



Emmanuel
College
EST. 1911

Student
Handbook

Acknowledgement of Country

Emmanuel College acknowledges Australian Aboriginal and Torres Strait Islander peoples of the Jagera/Yaggera nation and Turrbal nation, the traditional custodians of the lands on which the College is located. Our community lives, learns and grows together on these rich lands and waters which are, and have been, a place of gathering for the Banda peoples for thousands of years. We pay our respects to ancestors past and present.

Emmanuel College is committed to honouring Australian Aboriginal and Torres Strait Islander people's unique cultural and spiritual relationships to the land, waters and seas and their significant contribution to society, as one of the oldest living cultures in human history.

Emmanuel College endeavours to promote reconciliation through education, respect and engagement.

Reconciliation

Emmanuel College is committed to Reconciliation through its action plan. The Colleges' Reconciliation Action Plan (RAP) is currently pending approval from Reconciliation Australia and will be finalised shortly. In the meantime, any enquiries regarding our RAP plan can be directed to our Student Wellbeing Advisor, [Louise Hallo](#).

College Motto

Fiat Lux ("Let There Be Light")

Meaning of 'Emmanuel' – "God with us"

Contact

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The following Emmanuel College Student Handbook was updated February 2022.

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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.

Welcome all new students to Emmanuel College in 2022; I trust your time here is fruitful, rewarding, and fun. For those coming for the first time, I'm sure you can feel 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! For the returners, welcome back to your college "home"!

For many people, 2021 was yet another year of uncertainty and upheaval, and here at College, we had our share of that too. As a community though, Emmanuel College students proved how working together could sustain us all, and even if uncertainties continue, our hope for the future is undiminished. I hope you are able to settle into your new "home away from home" here at Emmanuel, and that the College community will soon feel like your new extended family, and a place of security and comfort. 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.

It's now 110 years since the first group of 5 founding students started at Emmanuel College in 1912 in its original home on Wickham Terrace, Brisbane. We recognise that 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 special place of living and learning, and through a community based on respect and openness, also provide an outstanding collegiate experience for every student in the College. You are the latest generation of students to share in that vision and I trust you will make your own impression on the on the history of the College in some way.

College and indeed, university life provides an amazing range of opportunities to engage in new things and experiences, as well as grow with and into a lifelong circle of supportive friends and colleagues. I have been long convinced 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 can't 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's very likely others will agree. Enthusiasm can be contagious, and can sometimes make the difference between ordinary, good, and GREAT!

Your time here will help you discover (or confirm) what you're passionate about, and help you prepare your pathways to careers or further studies. Most important of all though, 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/CEO

Emmanuel College Staff List

Name	Position
Mr Stephen Peake	Principal/CEO
Mr Paterson Boyd	Director of College Life Deputy Principal
Mrs Louise Hallo	Student Wellbeing Advisor
Mrs Diana Weeden	Director of College Development
Ms Marie Halloran	Operations & Accounts Supervisor
Mrs Ali Mills	College Counsellor
Mr Michael D’Arcy	Dean of Studies
Mr Chris Morris	Dean of Admissions
Mrs Nicky Hart	Residential Experience Officer (REO, day) – Admissions
Ms Sharon Burrige	Residential Experience Officer (REO, day) – Executive Assistant to Principal/Protocol
Ms Annie Chenery	Residential Experience Officer (REO, day) – DCD Administration
Mr Murray Watson	Residential Experience Supervisor (after hours & night)
Mr Kent Tado Mr Dennis Harvey Mr Varghese John	Residential Experience Officers (REO, after hours)
Mr Ramon Taylor	Property Officer
Mr Dan Moore	Groundskeeper

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

- Director of College Life and Deputy Principal;
- Student Wellbeing Advisor;
- College Counsellor;
- Dean of Studies;
- Dean of Admissions;
- All Residential Experience Officers (REO).

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 that these COVID-19 guidelines are subject to change and residents will be notified and updated accordingly.

The conditions surrounding outbreaks of COVID-19 in Queensland are highly variable, and these guidelines may be subject to change with very short notice, under guidance from the University of Queensland and the Department of Health.

CRITICAL INFORMATION – PLEASE NOTE CAREFULLY

Students unwell and/or who test positive to COVID-19

Under the current circumstances with the *Omnicom variant* outbreak of COVID-19, If you feel unwell and are experiencing COVID-19 symptoms it will be assumed that you are positive regardless of whether or not you have been tested. If you have had a test and it comes back positive (PRC or RAT) the following also applies:

If you are experiencing symptoms you must:

- Isolate in your room immediately;
- Inform an Emmanuel College staff member immediately;
- Take a Rapid Antigen Test (RAT) if available;
- Resident will be moved to McGregor Isolation wing for holding;
- The College will notify Q-Health and the resident will be triaged by a health professional. They will then be relocated to an isolation hotel in Brisbane within three to six hours. This hotel is managed by the QLD Government and will not cost anything;
- The resident will complete the seven day mandatory isolation in the hotel. They will also be admitted to a 'virtual ward' through Q-Health;
- Alternatively, if the resident lives within two hours safe driving distance of the College, they may choose to travel home by private transport and complete the mandatory seven day isolation at home.

After the seven day isolation period, once cleared by Q-Health, the resident may return to College.

Isolation and close contacts

The current Q-Health definition of a close contact for the College setting is:

- **Close Contacts** in the Emmanuel College setting are any person who has spent more than **four hours** in a confined space, such as student bedrooms, wing bathrooms, and common rooms, with a COVID-19 positive case;
- If you are a close contact the isolation period is eight days with a testing regime;
- If you are a close contact, you and live within two hours safe driving distance of College, you will be required to travel home and complete the eight days isolation there;
- If you cannot travel home to complete close contact isolation, you will be required to isolate in your College bedroom, where you will be delivered meals three times per day by staff members.

This definition places an onus on residents to ensure they do not spend more than four hours in confined spaces with others; failure to do so will expose you and your co-residents to the risk of lengthy isolation periods if someone else in the space becomes COVID-19 positive.

Events

- All Emmanuel Events will be no longer than three and a half hours in length (to reduce the risk of being a close contact).
- All Emmanuel common areas and spaces will be used in accordance with the three and a half hour guideline.
- All Inter-college Competition (ICC) events will be facilitated in accordance with the current government and The University of Queensland (UQ) COVID-19 guidelines.
- We will continue to update you on events that we are able to hold that meet the current social distancing guidelines.

Social distancing

We are following government directives on social distancing for students to ensure their health and wellbeing.

This means at College:

- 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 two people at any time;
- The Academic Centre and The Gill Student Centre are only for study and can only have people sitting 1.5 metres 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.

The simple rule remains in College just as it does in the outside community - 1.5 metres is the closest you should be to any person.

What can you do?

If you are sick, stay away from others – that is the most important thing you can do.

You should also practice good hand and sneeze/cough hygiene:

- 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.

Masks

The College requires that you wear a mask in some parts of the college where social distancing is hard to maintain. This includes the queue and servery area for meals. Kitchen staff are authorised to ask you to leave if you do not comply.

The College recommends and encourages residents to wear a mask when and where they feel comfortable outside of those areas if it is required.

Returning to College if you have been away for more than 24 hours

If you leave College for more than 24 hours at any one time, you will be required to scan the QR Code available at reception or at the entry to your wing on your return. This is to ensure we are continually maintaining the safety of all students in our community.

When you leave:

- 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.

College behaviour

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.

YOUR POSITION AT COLLEGE WILL BE IN JEOPARDY IF YOU DO NOT ACT IN ACCORDANCE WITH THE COVID GUIDELINES AND COLLEGE 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

- All visitors must check-in with the QLD GOV QR code at reception or the entry to each wing **without exception**.
- All visitors are required to comply with The College's social distancing and behaviour guidelines and any other applicable government guidelines whilst onsite.

Food service provision

- Seating in the Dining Hall and in common spaces will be spaced out to meet social distancing requirements.
- Meal times *may* be staggered and grouped according to wing.
- If meal times are staggered and you are unable to make your meal time, you can place an order for a late meal for that day by scanning the late meal QR code at the Dining Hall. It is your responsibility to order and collect your late meal.
- Ensure at all times when waiting to enter the Dining Hall that you are 1.5 metres apart from your fellow students.

When queuing for meals, it is expected that you will observe safe social distancing at all times.

Cleaning

Our cleaning services have been increased and best practice implemented following government guidelines in response to COVID-19:

- 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.
- Residents will self-clean shared bathroom cubicles:
 - In response to the definition of close contact and to reduce the risk of any resident becoming a close contact, cleaning products are provided in every toilet and shower cubicle **and it is expected that each resident will clean their cubicle after each use.**

Laundry

- 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.

College Values

The College values that underpin the purpose of the College and all we do are:

- Respect (for self, others, and environment);
- Integrity;
- Service;
- Equity;
- Striving for excellence.

College Life

Emmanuel College is a young adult academic community that is organised around residential buildings (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 (ECSC).

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 agree to a position description which outlines their obligations and responsibilities within the role.

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 and 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 and Photographers

Appointed by the Principal, the Publications Officers and Photographers are appointed to develop the annual College yearbook and take a lead role in the coordination and collaboration of the Blue Dog Daily as well as attend the majority of College events to capture the moments and memories of College life.

Gender and Sexual Education Advocates (GSEA's)

Appointed by the Principal, the Gender and Sexual Education Advocates are appointed to provide representation, education, information, referral, advocacy and support for all students. There are two portfolios, Women's and LGBTQI+ and aim to support residents who identify in these areas with issues surrounding gender and sexuality at Emmanuel.

Emmanuel College Students' Club

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 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.

At the end of every academic period (UQ semester) every residents academic standing with the College is reviewed. This allows the College to celebrate the success of those in our community who achieve highly and an opportunity to support those who need it. Please see appendix for Colleges' Academic Standing Guidelines.

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 normative 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 Deputy Principal 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.

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.

Emmanuel College Academic Standing Guidelines

For 110 years, Emmanuel College has had a strong and proud history of academic achievements and success across various fields of study. Academia is at the core of the community and the College strives to promote and enhance the opportunities given to its residents in their chosen fields.

The College provides a 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.

Academic Standing

At the end of every university semester, each resident **must** send the College their semester results for review, as their academic standing with the College will be assessed on a semester basis. The College takes this opportunity to recognise and celebrate those outstanding academic achievements and assist those residents who may be underperforming. A resident's academic standing is paramount to the re-admissions process for each semester and year. The College Student Handbook outlines the requirements to return to College each year.

College Matrix for determining academic standing

- If a resident receives an *UQ Academic Progression Warning*, they will be required to 'Show Cause' to Emmanuel College as to why they should continue to keep their residency.
- If a resident receives an *UQ Show Cause notice*, they will not receive an Emmanuel College residential offer for the next semester.
- If a resident does not progress their studies at all in any given academic year, they will not receive an Emmanuel College residential offer for the next semester.
- If a resident does not attend UQ **or** does not fall into these above categories, the following table will be followed.

Semester Grades	Academic Standing
4.0 < 7.00	Good academic standing
4.0 < and fail 2 subjects	Student receives academic provisional offer
3.99 > 3.00	Student receives academic provisional offer
2.99 > 2.00	Student required to Show Cause to remain at College
1.99 > 0.00	Student will not receive residential offer from College

*Special consideration for extenuating circumstances can be taken into account and the discretion lies with the College Principal.

Provisional Residential Offers

Residents who are required to show cause to the College or who receive a provisional residential offer on the basis of their academic performance will be required to improve their academic performance in order to remain at college in the subsequent semesters.

Personal Life

The College is committed to the wellbeing of all those in our community. The Wellbeing Strategy that the College has engaged looks at holistic approach to wellbeing including physical, spiritual, emotional, academic and social wellbeing.

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 three weeks of College. Appointments will be booked in Orientation Week.

At Emmanuel College, 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 in and there are 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 ICC teams and individual sports. Facilities for most sports are available on the UQ campus and the College has cardio studio including rowing machines and a treadmill.

Within each student's additional compulsory costs, a UQ Lifestyle package 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 between 7am – 5pm and 9pm – 11pm on weekdays and 7am – 2pm Sundays;
- Access to train on the Olympic-standard athletics track all day every day subject to availability.

College Facilities

The College facilities are for personal and shared use. 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.

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 connectivity 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).

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).

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 Services

The College provides the following services:

- Breakfast, lunch, dinner and supper;
- Weekly cleaning and laundry services;
- 24/7 compassionate 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;
- Three residential staff members.

College Fees

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

- 34 weeks full residence (based on UQ Academic calendar), 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 connection;
- Academic support program and tutorials;
- Emotional support and wellbeing care;
- Sporting and cultural activities;
- Social events organized by the ECSC;
- Chapel services and meditative space;
- Formal dinners and guest speakers.

For full details, please refer to the [Emmanuel College Fees](#).

Arrival at College

Check-in

Returning students are required to sign in at Reception 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 ECSC organises social and community events throughout the week, although attendance at ECSC events is optional.

Departure from College

Check-out

Students will need to vacate their rooms and check-out of College by 10am on the final day of semester 2.

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 ECSC.

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 our [website](#).

Withdrawal from College

The student should refer to Clause 9 of their individual Residential Agreement Terms and Conditions that was signed upon the student's offer acceptance.

General Information

Absence from College

If a student intends to be away from College for more than three days, please inform 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, Cymax.

WiFi services are available throughout the College for residents to use. Instructions for connecting to the student WiFi are located within the Emmanuel student IT Handbook. Individual log in details for each student are provided on check-in day.

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. 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](#).

Dining

Emmanuel College is committed to providing a high standard of food in the College Dining Hall. The college is partner with [Chartwells](#).

Chartwells is purely focused on the delivery of food to the education market 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 while also exciting the appetites of the students and broader university community with modern and nutritious menus, presented well and changing daily.

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 solid favourites, underpinned by our smart food program, they will also add new dishes for students to try regularly that keep food provision 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 – 9am
Breakfast – hot	7am – 9am
Lunch	12pm – 1.30pm
Dinner	5.30pm – 7pm
Supper	7.30pm – 9pm

Sunday

Breakfast – cold	6.30am – 9am
Brunch	11.30am – 1pm
Dinner	5.30pm – 7pm
Supper	7.30pm – 9pm

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 kitchen 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, Cultural Awards, ANZAC Day, Valedictory and Academic dinners 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 or dinner due to other commitments, packed

- lunches or late dinners can be ordered.
- To order a packed lunch, please click [here](#).
- To order a late meal, please click [here](#).
- Special requests for early meals on weekends during examination periods may be considered however they 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 REOs 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 meals consisting of these options. If you have any specific dietary requirements or allergies please see reception or 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 8am 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

Parcels received at the college are stored in a student residence parcel locker which ensures contactless and efficient parcel delivery and collection. The student automatically receives a secure access code and are able to collect the parcel in their own time and at their own convenience.

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 lose their parking spot.

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 5km 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.

Transport

For information about Brisbane public transport options (buses, ferries and trains), please visit [Translink](#).

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. At the end of each academic semester, a residents academic standing with the College will be assessed. 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 final 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 reception 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 check-in day, each student is issued with a uniquely coded electronic fob which gives access to their individual room, all College residential wings, and other College study and common areas. It is the responsibility of the individual to not lose their fob or let another person borrow it.

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

The Residential Experience Officers (REO) 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.

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. For full details, please refer to the [Emmanuel College Fees](#).

Environmentally Conscious

The Emmanuel community strives to be environmentally aware and takes steps where it can to minimise 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 10pm to 7am 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 places reciprocal responsibility on everyone who interacts with the College, including employees, students and visitors. 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;
- Advising the College of your health issues so that the College can attempt to provide a safe environment for you and others in the community.

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 and 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 staff member 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 (see COVID-19 guidelines).
- 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.

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. 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.

To view the relevant policy, please click below:

- [Alcohol, Smoking and other drugs Policy.](#)
- [Respectful Relationships Policy.](#)
- [Social Media Policy.](#)
- [Diversity and Inclusion Policy.](#)

Emergency Information

In an emergency call 000 or (07) 3871 9100. If you call 000, please immediately inform a staff member. Senior staff college members 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 subject to increase without warning.

Medical Information

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.

As a part of the Colleges' wellbeing strategy, residents may, in conjunction with the College Counsellor or Student Wellbeing Advisor create a physical or mental wellbeing plan.

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.

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 (NOK) 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

<p>St Lucia Medical</p> <p>32 Hawken Drive, St Lucia Monday to Friday: 8.30am – 5pm Saturday: From 9.30am</p>	(07) 3371 6005
<p>The University of Queensland Health Care</p> <p>Level 1, Gordon Greenwood Building (Blg 32), St Lucia campus Monday to Friday: 8.30am – 5pm Saturday, Sunday and public holidays: Closed</p>	(07) 3365 6210
<p>Taringa 7 Day Medical Practice</p> <p>15 Morrow Street, Taringa 7am – 11pm</p>	(07) 3870 7239
<p>Indooroopilly General Practice</p> <p>Suite 5, 66 Station Road, Indooroopilly Monday to Friday: 7am – 6pm Saturday: 8am – 1pm</p>	(07) 3878 3733

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).

Emergency Information

Medical Emergency

In an emergency, call 000, and then alert a staff member – (07) 3871 9100.

If you encounter a medical incident and are unsure of how to proceed, contact a staff member immediately.

Fire

Evacuate the building immediately.

Register your name with your wing leader and assemble in designated assembly points and remain there until the all-clear is given.

Any other emergency

Dial (07) 3871 9100.

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

Other

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

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

- 10 Principal's Lodge
- 33 Staff Maintenance Shed
- 47 2nd Residence
- 48 2nd Residence Guest Flat
- 49 3rd Residence

Find out more emmanuel.uq.edu.au



Directions to designated Assembly Area
AA Assembly Area