.

Senior Common Room

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

Graduation

Students studying at The University of Queensland (UQ) will be asked to register for the graduation ceremonies that take place in July and December each year. For all graduation ceremonies that take place, UQ prepares official booklets for each ceremony, detailing the names of all students from all Colleges that have graduated in all the different courses, and they include the name of the College where students have lived. All Heads of Colleges are invited to all the graduation ceremonies and to be a part of the official stage party, which is why we encourage students to enter Emmanuel College as their College address when they register.

Personal Life

Personal Wellbeing

The transition from school to university life can be challenging, and students can experience some difficulties. As part of ensuring each student's individual's needs are met at Emmanuel, every new student to Emmanuel will be asked to arrange a time to meet with the College Counsellor or Dean of Studies in the first 3 weeks of College. Appointments will be booked in Orientation Week.

At Emmanuel numerous informal and professional support pathways are available to support students with their social and emotional needs and to ensure positive mental health is maintained. These include:

- Student Wing Leaders at Emmanuel are trained and supported to be able to offer students a first place of contact with any difficulties they may be experiencing;
- The College Counsellor provides short term professional counselling and support to Emmanuel students as needed. Direction to pathways offering external supports can also be facilitated.

Confidentiality at Emmanuel College

Confidentiality is provided by specific Emmanuel staff members with professional qualifications that support confidential disclosures. Information students share will not be revealed without explicit permission, except in rare circumstances where the students or another person's health and safety is at imminent risk. If an incident occurs outside of office hours, the REO's are to be contacted immediately on 07 3871 9100. The REO on duty is required to contact a senior staff member upon disclosure of an incident, to ensure confidentiality standards are upheld and maintained throughout.

Extra-curricular Life

By encouraging Emmanuel 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 community 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 and beyond.

There are plenty of opportunities for sports and exercise. This includes Inter-college Sporting Competition teams and individual sports. Facilities for most sports are available on the University of Queensland campus and the College has cardio studio including rowing machines and a treadmill.

Within each student's residential fee charges, a gym membership for The University of Queensland (UQ) is included. UQ provides world-class gymnasium and sporting facilities. The UQ Sport Lifestyle Package entitles each Emmanuel residential student to use the following UQ Sport facilities:

- Unlimited general access to the UQ Sport Fitness Centre weights gym and cardio studio;
- A one hour fitness consultation per student;
- All group fitness classes;
- Unlimited general access to the UQ Sport Aquatic Centre for general swimming;
- Unlimited aquatics equipment hire;
- Adult swim squads;
- Tennis Court hire;
- Access to train on the Olympic-standard athletics track all day every day subject to availability.

College Fees

College fees will be paid in accordance with the Residential Agreement Terms and Conditions. The residency fee covers:

- 34 weeks full residence, including all meals (breakfast, lunch, dinner, and supper)
- Personal room with a king single bed, study desk, ceiling fan, small fridge, whiteboard, spacious cupboards and drawers, and WiFi;
- Academic support program and tutorials;
- Emotional support and wellbeing care;
- Sporting and cultural activities;
- Social events organized by the Emmanuel College Students' Club (ECSC);
- Chapel services and meditative space;
- Formal dinners and guest speakers.

For full details, please refer to Emmanuel College Fees on the Emmanuel College website.

Arrival at College

Check-In

First-year students are required to sign into College in the Academic Centre **from 9.00 am** on check-in day.

Returning students are required to sign in at Reception **after 2.00 pm** on check-in day. Dinner will be available that evening. Any variance to these times must be pre-approved by the Director of College Life.

If students return to College before the due date of return, a daily residence charge will apply.

Check-in and check-out dates can be found on the Emmanuel College's website.

Orientation Week (O Week)

The main objectives of this week-long program are to welcome new students to Emmanuel, to inform them about College and University life, and to prepare them for the coming academic year. Students are required to attend information sessions as indicated in the O Week program, as well as sessions organised by their chosen university/faculty. The Emmanuel College Students' Club (ECSC) organises social and community events throughout the week, although attendance at ECSC events is optional.

Departure from College

Check Out

Students will vacate their rooms and check-out of College by 10.00 am on the last day of their Agreement Period as per clause 36.8 of the Residential Agreement Terms and Conditions, which can be found on the Emmanuel College's website.

The student's fob and laundry bag must be returned to Reception.

Students will be given instructions and directions on how to leave their room in an orderly condition upon check-out. Students are responsible for leaving their room and all common areas in a neat and presentable manner. Depending on the circumstances, excess cleaning costs may attract a charge payable by the student or by the Emmanuel College 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.

Check-in and check-out dates can be found on the Emmanuel College's website.

Withdrawal from College

Please refer to Clause 6 of the Residential Agreement Terms and Conditions on the Emmanuel College's website.

General Information

Absence from College

If a student intends to be away from College for more than 3 days, please inform Reception staff or the REO on duty. This ensures College staff members are aware of a student's whereabouts and can respond accurately in case of an emergency. It is also highly recommended that the student informs their Wing Community Leader and a close residential friend/s of their whereabouts and intended date/time of return for any time off College campus.

Bicycles

Bicycles must be stored in the bicycle shed and must not be taken into rooms or residential wings. Fire regulations and safety standards prohibit the parking of bicycles near building doorways, in rooms or in passageways.

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: 07 3365 1234. Students are advised to use the campus security bus and not to go anywhere on campus after dark when alone.

Computer Use

The Academic Centre features desktop computers and printing facilities available for usage for students 24/7. Emmanuel College's external IT provider monitors traffic through the network and illegal or inappropriate activities may result in exclusion or suspension from College. All students must operate according to the Emmanuel IT Handbook which they receive upon check-in.

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.

Personal Computers

Students are welcome to bring their own laptop or computer to College.

If students encounter any technological issues, assistance is available by contacting one of the Student IT Officers. If one of the Student IT Officers are unable to resolve the issue, they will refer it to Emmanuel's external IT provider.

Wi-Fi services are available throughout the College for residents to use. Instructions for internet connection and student WiFi log in details are available within the Emmanuel IT Handbook.

Personal Accident Insurance

The College maintains a limited insurance policy for the benefit of students who are injured whilst at College or at College events. This policy does not extend to events that are organised or run by the Emmanuel College Students' Club. The University of Queensland (UQ) provides similar cover for its students while they are engaged in activities directly related to their University Course Studies. More information on UQ's policy can be found here: https://governance-risk.uq.edu.au/files/2568/Student_PA_Ins_info_sheet_vs16032018.pdf.

Dining

Emmanuel College is committed to providing provide a high standard of food in the College Dining Hall and that is why we are partnered with Chartwells Catering Services.

Chartwells Catering Services is purely focused on the delivery of food to the education sector and they specialise in challenging the boundaries in order to deliver an outstanding food experience.

Chartwells goal is to be innovative and offer real wellbeing solutions. They aim to excite the appetites of students and the broader university community with modern and nutritious menus, presented well and that change daily. This is what they do every day and is what they are passionate about.

The Chartwells catering team are passionate about providing our residents with a range of healthy options at each meal service. Not only do they create menus with favourites, underpinned by our smart food program, they also add new dishes for students to try regularly to keep things fresh and interesting.

The below regulations must be adhere to at all times:

- Food is not to be eaten in the servery for health and safety reasons;
- 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 Saturday

Breakfast – cold	6.30am – 9.00am
Breakfast – hot	7.00am – 9.00am
Lunch	12.00pm – 1.30pm
Dinner	5.30pm – 7.00pm
Supper	7.30pm – 9.00 pm

Sunday

Breakfast – cold	6.30am – 9.00am
Brunch	11.30am – 1.00pm
Dinner	5.30pm – 7.00pm
Supper	7.30pm – 9.00 pm

Cutlery and Crockery

No cutlery, glassware, plastic tumblers or crockery may be taken from the Dining Hall. All residential wings feature a kitchenette, where students are able to reheat food etc. If students wish to use cutlery and crockery within their wing kitchenette, they must be purchased by the student.

Formal, Special and Themed Dinners

Fully-catered formal and special dinners are held throughout the year, often with an invited guest speaker of interest to students. Themed dinners are also spread throughout the year.

- Meals are served at the table by Chartwells 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 such as Bannockburn, Sports Awards and Cultural Awards are held throughout the year;
- Themed dinners such as German, Greek and Korean are held throughout the year;
- If students wish to not attend formal dinners and other occasions throughout the year, alternate dinner options are available.

Packed Lunches and Late Meals

- For those students unable to return to College for lunch due to other commitments, packed lunches can be ordered and picked up during breakfast. Your order needs to be made at the kitchen by 5pm the previous day.
- Late dinners can also be arranged for students who have other commitments during dinner time. Orders need to be made by 1.30pm (end of lunch service) on the same day.
- Special requests for early meals on weekends during examination periods may be considered and must be discussed with the Director of College Life 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 Reception staff if they are unable to attend the Dining Hall; arrangements will be made for meals to be delivered to their rooms.

Serving of Meals

Meals at Emmanuel College are served by the Chartwells catering team and students should move promptly through the servery, returning dishes, etc. to the washing-up bay when they are finished meals.

Guests may join students at mealtimes, but charges apply. Students with accompanying guests must purchase a meal voucher at Reception and present the voucher to the kitchen staff on duty shift. After office hours, meal vouchers can be purchased from Reception.

Dietary Requirements

Dietary requirements/preferences such as vegan, gluten-free, dairy-free and vegetarian can be easily accommodated for and generally, all meals feature multiple of these options. If you have any specific dietary requirements or allergies, please see the Chartwells staff.

Laundry

Laundry bags are issued upon check-in day at College and must be returned on check-out or a replacement charge will apply. Clothes must be taken to the laundry in the bag provided before 8.00 am 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. The College does not accept responsibility for damage of items of clothing have been put through the commercial machines.

Machines must not be overloaded. The bags hold up to 8kg of laundry. Anything over 8kgs will be returned to the student unwashed and will be the student's responsibility to follow up.

Cleaning

Wing common spaces including bathrooms are cleaned daily. Resident's individual rooms are cleaned weekly on a scheduled roster. This clean includes vacuuming, wiping down surfaces, window clean and empty the rubbish bin. If a resident's room is in a state that is too messy to be cleaned, they will be given a one week warning to tidy it up so it can be cleaned properly the following week. Failure to do so will result in further action by the college.

Lost Property

Any property found within the College grounds should be handed to Reception. Items will be stored in the lost property section at Reception for a maximum of three months.

Mail

Mail is delivered to the College each day between Monday and Friday and is placed alphabetically in mailboxes that are located next to the Academic Centre. Parcels are held at Reception for collection, and the recipient shall be advised by text message.

Stamped outward mail can be left at Reception for mailing.

Printing and Binding Facilities

A selection of administrative items and services is available for purchase from Reception, e.g. binding kits, laminating pouches and printing credit. 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, or semester for semester only students.

Parking at College

Parking permits and an associated parking bay are issued by returning students online 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 Director of College

Life). Priority is given on the basis of seniority and needs. Students must sign a parking waiver form and abide by the terms and conditions regarding parking at Emmanuel College at all times. Any student found to be accessing, or providing access to the parking facilities without express permission from the College, will face punishment at the discretion of the Director of College Life.

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 10km per hour on the College grounds may lead to the loss of the students parking permit.

Power

Students are urged to be economical with electrical 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 before use at College for safety purposes.

Re-admission to College

Students wishing to return to College the following year will be invited by email to reapply towards the end of Semester 2 via the online application 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 exterior doors to residential wings are permanently locked. Access is gained through the use of an electronic access fob, which also provides access to College common and study areas. To ensure the integrity of the security put in place, all exterior doors must be closed and remain closed. If any exterior doors are left open, an alarm is generated until they are closed. All students must shut their doors when leaving their rooms for the security of their personal possessions.

The College grounds are fully fenced and all entrance gates are locked at midnight. Pedestrian access is provided through side gates, accessed by the student's electronic access fob. Climbing the fence is prohibited.

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

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

Electronic access fob (fob)

Upon arrival at College, each student is issued with a blue fob which gives access to their individual room, all College residential wings, and other College study and common areas.

Lost fobs must be reported as soon as possible to Reception due to safety and security reasons. In the event of a lost fob, the student should go to Reception and purchase a new fob. A charge will apply for each replacement fob. If the student's lost fob is found within two weeks since the replacement fob, the student is eligible for a refund from Reception.

Residential Experience Officers (After-hours & Night)

The Residential Experience Officers (REO's) are available after office hours for general assistance and emergencies, telephone calls, receiving visitors, opening rooms as needed, etc. They are employed for the safety of students and College property.

Mid-semester Storage and Accommodation

A flat fee of \$500 per week is available for the mid-year break between semesters. To allow for planning of College's operational requirements these bookings must be made and paid for by 1 June 2021. Bookings made and paid for by 1 May will receive a 10% discount (\$450 per week). Students will also have the option to store their belongings in their rooms for \$200 for the mid-year break.

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 Director of College Life prior to the end of the previous semester. A Daily Residence Fee charge will apply (refer to the Emmanuel College Residence Fees schedule on the Emmanuel College's website).

Environmentally Conscious

The Emmanuel community strives to be environmentally aware and takes steps where it can to minimize its footprint. We encourage all residents to be mindful of their water and electricity consumption and to recycle where they can.

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, sexual orientation 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.

When student behaviour contravenes the Emmanuel College Code of Conduct:

- Students who have breached the Emmanuel Code of Conduct will be referred through to a disciplinary process conducted by Senior Management.

Results of disciplinary action may be any of the following:

- Removal of residential place at Emmanuel College;
- Agreeing to a Behaviour Management Plan;
- Participating in community service at Emmanuel (performing tasks on grounds that contribute to the overall functioning of the College);
- Exclusion from events or areas of the College.

Rules and Regulations

- Unless otherwise agreed with the Principal, students commit themselves to remain 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 a Diversity and Inclusion statement, which upholds the rights of individuals as protected by the Anti-Discrimination Act, which makes discrimination unlawful on grounds including gender, race, age, sexual orientation, 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;
- 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 10.00 pm to 7.00 am 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;
- Under no circumstances may students climb on the roofs of any College buildings or structures;
- Students have a responsibility to:
 - Adhere to rules, regulations, policies and procedures;
 - Monitor and accept responsibility for the 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 bicycle/s and other objects are stored properly and do not become a hazard;
- Ensuring any fire or emergency notices or equipment is respected and maintained in place.

Alcohol at College

- The College has adopted a policy on alcohol that acknowledges that some students wish to consume alcohol. Those who do wish to consume alcohol and

are over 18 years old 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 outdoor areas, Chapel, Dining Hall, tutorial rooms, bathrooms, toilets, Junior Common Room 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. 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.

Drug Policy

The use of illegal drugs is prohibited. Anyone found in possession of an illegal drug may be removed from College.

Smoking Policy

Emmanuel College is a non-smoking precinct. 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 the College campus. This policy also extends to vaping.

Revision/Examination Period Policy

During the revision and examination period, quiet study conditions apply at all times. There is no tolerance for noise or party-going by students as this disturbs those students who are revising and studying for exams. Any student breaching this rule may be asked to leave College immediately.

General Behaviour

- The College requires 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 may display a lack of sensitivity towards others. All College members have a responsibility to point out to those involved that their behaviour is not acceptable 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. All Emmanuel College students should not retaliate as this only escalates the problem. Student should advise a staff member on duty immediately of any inter-college disturbances taking place.

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.

Visitors

- Students may entertain guests in their rooms. In so doing, they are expected to respect the needs and regulations of the community. Students are responsible for the behaviour of their guests while on College grounds;
- Permission may be sought from the Director of College Life in advance and in writing for close relatives to stay overnight from time to time for a reduced nightly fee. There is a maximum stay of three nights, and guests may also buy meal vouchers for meals eaten at the College. These guests will be accommodated in our onsite flats, not in student residential wings, pending availability;
- 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;
- No guests under the age of 18 are permitted to stay overnight at College.

Intruders

- Although the College takes all possible precautions, intruders may occasionally gain entry. If students see anyone they do not know, or anyone behaving suspiciously, students should notify Reception immediately. 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. Students should 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. All visitors should be referred to Reception;

- Students should not give or lend their fob to anyone else in order to provide access to buildings – doing so may lead to being asked to leave the College.

Theft and Vandalism

- To prevent theft or vandalism, 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.
- What may appear to be a harmless student prank may have very serious consequences.

Privacy

- Emmanuel College treats all information collected from its students as confidential;
- We take all reasonable steps to comply with the Australian Privacy Principles and the Privacy Act 1988 (Cth) in the way we collect, use, keep secure and disclose personal information.
- 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.

Emmanuel College Highlanders Pipe Band

The Emmanuel College Highlanders at the University of Queensland (www.emmanuelhighlanders.com) is an award-winning pipe band that has performed for and entertained crowds across Australia for 20 years. The band is the merger of two of Queensland's most recognised pipe bands — the University of Queensland Pipe Band at Emmanuel College and the Queensland Highlanders Pipe Band, founded in 1998 and 1996 respectively. The band's patron is Michael Bryce AM AE.

The band performs regularly at a variety of events in south-east Queensland and northern New South Wales, proudly representing the College and the University in major annual events such as Anzac Day, the Woodford Folk Festival, and the Australian Celtic Festival. As well as competing locally, the band has travelled interstate to compete at the Australian Pipe Band Championships and to Scotland for the World Pipe Band Championships.

With around 25 members, the band features 15 pipers and 10 drummers. Emmanuel College Highlanders membership is open to all members of the College, including alumni; the University; and musicians from the wider Brisbane community. Pipers and drummers who would like to be part of a developing Grade 2 competition and performance pipe band are welcome.

The band is supported by Emmanuel College and St Andrew's War Memorial Hospital in Brisbane is a major sponsor. In addition, two scholarships are on offer to students accepted into Emmanuel College and UQ who show sound academic ability and superior talent as a piper or drummer. The scholarships are for part relief of fees up to \$4000. Visit www.emmanuel.uq.edu.au/student-applications/scholarships-bursaries for details.

If you're interested in joining this unique aspect of Emmanuel's history and future, contact the band directly at secretary@emmanuelhighlanders.com.

The Pipe band rehearses at Emmanuel College every Thursday evening from 6.00pm – 8.00pm.

Emmanuel College Policies and Procedures

The College has several student facing policies and procedures that help ensure the Emmanuel Community is a safe, inclusive and respectful community for everyone. These policies include:

- Alcohol, Smoking and Other Drugs Policy;
- Respectful Relationships Policy;
- Social Media Policy;
- Diversity and Inclusion Policy;

It is important that all members of the Emmanuel Community read and understand these policies and how they shape the everyday ethos and operations here at College.

ALCOHOL, SMOKING AND OTHER DRUGS POLICY

PURPOSE

The purpose of this policy is to outline the College's position concerning alcohol, smoking and other drug use by the College community.

SCOPE

This policy applies to all members of the College community.

POLICY STATEMENT

Alcohol

1. College Members who are 18+ years old have the right to make an informed choice free from peer pressure to consume or not to consume alcohol;
2. College Members who are under 18 years old are not permitted to drink alcohol on College grounds under any circumstance;
3. College Members who are 18+ years old and who have chosen to consume alcohol are encouraged to drink at lower risk levels: *that means up to 2 standard drinks per day to decrease lifetime risk of harm and up to 4 standard drinks on one occasion to decrease acute risk of harm on any drinking occasion*;
4. College Members who are 18+ years old, who have chosen to consume alcohol, are encouraged to eat food and drink water before, during and after consuming alcohol. Emmanuel College will always serve food when alcohol is available at College events;
5. College Members take pride in maintaining their own wellbeing as well as that of their friends and others at all times, especially if alcohol is being consumed. If there is injury or risk of this, College Members are encouraged to call for help regardless of alcohol or substance use;
6. College Members are expected to always maintain respectful relationships. ([See Respectful Relationships Policy](#));
7. College Members are responsible for maintaining the current condition of the College's historic grounds and must actively prevent any damage that might occur, especially as the result of alcohol consumption. Any damage to College grounds or property should be reported as soon as possible;
8. Alcohol may be consumed at non-licensed social events held on College grounds if:
 - Alcohol is only consumed by those 18+ years old;
 - All those 18+ years old in attendance, who are consuming alcohol, are freely consenting;
 - All those 18+ years old in attendance must be aware of the alcohol content of each drink.
9. All licensed events must comply with the law.

Informed Consent

Emmanuel College Members have the right to make choices free from peer pressure and with a clear understanding of the facts and potential outcomes of that choice. This is informed consent and must be considered when consuming alcohol, smoking or using other drugs.

College Members should understand the following:

- Intoxicated people cannot give informed consent to any activity;

- Informed consent requires people to be free from the influence of others, not least older community members;
- Informed consent requires the person to be aware of all the relevant facts.

This includes:

1. How alcoholic a drink is;
2. Being given sufficient information to understand what they are agreeing to;
3. Being given a free choice to opt in or out without any negative sequelae;
4. Being permitted to change their mind at any time.

Harm Minimisation

Emmanuel College takes a harm minimisation approach towards the use of alcohol, smoking, medications and other drugs. Harm minimisation recognises that the use of substances can be a part of life for many young people in Australia and seeks to decrease any harm as a result of this. The College Community wishes to minimise harm associated with alcohol, smoking, medications and other drugs, to develop responsible attitudes and behaviours towards them and to ensure that these substances do not prevent College Members from engaging energetically with College life.

Safer alcohol consumption levels

There is no safe level of alcohol consumption. Current Australian Guidelines suggest that;

- Drinking 2 standard drinks or less per day reduces the lifetime risk of harm from alcohol related disease or injury while;
- Drinking 4 standard drinks or less on one occasion reduces the risk of alcohol-related injury arising from that occasion.

All members of the College Community with concerns or questions are encouraged to seek help for themselves or for others at any time. All matters will be confidentially and respectfully managed. The health and wellbeing of everyone concerned are of the utmost importance.

The Dining Hall

Formal dinners and other major dinners at Emmanuel are special occasions for our Community. College Members who are 18+ years old may be invited to engage in a social drink served with food for these special occasions.

Further information about formal dinners can be found in the [College Handbook](#).

Smoking

1. College Members who are 18+ years old and who have chosen to smoke should understand that smoking, whether it is tobacco, cannabis or nicotine smoked through cigarettes or e-cigarettes, is harmful to the health of the users and others. There is no known safe level of use for any of these products or devices, including the inhalation of second-hand smoke/vapour;

2. Emmanuel College is a non-smoking precinct. Smoking anywhere in College will result in a fine of \$300 to Students' Club;
3. College Members who are 18+ years old have the right to make an informed choice free from peer pressure about whether or not they smoke tobacco products including e-cigarettes;
4. College Members who smoke must comply with the law as well as the University of Queensland Smoke Free Policy when on UQ grounds;
5. College Members who smoke are encouraged to quit for their own health and the health of others. Support, including limited financial support for stop smoking products, is available for College Members. All enquiries will be dealt with sensitively, confidentially and respectfully;
6. The prescription of a smoked substance by a medical practitioner does not override the College's Smoking Policy.

Medications and Other Drugs Policy

1. The College does not condone the use of any prescribed drugs for purposes / by individuals other than those specified by a medical practitioner;
2. Non-legal use of other drugs by any member of College or on College grounds is prohibited;
3. The sale or dealing of any other drugs by College members will result in immediate suspension and likely permanent expulsion;
4. All matters relating to drug use will be dealt with on a case-by-case basis. While the College will always remain consistent with Australian law, its priority is the health and safety of residents. It will, when possible, facilitate members' access to services required to minimise harm and enable rehabilitation;
5. The College has a duty to protect the safety of all residents and will impose sanctions when necessary;
6. Visitors to College found to be using, selling or dealing illegal substances on site will be asked to leave and may be banned. The Police may also be called.

What are other drugs?

Other drugs include:

1. Sedatives e.g. codeine, heroin, GHB, etc.;
2. Stimulants e.g. Ecstasy, amphetamines, including 'ice' etc.;
3. Hallucinogens and other drugs e.g. Cannabis, nitrous oxide etc.

Many of these can be either prescribed by a doctor or bought illegally. Some may be

bought legally for other uses. And all are used in Australian society for non-medical and recreational reasons.

If a College member is prescribed medications by their doctor that can be used for non-medical reasons, College understands that this is private information and suggests that the College member:

1. Keep medications in a locked box in their room;
2. Keep this information private and do not inform other college residents or visitors of the medications, unless they are supporting the member and their medical condition;
3. Consider informing the Deputy Principal or Principal. This information will be kept strictly confidential.

The College understands that consuming other drugs has the potential to affect decision-making and may affect the personal safety of College Members.

The College takes a harm minimisation approach and encourages any member of the College community with concerns to seek help for themselves or a friend at any time. All matters will be confidentially and respectfully managed and the health and wellbeing of everyone concerned is paramount.

Respectful Relationships Introduction Guide for Students

Who is this guide for?

This guide provides information on the Respectful Relationships Policy and the options available to you to respond to breaches of this policy or the Code of Conduct. We seek to support and empower you through our policies.

Summary of the Respectful Relationships Policy

Emmanuel College recognises that everyone in our community has the right to live, study and work in a safe and supportive environment and that we are all responsible for maintaining this.

College members are expected to maintain respectful relationships and seek affirmative and informed consent always and in all circumstances. Emmanuel College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.

The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

What happens when there is a breach of the Policy or our Code of Conduct?

If students want to report a breach here are some details and definitions of what that report might look like for you:

Reporting Party

A Reporting Party is any College member/s who makes a report to College concerning the

behaviour of another person/s.

Responding Party

A Responding Party is any College member/s who has had a report made concerning them.

Support Options for Reporting Party

At any time, you may choose to:

- Seek counselling and support at College;
- Seek counselling and support outside of College;
- Seek further information;
- Seek no further support;
- Discuss with family and friends;
- Whatever you choose we will support you.

Support at College

You are welcome to approach anyone in the College community who you feel comfortable talking to. For breaches of the Respectful Relationships Policy, you might like to talk to

- Respectful Relationships Officers – Director of College Life, Director of College Development;
- College Counsellor;
- Student Leaders.

Confidentiality

All matters relating to breaches of the Respectful Relationships Policy will be considered confidentially, sensitively and respectfully. Any issue you raise will be confidential within the bounds of safety. What you say will not be shared with anyone without your consent unless someone is at risk of harm.

Reporting Options

At anytime, you may choose to:

- Take no further action with or without support from College;
- Seek resolution with those involved directly with or without support from College;
- Make an anonymous report;
- Make an informal report;
- Make a formal report;
- Make report to the police;
- Make a report to your University.

Whatever you choose we will support you.

Informal Report

An informal report is a chance for you to discuss what happened and look at options for restoring your sense of safety, fairness and allowing those who have been involved the chance to understand how their actions have affected you.

Formal Report

Making a formal report will trigger a formal investigation by College. When the investigation is complete, a final report will be given to the Principal who will then decide to act on any of the report's recommendations (e.g. suspension or being asked to leave the college).

Information for the Responding Party for a Formal Report

This information is for anyone who is the subject of an informal or formal report to College of a breach in the Respectful Relationship Policy. We want to make the process as fair and open as possible and ensure privacy and confidentiality is maintained. Please see the '[Respectful Relationship Policy](#)' on our website for more details of what a breach of the policy looks like.

We understand that being the subject of a report is stressful and College will appoint you a Respectful Relationships Officer to help guide you through the process (a different officer from the reporting party). You will be asked to make yourself available for interview. You are welcome to bring along a support person to your interview. It is within your rights to refuse to be interviewed, however this may result in your place College being terminated.

Whatever your decision we are here to support you.

If you want to seek information you can do so confidentially.

If you wish you may give us information without giving names, *i.e. 'if this incident had happened and it was reported what would happen?'* we can then let you know the process to help you make a decision.

Please feel welcome to reach out and discuss any time with a member of the Student Engagement Team.

RESPECTFUL RELATIONSHIPS POLICY

1 PURPOSE

The purpose of this policy is to:

- Promote a positive environment in which people are treated fairly and with respect;
- Make it clear that any form of harassment, misconduct or assault is unacceptable and that all members of the College have a role to play in creating an environment free from harassment;
- Provide a framework of support for students who feel they have been subject to harassment; and provide a mechanism by which complaints can wherever possible be addressed in a timely way.

2 SCOPE

This policy applies to all members of the College community.

3 DEFINITIONS

3.1 Terms and their definitions

Community

College members include all students, residential staff and non-residential staff. All College members are bound by Emmanuel College policies. Alumni, contractors and visitors to College are also considered to be bound by College policies when on site.

Informed Consent

Emmanuel College members have the right to make choices free from peer pressure and with a clear understanding of the facts and potential outcomes of that choice. This is informed consent and should be actively sought when interacting with others.

College Members should understand that informed consent can only be given by those who are

- 16+ years old;
- Fully conscious and not under the influence of drugs or alcohol;
- Free from the influence of others, especially older community members;
- Aware of all the relevant facts.

This includes :

- Being given sufficient information to understand what they are agreeing to;
- Being given a free choice to opt in or out;
- Being permitted to change their mind at any time.

Respectful Relationships Officers

The role of the Respectful Relationships Officers is to provide support and information to any one in College who is concerned about any possible harassment misconduct including sexual harassment, indecent assault or sexual assault. These roles sit within the Student Engagement Team members who are on call 24/7 to support students.

These Officers can provide confidential information and support regarding College policies and procedures. They may be instructed by the Principal to investigate any formal complaints. The Officers will provide choice to the responding party and not shield the College from further investigations.

Sexual Misconduct

Sexual misconduct is any unwanted behaviour of a sexual nature that offends, humiliates or intimidates an individual or group of people and may occur as the result of a single incident or repeated incidents. Sexual misconduct includes sexual harassment, indecent assault, sexual assault and any other unwanted behaviour of a sexual nature (e.g. comments of a sexual nature)

Sexual Harassment

Sexual Harassment is any unwanted behaviour of a sexual nature that offends, humiliates or intimidates an individual or group of people and may occur as the result of a single incident or repeated incidents. Sexual harassment may include:

- Unwanted sexual advances;
- Unwanted requests for sexual behaviours;
- Other unwanted behaviour of a sexual nature.

Sexual Assault

Sexual Assault is any unwanted sexual intercourse by one or a group of people, against another without their consent. Intercourse means penetration of genitals, bottom or mouth by any object.

Indecent Assault

Indecent assault is touching (or the threat to touch) a person's body in a sexual manner without consent by another person. For example, indecent assault may include unwanted touching of a person's breast, bottom or genitals.

Harassment

A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

Bullying

Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Confidentiality

All enquiries or reports will be treated with the utmost sensitivity and respect and will remain confidential. The only exception to this will be if it is assessed that there is a significant risk to any College member. The bounds of confidentiality will be discussed and an individual plan created that addresses a balance between the wellbeing and safety of the individuals involved and the College at large.

Reporting Party

A Reporting Party is any College member/s who makes a report to College concerning the behaviour of another person/s. Any individuals or groups who have witnessed or had something happen to them that they think has breached the College's policies can make a report. This can be about the behaviour of an Emmanuel College member or external persons. This can be for an incident/s either on or outside College grounds. The College seeks to support and empower the Reporting Party who is not obligated to pursue any particular course of action unless there is significant risk to the Reporting Party or others. Emmanuel College will support any Reporting Party wishing to go to the Police to report the incident/s.

Responding Party

A Responding Party is any College member who has had a report made concerning them. If after investigation it is found that the incident/s occurred or credibly could have occurred, the action taken could include suspension or expulsion. Since the College is unable to satisfactorily investigate reports made against external persons, reports made concerning external persons will result in a ban from College grounds. Security and/or the police will be called should they seek to re-enter College grounds.

4 POLICY STATEMENT

Emmanuel College recognises that everyone in our community has the right to live, study and work in a safe and supportive environment and that we are all responsible for

maintaining this.

College members are expected to maintain respectful relationships and seek affirmative and informed consent always and in all circumstances. Emmanuel College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration. Included in this is any form of sexual misconduct. Sexual misconduct is not acceptable and will not be tolerated. Sexual misconduct is a breach of the Respectful Relationships Policy and as such, any breaches will be subject to the Respectful Relationships Procedures. All reports of sexual misconduct will be confidentially investigated in a timely manner by a Respectful Relationships Officer.

The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

College members should also understand that sexual misconduct including sexual harassment, indecent assault and sexual assault are criminal offenses.

Please see the Respectful Relationships Procedure for reporting options and further details for support.

SOCIAL MEDIA POLICY

1 PURPOSE

The purpose of this policy is to provide information and understanding of the potential implications of social media use. It is primarily designed to ensure those within the Emmanuel College community are familiar with these implications and have a guide to appropriate use of social media in the context of Emmanuel College.

2 SCOPE

This policy applies to all members of the College community.

3 DEFINITIONS

Social media

Social Media refers to digital communication methods used to share opinions, insights, experiences and perspectives via written comments, shared video or audio files. Social media platforms include, amongst others, blogs, Wikipedia, Snap Chat, Facebook, Instagram, Twitter, MySpace, Flickr and YouTube.

4 POLICY STATEMENT

As a means of communication, social media is an increasingly prevalent and powerful method. Emmanuel College acknowledges that the College, its staff and students use social media and the College also seeks to engage with its students and the broader community

through social media. Social media can blur the lines between one's personal and professional expression. 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.

While social media creates new tools, the same laws, policies, professional expectations, and guidelines for interacting within and outside the College community apply online. The College community remains responsible for the same things, and needs to follow the same behavioural standards when using social media, including the student Code of Conduct, Residential Terms and Conditions, annual Handbook 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.

5 GUIDELINES

The same standards apply to social media online as in a real life situation - including laws, College and University policies, behavioural expectations and the rules of common courtesy - the following principles provide some additional guidance specifically relevant to the use of social media:

- Be respectful, genuine and credible;
- Remember each social media platform is different. Ensure that you are aware of and understand the nuances and accepted communication style of each tool, before you start posting;
- Remember to post appropriately as social media content is easily spread. If you would not shout something out to a room full of 100 people, you should not post it online;
- Maintain confidentiality. Do not share any confidential, private or sensitive information through social media. Only provide publicly available information, and do not comment on or disclose any confidential information;
- Do not use social media to harass, vilify, bully or discriminate against another person;
- Protect your own safety and privacy. Think about your own privacy and safety before broadcasting details about where you are at any given time or what you might be doing. Make sure you fully understand the privacy settings you have for limiting who can see your information or posts and set them appropriately;
- Be aware of liability. Your posts are your responsibility. Post carefully and thoughtfully. Breaching copyright laws is unlawful. Defaming or threatening someone online carries consequences;
- Consider how your posts might affect other people. If you post something negative or inflammatory about someone on a social media site, consider the potential impact considering the entire community will be reading it. If it is something that you would not say to that person's face; then do not post it;

- Think about in what capacity you are posting. If you are both a student and a leader, be sure to distinguish between your roles. If you are acting in your personal capacity, be sure to make that clear;
- The Principal and the Council Chair are the authorised spokespeople for Emmanuel College. Staff and students are not permitted to act as, or imply they are, authorised spokespeople for Emmanuel College unless express permission has been given by the Principal or the Chair;
- 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, so the same legal ramifications can flow, such as defamation, trade practices/fair trading violations or breach of privacy or confidentiality - and because it's written in a permanent forum, it will always be accessible and has the same evidentiary value as hard copy communication;
- Do not use social media to resolve or air a private dispute. Posting something on social media makes it public;
- 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;
- Staff and current students are not to be “friends”, follow or “like” one another on any social media platform, on any page run by a staff member or student. Doing so may result in dismissal or expulsion. This is for the safety of the students and best practice in working with young people.

DIVERSITY AND INCLUSION POLICY

1 PURPOSE

The purpose of this policy is to outline the College’s position and commitment to diversity and inclusion.

2 SCOPE

This policy applies to all members of the College community.

3 POLICY STATEMENT

Emmanuel College is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

We embrace and encourage our staff and students’ differences in age, ability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our community unique.

Emmanuel College seeks to maintain and strengthen gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all students;

- Teamwork and participation, permitting the representation of all groups and perspectives;
- Students' contributions to the Emmanuel community and Australian community to promote a greater understanding and respect for the diversity;
- All students and staff of the Emmanuel Community have a responsibility to treat others with dignity and respect at all times. All members are expected to exhibit conduct that reflects inclusion at all times, on or off the Emmanuel College Precinct;
- Any member found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action;
- Members who believe they have been subjected to any kind of discrimination that conflicts with the College's diversity and inclusion statement initiatives are encouraged to seek support and assistance;
- Emmanuel College is committed to the active promotion of diversity. This includes a commitment to ongoing physical improvements to the physical fabric of the College to ensure there are no barriers to inclusion.

Emergency Information

Emergency Numbers

In an emergency call 000 or (07) 3871 9100. If you call 000, please immediately inform a staff member. Senior staff will respond and instigate any necessary action. In the case of fire immediate evacuation is required.

Fire and 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. Procedure notices and evacuation plans have been placed in all residential wings and College common areas. All staff members 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 FALSE ALARM CAUSED BY A STUDENT OCCASIONING FIRE SERVICE ATTENDANCE WILL BE CHARGED TO THE STUDENT AT THE RATE OF \$1,200.

Medical Information

Accidents

Emergency procedures are posted on each residential wing notice board. A number of staff members and all Wing Community Leaders are qualified in basic first aid training. If anything other than a minor injury is suspected, follow procedures as outlined. First aid kits are maintained at Reception, the kitchen and staff maintenance shed, as well as with Wing Community Leaders. In the event of a major accident, please contact our staff on 07 3871 9100. We are available 24/7, 7 days a week.

Hospitals and Ambulance

If a student is injured in an accident, whether on College grounds or not, Reception staff or the REO on duty should be informed immediately. If it is an emergency, please contact 000, followed by informing Reception. Ambulance cover for students is provided through the Community Ambulance Cover. Lists of available doctors and hospitals are held at Reception. Choice of public or private hospital may depend on the condition of the patient, hospital bed availability, or the particular medical condition. In emergencies, students will be taken to the Royal Brisbane and Women's Hospital.

The College staff may inform your Next of Kin that you have been taken to hospital depending on the situation.

Illness

College staff must be notified immediately of any infectious illness such as glandular fever, chickenpox, 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.

Nearby Medical Centres

St Lucia Medical 32 Hawken Drive, St Lucia Monday to Friday: 8.30am – 5.00pm Saturday: From 9.30 am	07 3371 6005
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The University of Queensland Health Care	07 3365 6210
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St Lucia Village Medical (The "Ville") 245 Hawken Drive, St Lucia Monday to Friday: 8.00am – 6.00pm Saturday: 8.00am – 12.00 noon	07 3371 8662
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Taringa 7 Day Medical Practice 15 Morrow Street, Taringa 7.00am – 11.00pm	07 3870 7239
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Indooroopilly General Practice Suite 5, 66 Station Road, Indooroopilly Monday to Friday: 7.00am – 6.00pm	07 3878 3733
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Saturday: 8.00am – 1.00pm

After-Hours Medical Care: Bulk-billed doctor home visits can be arranged through 13 74 25 (13 SICK). The closest private hospital is the Wesley Hospital, Coronation Drive, Auchenflower (07 3232 7333). The closest public hospital is the Royal Brisbane and Women's Hospital, Butterfield Street, Herston (07 3636 8111).

Personal Medical Information

Students will be asked to disclose any relevant personal medical information when accepting their Emmanuel offer online. This ensures relevant College staff are aware of any ongoing or pre-existing medications, and/or medical conditions.

College staff 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 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 Campus Map



Campus map

Parking

- 1 Gate 1
- 44 Gate 2
- 45 Gate 2 Parking
- 38 Gate 3
- 39 Gate 3 Parking
- 22 Gate 3 Parking
- 12 Gate 4
- 15 Gate 4 Parking
- 36 Staff Parking

Residential Wings

- 4 Busch
- 31 Douglas
- 41 Drewe
- 43 Edmonds
- 8 Gibson
- 40 Glaister
- 37 Henderson
- 13 Martin
- 46 McGregor
- 42 Meiklejohn
- 7 Merrington

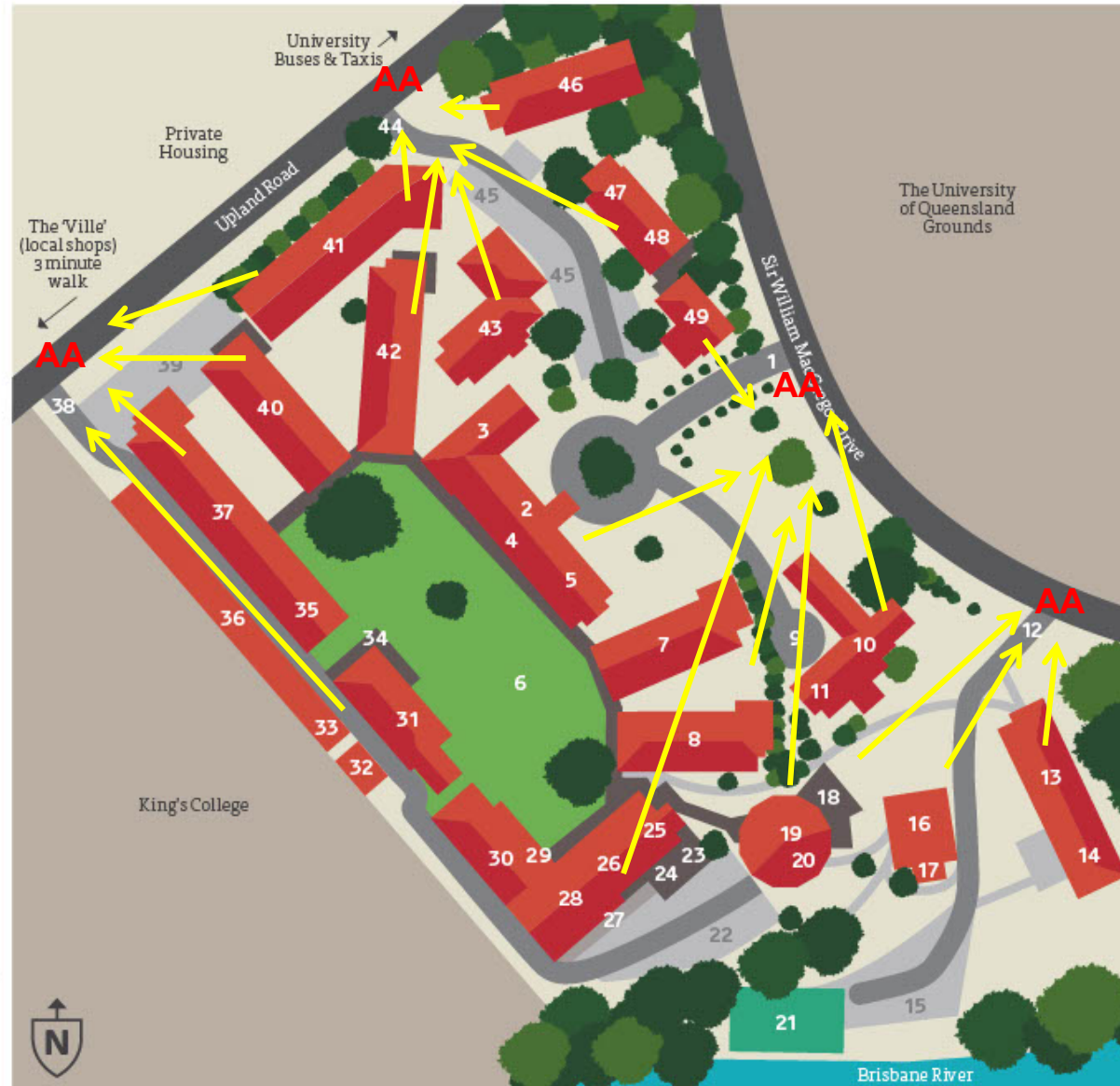
Other

- 24 Davies Room
- 23 Kyle Common Room
- 11 Lodge Guest Flat
- 9 Principal's Driveway
- 10 Principal's Lodge

Facilities

- 5 Academic Centre
- 21 Basketball/Netball Court
- 27 Bike Shed
- 29 Brew Dogs Café
- 3 Chapel
- 28 Dining Hall
- 25 Gill Student Centre
- 14 Junior Common Room
- 30 Kitchen
- 35 Laundry
- 32 Music Rooms
- 17 Presidents' Room
- 6 Quad
- 19 Riverview Room
- 2 Reception
- 20 Seminar Rooms 1 & 2 (below Riverview Room)
- 18 Billiards Room
- 16 Squash Courts
- 26 Stevens Bonnin Room
- 34 Tutorial Rooms 1-6

- 33 Staff Maintenance Shed
- 47 2nd Residence
- 48 2nd Residence Guest Flat
- 49 3rd Residence



← Directions to designated Assembly Area

AA Assembly Area