

**Grace
College**



Student Resident Handbook.

2023

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From the Principal.

Peter Walker

I want to take this opportunity to welcome you to our small and supportive community. At Grace, we believe that your college experience should be more than just attending classes and getting good grades. It should be a time to explore your interests, develop new skills, and create lasting friendships.

That's why I encourage all of our students to get involved in everything Grace has to offer. Whether it's joining a sports team, participating in a cultural program, taking advantage of academic support, or engaging in personal and wellbeing activities, there's something for everyone at Grace.

At Grace College, our commitment to community, inclusion, respect, compassion, and engagement shapes everything we do. We believe that living and working together, embracing diversity, valuing ourselves and others, treating everyone with empathy and care, and engaging intentionally with the world around us are all essential for personal and collective growth. By embodying these values in our daily lives, we aim to create a supportive and empowering environment where every student can thrive and make a positive impact on the world.

I know from personal experience how transformative the college experience can be. Like many of you, I entered college as a first-year student with no plans to stay for long. But something about the college community and working with young people ignited a passion in me, and I have been fortunate enough to make a career out of it. I have spent 25 years living and working in residential colleges, including as Deputy Master at King's College and as Warden of Carrington College at the University of Otago, New Zealand. Prior to that, I was Head of College at my alma mater, Cumberland College (University of Otago).

Living on site at Grace's with my wife Sarah and our three boys Theo, Zach, and Toby, as well as our energetic pets Alfie and Rosie, has given me the opportunity to witness firsthand the benefits of being part of a supportive community. I especially enjoy seeing my sons grow up alongside their "big brothers and sisters" here at Grace.

I urge you to take advantage of the opportunities available to you at Grace. Make new friends, explore new interests, and challenge yourself to become the best version of yourself. And remember, you are not alone. Our community is here to support you every step of the way.

Kind regards,

Peter Walker
Principal
principal@grace.uq.edu.au

From the Deputy Principal.

Roxana Paterson

Welcome to Grace College!

Welcome to our diverse and unique community. 2023 is shaping to be another thrilling year with a few more changes for our inclusive college.

For the new Grace College residents, I'm sure you are very excited to start this next stage of your life and of course to be moving into college! For the returning residents I hope you are looking forward to another exciting year at Grace.



I have been with Grace College for the past 20 years and have been heavily involved in all aspects throughout my years—from being a new college student having all the experiences you will/are having, to being selected for the various student leadership roles including being part of the Student Club Executive, being a Resident Assistant (RA) for a number of years, and later the Assistant to the Principal. For the past decade I have been the Deputy Principal and Dean of Students. As Deputy Principal I am responsible for the day-to-day operations of the student community. This includes being involved in the application process and pastoral care program, and working closely with the RAs, Student Club Executive and Personal Formation Team (PFT). I am also responsible for the college when the Principal is away.

During my time at Grace I have also been a student at The University of Queensland. My academic background includes two undergraduate degrees in Natural Resource Economics, and Arts (Sociology and Spanish); and a postgraduate degree, Master of Social Science. I am currently completing a Diploma of Counselling and Diploma of Leadership Management.

Moving into College and starting University can be a daunting and overwhelming experience. However, we believe that with the guidance and support from the Grace College staff, Student Leadership Team (SLT) and Personal Formation Team you are able to settle in quickly.

The Principal, the student teams and I are always available to speak with you. With all of my years here there is not too much that surprises me! So please feel free to come see me about any of your concerns.

Together, our differences make a strong, beautiful, worldly community. I look forward to meeting each of you when you arrive at Grace.

Kind regards,

A handwritten signature in black ink that reads 'R. Paterson'.

Roxana Paterson
Deputy Principal and Dean of Students
deputy@grace.uq.edu.au

Our College.

Our Mission

Grace College is an inclusive, respectful, safe home for a diverse community of independent, creative, compassionate tertiary students, working together to succeed academically, develop holistically, and contribute globally.

Our Values

Community

Living and working together through challenges and achievements to contribute globally.

Inclusion

Embracing diversity.

Respect

Valuing ourselves, others and our world.

Compassion

Treating ourselves, others and the environment with understanding, empathy and care.

Engagement

Engaging with each other, our studies, our work and our world intentionally, with curiosity and in a healthy way.

Our Name

“Grace” variously means **gift, blessing, favour, gratitude, thanks and kindness**. For our Christian founders, grace is the undeserved, overwhelming, **unconditional love** of God.

In its commitment to providing a safe, supportive student community for tertiary students, the College and its community seeks to embody all these aspects.

Our Founders

Established in 1970, Grace College was jointly founded by the Methodist and Presbyterian churches in Queensland.

The College is now an agency of The Uniting Church in Australia (Qld Synod) and The Presbyterian Church of Queensland; and is an affiliated residential college with The University of Queensland.



Our Motto

"My grace is sufficient for you
(for power is made perfect in weakness)"

(2 Corinthians 12:9 NRSV)

Our Crest

Purple Sovereignty; Justice; Human Rights

White Truth; Sincerity; Peace; Security

Red Fortitude; Generosity

Passion Cross Christian Faith

Flory Faith; Wisdom; Purity; Light

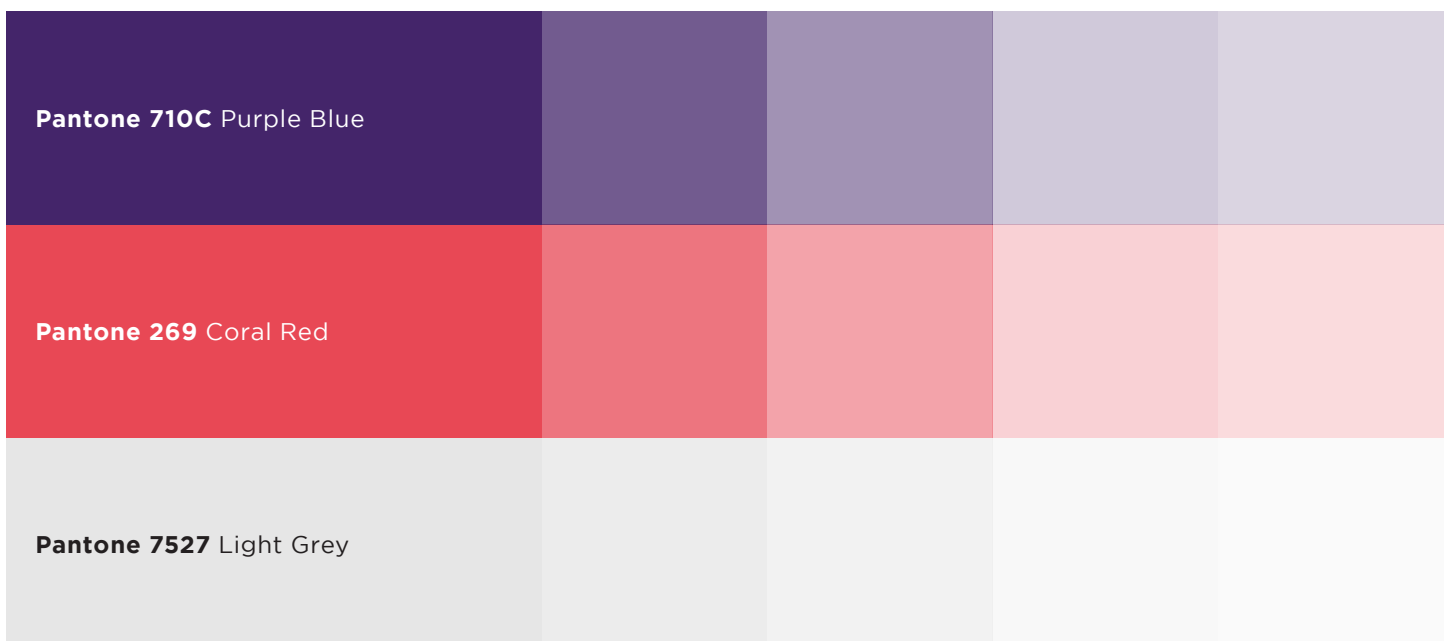
Lozenge Nobility; Honesty; Constancy



Our Logo

The official College logo echoes the colours and the central lozenge (diamond) of the original crest. A stylised "G" rotated 45° in coral red embraces a smaller diamond in blue purple depicting the mission of the College as an enfolding community of support.

Our Colours



Our Mascot

The College mascot is the mythological phoenix. It is a symbol of strength, resurrection and rebirth, particularly spiritual and scholarly.

The story is that it is as large as an eagle, and has a gleam of gold round its neck and all the rest of it is purple, but the tail blue picked out with rose-coloured feathers and the throat picked out with tufts, and a feathered crest adorning its head.

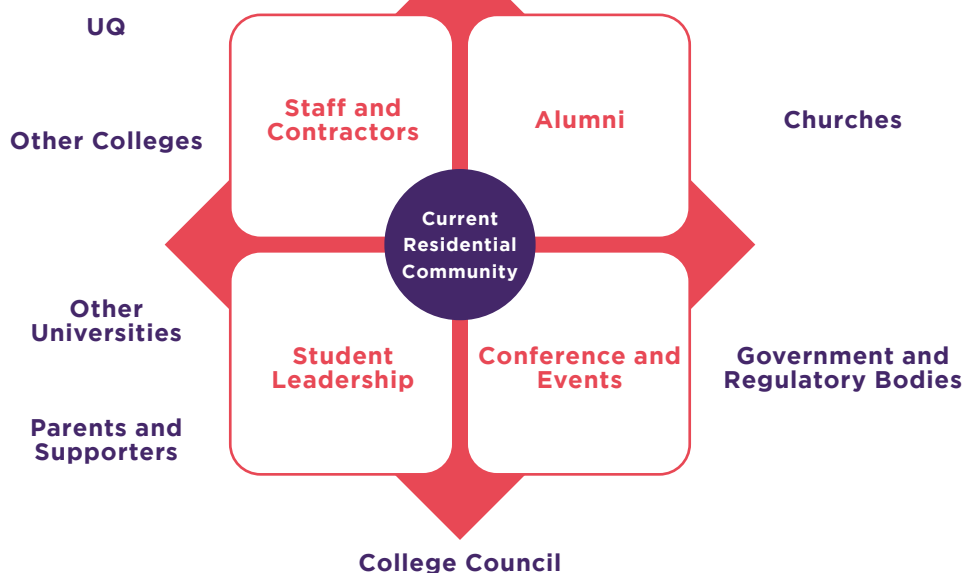
Pliny the Elder Naturalis historia (ca. 1st Century C.E.)

The Grace College Student Club is custodian of the current incarnation of our mascot: Phoebe Phoenix.



Our Community

The Grace College Community



Our Address

Grace College
65 Walcott Street
St Lucia Q. 4067 Australia

To find us by car, please turn into Walcott Street from Sir Fred Schonell Drive.



Our People.

Our Council

The College is incorporated under The Religious, Educational & Charitable Institutions Act 1861- 1967 (Qld) and governed by a constitution and a Council. The Constitution of the College is available on the College website.

The Grace College Council consists of:

6 members appointed by The Uniting Church in Australia (Qld Synod) (UCA);

3 members appointed by the Assembly of The Presbyterian Church of Qld (PCQ);

2 members elected by the Grace College Student Club Inc. (GCSC);

3 members appointed from alumni of the College;

1 member appointed by the Senate of The University of Qld (UQ);

The Principal of the College (non-voting member) and the Deputy Principal/Dean of Students (non-voting member)

As at 1 January 2023, the voting members of the Grace College Council are:

Mr Nigel Fairbairn (UCA), *Chairperson*

Prof Karen Benson (UQ), *Deputy Chairperson*

Mrs Michelle Stickley (Alum), *Secretary*

Mr John Lister (UCA), *Treasurer*

Mr Neil Ballment (UCA)

Rev Graeme McKay (PCQ)

Rev Karen Ross (UCA)

Ms Josie King

Rev Dona Spencer

Ms Seongeun Choi (GCSC)

Ms Felicity Sayer (GCSC)

The Council has identified the following 3 strategic priorities for the current period of the College's life:

Enhance reputation and branding to identify Grace College as a first choice option;

Advance the Master Plan and site re-development for modernisation; and

Enhance the ability to offer scholarships and upgrade service provision.

Core Staff.

Managers

The staff of the college are led by:



Peter Walker

Principal

principal@
grace.uq.edu.au
0437 608 986
3842 4002



Roxana Paterson

Deputy Principal

deputy@
grace.uq.edu.au
0438 136 763
3842 4000

In addition to the Principal and the Deputy Principal,
the following staff assist the work of the College:



Ron Meintjes

Business Manager
businessmanager@
grace.uq.edu.au
0415 201 846



Tracy van den Berg

Head Chef
kitchen@
grace.uq.edu.au
3842 4005

Administration



Sophie Simpson

Associate Dean
assocdean@
grace.uq.edu.au
3842 4000



Jordan Knight

Assistant Dean
j.knight@
grace.uq.edu.au
3842 4000



Vivienne Noonan

Assistant Dean
v.noonan@
grace.uq.edu.au
3842 4000



Karen Mutuc

Registrar
graceadmin@
grace.uq.edu.au
3842 4000



Robyn Price

Executive Assistant
to the Principal
ea.principal@
grace.uq.edu.au
3842 4000

Facilities



Tenzin Wangmo

Housekeeper
3842 4000



Tshering Jamtsho

Housekeeper
3842 4000



Jinsuk Kim

Sous Chef
3842 4005



Nam Mi Ku

Sous Chef
3842 4005

Kitchen

Kitchen



Liam Redfern

Chef's Assistant
3842 4005



Natalie Fogarty

Senior Kitchen & Dining
Room Assistant



Scott Adams

Senior Kitchen & Dining
Room Assistant



Ximena Alarcon

Kitchen & Dining Room
Assistant

Semester Staff

Resident Assistants

The College employs **Resident Assistants** (RAs). Resident Assistants are senior students selected by the Principal and the Deputy Principal to assist with practical support, community development and pastoral care within the College.

RAs meet with the Deputy Principal each week to discuss resident issues and strategies for undertaking their roles. The Senior RA has a support role to the Deputy Principal in helping to coordinate the RA team.

2023 RAs



Felicity Sayer
(Pirouette)
RA



Anu Maria Cyriac
(Skedaddle)
Senior RA



Miranda Jones
(Venus)
RA



Mia Smyth
(Confetti)
RA



Tarun Ajeet
(Genesis)
RA



Max Padovan
(Pixel)
RA



Madison Corino
(Styles)
RA



Murphy McDonald Smith
(Piccolo)
RA



Aryaman Varma
(Oxford)
RA

Peer Support Tutors

Peer Support Tutors provide academic assistance for subjects that they have excelled in.

Our Student Club.

The Grace College Student Club is incorporated under the Incorporated Associations Act 1981 (Qld). It has its own Constitution and is governed by an Executive Committee elected by current residents. The Student Club Constitution is available on the Grace College website.

All current residents are members of the Student Club; and required to pay the **annual Student Club fee**. In 2023, the fee is **\$310**.

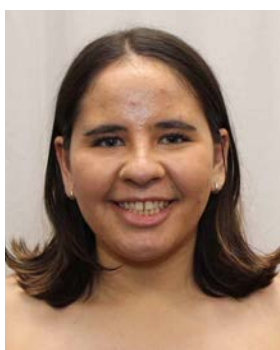
The Student Club is responsible for coordinating the involvement of College residents in the UQ Inter-College Council (ICC) sporting; cultural and community involvement competitions, the intercollegiate social program, organising much of the College's O-Week program, building community spirit, and assisting the community to live together respectfully.

Student Club Executive

In 2023, the members of the Student Club Executive are:



Seongeun Choi
(Comet)
President



Olivia Currie
(Boo)
Vice President



Caitlyn Avery
(Peanut)
Secretary



Ira Shrivastava
(Jitsu)
Treasurer



Jorja Davidson
(Pluto)
Social



Breanna Yabsley
(Maple)
Cultural



Gaia de Guzman
(Loki)
Sports Rep



Chris Laing
(Arrow)
Creative Director



Cate Atkinson
(Scooby)
ICC Rep

The Student Club operates a number of social media identities including on Facebook and Instagram. Join in to hear what's happening in real time.

With the RAs, the Student Club Executive form the **Student Leadership Team (SLT)**.

Our Personal Formation Team.♦

The Personal Formation Team (PFT) is a group of voluntary student leaders selected by the Principal or elected by the Student Club to assist residents in their growth and development as individuals. There are all kinds of PFT activities held throughout the year.

Faith and Life Convenors

Faith & Life Convenors are residents chosen by the Principal in consultation with the Deputy Principal. Their core role is to provide opportunities for residents to encounter and explore a variety of faith traditions and perspectives, to arrange for opportunities for various traditions to worship and pray together, and to put residents in touch with faith resources available in the local community.

Wellness Convenors

Wellness Convenors are senior residents chosen by the Principal in consultation with the Deputy Principal. The core role of a Wellness Convenor is to provide opportunities for residents to encounter and explore various perspectives on a range of social, personal and political issues; and to discuss varying values, attitudes, beliefs and perspectives.

Care Convenors

The Care Convenors are elected by the Student Club to raise resident awareness of a range of community service and fundraising opportunities; and to coordinate the College's involvement in the ICC Community Cup. This competition is focussed on environmental sustainability and community service.

Our Services.

Accommodation

Supportive Environment

The College exists to provide a **supportive study environment** for students attending university in Brisbane. Our policies, procedures and rules are developed to support such an environment.

Residential places are available to **tertiary students only**. While preference is given to students of The University of Queensland, students of other universities are eligible to apply.

All residents are entitled to:

- live in a safe, clean, reasonably quiet environment;
- enjoy reasonable access to all College amenities;
- study without undue interruption or interference;
- participate in College activities as they are able;
- host guests within established guidelines;
- have their personal space and property respected by others;
- be free from discrimination, harassment or bullying;
- exercise freedom in regards to their beliefs and perspectives provided the exercise of these does not inhibit the corresponding freedom of others;
- expect consistent enforcement of College policies and rules;
- participate in College and Student Club governing bodies and committees in accordance with the due processes for such participation; and
- access staff and other College resources provided specifically for resident support, guidance and assistance.

Contracts

Residence is offered on an annual basis on a contract of 34 weeks or more covering first and second semesters (including mid-semester breaks). 35 week contracts include Orientation Week (O-Week). No reduction in fees is given for absences from the College during the contract period. Residents may be offered a single semester contract (17 or 18 weeks) if they are finishing their degree, or planning a study exchange semester.

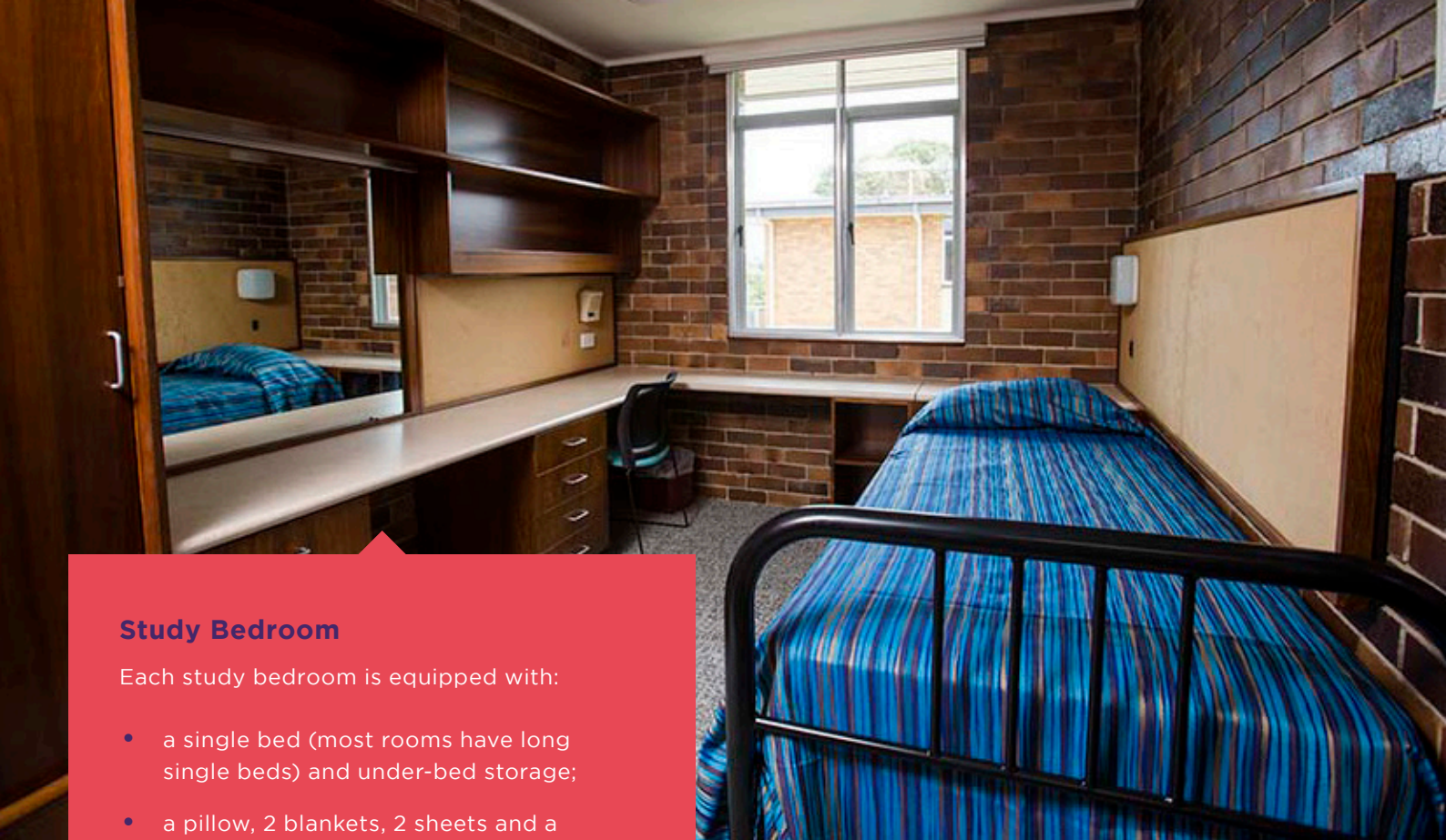
Details of contract terms available can be found on the College website.

Breaking of a contract incurs a fee of \$750 in addition to remaining fees owing.

At the end of contract periods, residents must leave their rooms in a clean and tidy state. Failure to do so will result in a **Cleaning Fee** of **\$250** being charged.

Staying Outside Contract Period

Residents may apply to stay at times outside their contract using the **Holiday Stay Form**. Residents do not have right of access to the College outside contract periods and arranged short stays. This is a work health and safety issue.



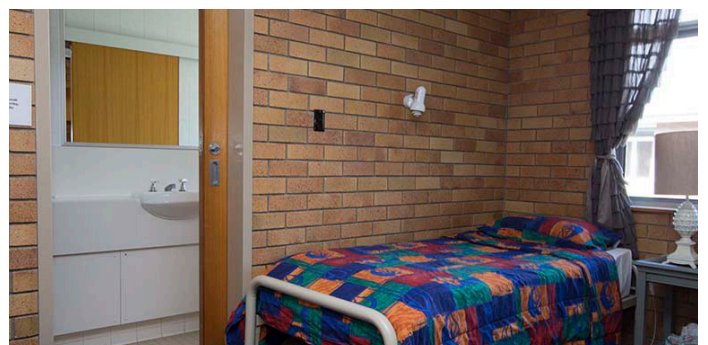
Study Bedroom

Each study bedroom is equipped with:

- a single bed (most rooms have long single beds) and under-bed storage;
- a pillow, 2 blankets, 2 sheets and a bedspread;
- a laundry bag, and a bag for bedspread (for storing when not in use);
- a large wardrobe with drawers, a lockable compartment, and a key;
- a chair and a long built-in desk with drawers and shelves;
- a ceiling fan and a room heater;
- a desk light, bed light and overhead light;
- a 4 plug powerboard;
- an Academic gown; and
- a set of crockery and cutlery.

Ensuite rooms have a small bathroom with shower and toilet. Ensuites are cleaned weekly.

A weekly linen change is offered to all residents.





Common Areas

The College has a number of common areas for resident use. Many of these are multi-function spaces. Common areas are cleaned by housekeeping staff on weekdays.

Dining Room

While primarily for meal service, Dining Room facilities may be used at other times provided that staff and the room setup are not affected. A baby grand piano is available for use by residents and a

data projection and sound system is installed. Please take some time to survey the College history on the Dining Room walls.

The Jane Trewern Room (JTR)

The JTR is adjacent to the foyer. It is available for a range of student activities. An upright piano is available for use by residents and a data projection and sound system is also installed.

Bookings for groups only may be made through College Administration. The JTR may not be booked for individuals on their own.

In the event of competing usage, the booking made with College Administration will be given the use of the space.

During Swotvac, the JTR is used for group study purposes on a first come first served basis. All study materials must be removed by residents when they are not actively engaged in study. This practice allows the JTR to be shared by all residents.

The JTR may be hired out to external groups to assist with offsetting resident fees.

Seminar Room

A Seminar Room is located adjacent to Lady Bray Wing. Priority use for this room is given to academic tutorials and Council meetings. Bookings for other activities may be made only if the rooms are not required for these activities

Bookings for groups only may be made through College Administration. The Seminar Room may not be booked for individuals on their own.

During Swotvac, the Seminar Room, if available, is used for group study purposes on a first come first served basis. All study materials must be removed by residents when they are not actively engaged by all residents.

The Seminar Room may be hired out to external groups to assist with offsetting resident fees.

Main Courtyard

The main courtyard is available for general recreational use.

Outdoor Study/Recreation Area

The outdoor study area between Patterson and Fletcher wings contains a number of outdoor “rooms” and a deck for study and recreation.

Party & Recreation Area

The undercroft of Lady Bray Wing and adjacent synthetic turf is a general recreation area. This area is also used as our party ground as it provides a secure enclosed area.



Laundries

A laundry is located in the basement of each accommodation wing. Laundries may only be used between the hours of **7am and 10pm**. All cycles must be completed by 10pm. **Do not begin a cycle if it will not be finished by 10pm.**

The laundries are equipped with coin-operated commercial washers and dryers. **Washers cost \$3 and dryers \$2 per load.** Change is available from your RA or College Administration. Washing powder is provided.

Open air washing lines are also available and pegs are provided. **Please note:** External laundry doors must remain closed and are alarmed.

Gym

A small gym is available in Lady Bray Wing on Level 1. It may be used between the hours of **7am and 10pm** and **must NOT be used outside these hours. BEFORE using the gym, each resident must complete a gym induction and an indemnity form.**

Computer Lab

A Computer Lab is available in Lady Bray Wing on Level 1 near the gym. The Computer Lab has a small library of textbooks and other reading materials which can be borrowed. Student printing is available in the computer lab.

Music Practice Rooms

In the basement of Lady Bray Wing, 2 rooms are reserved as music practice rooms. Upright pianos are available in each room.

Prayer Room & Quiet Space

Also in the basement of Lady Bray Wing is a room reserved as a prayer room or quiet space. The Faith & Life Convenors also use this room.

Floor Common Areas

Each floor of the accommodation wings have several shared spaces or common areas: bathrooms; lounge, kitchenette, handwashing laundry, and ironing facilities.

Please remember that these spaces are shared. **For the benefit of all residents, always clean up after using these spaces.**

Bathrooms

3 toilets and 3 showers/baths are provided in each shared bathroom i.e. about 1 shower/toilet per 5 residents.

Toiletries may be stored neatly in plastic trays on the shelf under the sinks.

Please do not leave personal items in the cubicles or on the benches.

Kitchenettes

Each kitchenette is equipped with a cooktop, oven, refrigerator, toaster, microwave, electric jug, crockery, cutlery, washing up facilities, and a basic set of kitchen utensils. Fletcher Wing kitchenettes have a dishwasher.

Milk, bread and margarine are provided by the College for communal use.

Residents may store other food items (e.g. tea, coffee and snacks) in this area. **Please remember that taking any food that is not yours is stealing.**

All kitchenette equipment should stay on the floor to which it has been allocated. Dining Room utensils may NOT be used in floor kitchenettes.

The residents on each floor are responsible for the tidiness of the kitchenette. Housekeepers will clean the surfaces that are available to be cleaned.



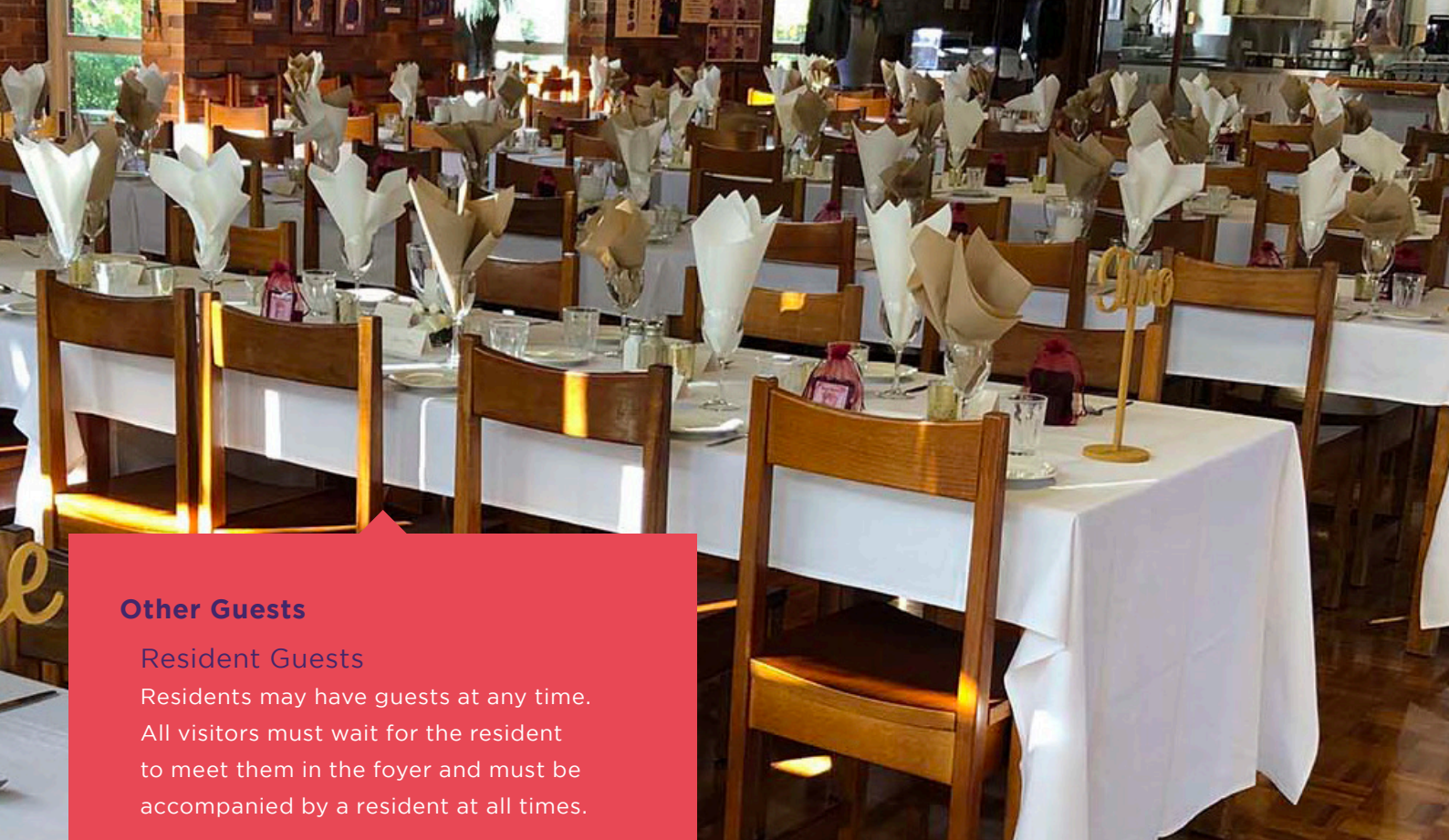
Lounges

Lounges are furnished with couches, coffee tables, televisions, work tables and chairs. **Furniture provided for each lounge MUST stay in each lounge.**

Handwashing Laundry & Ironing Facilities

Each floor has a sink and clothes line for handwashing light clothing, an iron and an ironing table.

Washing must not be hung in study bedrooms, out of windows or over common area furniture. All heavy washing must be hung on the clothes lines outside the basement laundries, not on the handwashing lines.



Other Guests

Resident Guests

Residents may have guests at any time. All visitors must wait for the resident to meet them in the foyer and must be accompanied by a resident at all times.

All rooms are single occupancy rooms and residents planning to have guests stay for longer than a day need to arrange to book an extra room at short stay rates starting at \$90 per night for a standard room with continental breakfast.

Extra meal vouchers for guests may be purchased for \$18 per meal.

Conferences & Seminars

During the breaks between semesters in the middle and at the end of year (outside resident contract times), the College hosts a variety of conference groups. This conference trade assists us in keeping resident fees as low as possible.

During the semester, the JTR and Seminar Room are also hired out on occasions to various groups.

Short Stay Guests

When the College is not fully occupied, other Short Stay guests may be accommodated. Normally, these guests will be visiting scholars and academics to The University of Queensland, academic conference participants and other university-related visitors.

Parking

Cars

A limited number of car parking spaces are available. Car park fees are included at no additional cost for both semester and full year (35 week) all-inclusive contracts.

For Basic Community Packages, reserved parking spaces in our secure car park are available at an additional cost of \$500 per semester.

If you are caught parking in the Admin car park you will immediately be fined \$50.

Visitors must sign in using the QR codes and must include their vehicle registration number if they are parked in the Administration car park. Drivers must not prevent any other spaces from being used.

Bicycles

A designated bicycle storage area is allocated by the college. Residents are responsible for securely locking their own bicycles.

Bicycles may only be stored in the designated bicycle storage area and not in rooms, hallways, stairwells etc etc.

Meals

The College provides three meals a day at the following times:

Weekdays

| | |
|------------------|---|
| Breakfast | 6:45 am - 9:00 am (Continental) |
| Lunch | 12:30 pm - 1:30 pm |
| Dinner | 5:30 pm - 6:30 pm (except Tuesday Community Dinners which begin at 5:45 pm) |

Saturdays, Sundays and Public Holidays

| | |
|------------------|----------------------------------|
| Breakfast | 6:45 am - 11:00 am (Continental) |
| Brunch | 11:30 am - 1:00 pm |
| Dinner | 5:30 pm - 6:15 pm |

Any variations to these times are notified via the Principal's Noticeboard in the Dining Room and resident social media networks.

At lunch and dinner, residents may not enter the Dining Room to eat until the door to the serving area is open. Dining room crockery and cutlery is not to leave the dining area at **any time**.

Community Dinners

Community Dinners are held weekly during UQ teaching time. Academic dress and good casual attire are required. The College loans each resident an academic gown for the duration of their stay. **A fee of \$75 applies for non-return of an academic gown.**

Attendance at Community Dinner is compulsory except in the case of university commitments. Residents must apologise to the Principal for missing Community Dinner, providing details of their university commitment.

We ask that everyone is seated in the Dining Room by 5:45 pm.

Takeaway Lunches & Late Dinners

Takeaway lunches may be collected from the kitchen (grab & go) **between 7 am and 9 am** (*not on weekends or public holidays*). Juices and snack bars are available when you let the kitchen know you're taking lunch away through the sign-up sheet. If you want to take your meal away from the Dining Room please bring your own plate from your room.

Resident fees cover meals for residents only—not for guests or friends.

The College is unable to take responsibility for food once it has been taken away.

Late meals may be ordered through the kitchen by 3 pm of the day that the meal is required.

Guest Meal Vouchers

Meal vouchers for guests (\$18 per meal) may be purchased from College Administration during office hours or from RAs after hours. **No guest meals will be provided without a valid voucher.**

Resident fees do not cover guest meals. Anyone found taking food for other people will be charged.

Dietary Requirements & Food Preferences

The College endeavours to cater for those with ***special diets***. Your dietary requirements should be advised on your Confidential Medical & Health Information Form and updated as required. **The Kitchen cannot cater for dietary requirements that have not been advised.**

The kitchen caters for a wide range of food preferences and tastes over the course of each week. ***Individual tastes and preferences are taken into account; but cannot be catered to on a daily basis.*** Pre-service food wastage is minimised as far as it is possible to do so.

Dining Area Facilities

Restrictions on the use of equipment (e.g. toasted sandwich press at lunchtime only) are based on cleaning requirements and limitations on staff time. The kitchen currently holds a **4 Star Food Safety Rating**.

The **hot and cold drinks bar** is available throughout the day while the kitchen is open. You may bring your own cup or mug when getting a drink outside of meal times. **Fruit for snacks** is available in the late meals fridge in the Dining Room and sometimes other items too. Bread and milk is provided to floor kitchenettes.

Afternoon teas and suppers are served during **Swotvac and Exams**.

An outdoor eating area and BBQ facilities are available.

Community Development

A sense of belonging is one of the key factors in ensuring academic success at tertiary level. The College employs a range of strategies to promote a sense of community among residents. These strategies include:

- the roles of Principal, Deputy Principal and Associate Dean;
- the Resident Assistant Program;
- the Student Club;
- participation in Inter-College Competitions (Sporting, Cultural & Community Service) and the intercollegiate social program; and
- the Personal Formation Team (Faith & Life Convenors, Wellness Convenors & Care Convenors).

Orientation Week

O-Week is an important focus for College in:

- orienting new residents to:
- the College, its ethos, values, policies, procedures and rules;
- the UQ St Lucia campus and its resources for students;
- their programs of study, the campus(es) at which they are based and general academic program and course requirements;
- building a sense of community among new residents and between new residents, the Student Leadership Team and other student leaders who are present (i.e. the Personal Formation Team) and
- making connections across the inter-collegiate community through shared activities with other Colleges.

All new residents in first semester are required to participate in O-Week. New residents in semester 2 may opt to participate in O-Week in the following year.

Move-In Day for new residents in Semester 1, 2023 is **Saturday 11 February**. The program for the day is:

| | |
|----------|--|
| 9.00 am | Doors Open for Freshers |
| 11.00 am | Buffet Lunch available for Freshers, Families & Supporters |
| 2.00 pm | Buffet Lunch closes |
| 3.00pm | New Residents Welcome Session in the Jane Trewern Room (adjacent to the foyer) Parents' & Supporters' Seminar Welcome Drinks in the Dining Room |
| 4.15 pm | Welcome Service in the Jane Trewern Room |
| 5.00pm | Freshers farewell families & supporters |
| 5.30pm | Dinner for Residents Only |
| 6.30pm | College induction continues |
| 7.30 pm | Fresher Naming Ceremony in the Jane Trewern Room |

The program of O-Week activities is largely overseen by the O-Week Convenor and Assistant Convenors in consultation with College Administration, the SLT and the PFT. The 2023 O-Week Convenors are Olivia Currie (Boo), Felicity Sayer (Pirouette) and Caitlyn Avery (Peanut).

Further information on O-Week is available in the O-Week Objectives, Vision & Rules on the College website.

Health and Wellbeing

Pastoral Care

Along with our Resident Assistants, Personal Formation Team, Associate Dean, Deputy Principal and Principal, the College offers the opportunity to interact with **Voluntary College Godparents**.

Godparents are mature adults whose role is to listen and support College residents and staff. They are selected through an application and interview process.

To contact the godparents directly, email godparents@grace.uq.edu.au

Physical Fitness

Alongside the 16 sports in which the college participates through the Inter-College Council, residents may opt to include **Gold membership with UQ Sport** as part of their college package. No reimbursements will be made for UQ sports expenses outside this option.

Academic Support

Peer Support Tutorial Program

Students a year or two ahead in their programs provide support and assistance for students early in their programs. This program is overseen by the Associate Dean.

Most first year subjects are covered. From second year onwards, students who need specific assistance are provided with resource people where possible. Some tutorials are shared with Cromwell College our closest college neighbour.

Members of the Administration staff have postgraduate qualifications and are available to assist where necessary.

Academic Dinner

An annual Academic Dinner is held normally in May to honour the academic achievers of the previous year. An invited guest from UQ (e.g. President of the Academic Board) offers the after-dinner speech.

All current residents who received a Grade Point Average (GPA) of 6.0 or above in the previous year while a resident of the College receive a certificate of recognition. The current resident with the highest academic achievement in the previous year is recognised as Dux of the College.

Bursaries

In recognition of academic achievement, the following bursaries are awarded annually at Academic Dinner for achievements in the previous year by current residents:

- 40th Anniversary Bursary** (Social & Behaviour Sciences)
- Anne Cotton Bursary** (Business, Commerce & Economics)
- Grace College Council Award for Academic Excellence** (Overall)
- Grant David Morrison Memorial Bursary** (Engineering)
- Lady Bray Memorial Bursary** (Physio, Speech or Occupational Therapy)
- Lindsay Watson Bursary** (3rd Year Resident; Literature or Music)
- Women's Auxiliary Award** (Academic Improvement on Tertiary Entrance Score)

Bursaries are also dependent on contribution to the College community.

Each bursary is normally valued at about the weekly fee for a standard room subject to fluctuating returns on investments.

More information on bursary criteria is available on the College website. Application forms are made available in March each year.

Other Awards

At the beginning of each semester, certificates of recognition are awarded for the following achievements in the previous semester:

- GPAs of 6.0 or above;
- Academic improvement on results from one semester to the next
- Subject results of 7.0

At the beginning of Semester 2, the Floor with the best GPA is awarded a pizza or ice cream party by College Administration.

Leadership Development

Student Leadership Positions

The College offers a range of leadership opportunities both through College Administration and the Student Club. Some of these are paid roles. These opportunities include:

- Resident Assistant & Senior Resident Assistant
- Student Club Executive
- Faith & Life, Wellness & Care Convenors
- O-Week Convenor & Assistant Convenors
- Peer Support Tutors
- Membership of a variety of Student Club Committees including Social and Care of various Sporting and Cultural Activities
- Various Student Club support roles including College Photographer, Sewing Machine Supervisor and Shop Convenor
- Elected Cohort Representatives

Training Opportunities

Prospective leaders for the positions in the Resident Assistant, Student Club Executive and Personal Formation Teams for the following year must attend a Pre-Selection Training Day on the first Saturday of mid-semester break in Semester 2. Those elected or selected for these positions must attend a Training Day on the Sunday after Semester 2 finishes; as well as P-Week prior to O-Week in the following year.

A range of training opportunities are provided or sponsored by the College for these teams. These opportunities include:

- Senior First Aid
- Responsible Service of Alcohol (RSA)
- Introduction to Mental Health First Aid
- Appropriate Conduct and Behaviour Management
- Working with Children & Other Vulnerable People
- Risk Management and Event Planning

Team Building

Two team-building days are held for the RA, Student Club Executive and Personal Formation Teams each year: Monday of P-Week; and the Saturday at the end of the first week of Semester 2. These days include adventure activities such as ropes courses and climbing the Story Bridge.

Bursaries

Community Contributions

The following bursaries awarded at the annual Academic Dinner are awarded for contributions to the College community:

Betty Patterson Bursary (Outstanding Contribution by 1st Year Resident)

Lila Beatrice McKenzie Bursary (Participation in Community, Social, Religious & Sporting Activities)

Rupert Newman Memorial Bursary (Sport)

Syd & Donnie Wallis Bursary (Altruism & Community Service)

These bursaries are also dependent upon academic record. Each bursary is normally valued at about the weekly fee for a standard room subject to fluctuating returns on investments.

Leadership

The following bursaries awarded at the end of year Valedictory Dinner are awarded for leadership within the College:

Berilyn Miller-Morrison Bursary (Spiritual Life)

Charlotte Gordon Shaw Memorial Bursary (Student Club President)

Suzanne Fairley Bursary (SLT Member; 3rd+ Year Resident; Exceptional Leadership)

Bursaries are dependent on conduct.

Each bursary is normally valued at about the weekly fee for a standard room subject to fluctuating returns on investments.

Financial Support

Scholarships

Financial Hardship

Limited scholarship funds from 2 sources (**Barbara Dungavell Bursary** and **Grace College Foundation Bursary**) are available for those experiencing financial hardship. Application forms are available in March each year. Residents are eligible to apply after one semester of residence. Documentary evidence of financial situation be provided.

The assistance available varies from year to year due to fluctuating investment returns and rate of use of the funds over previous years.

UQ Young Achievers' Accommodation Scholarships

In conjunction with The University of Queensland Young Achiever Program (YAP), the College offers a \$6000 per annum scholarship to one Young Achiever for 3 years on an annual basis. At any one time, the College may have 3 Young Achiever Accommodation Scholarship holders in residence.

Work Opportunities

The College offers residents a variety of casual and contract work opportunities. These opportunities include:

- Resident Assistant
- Peer Support Tutor
- Kitchen Assistant
- Food Service Attendant at College events

Participation in these opportunities is contingent upon residents demonstrating a strong work ethic as well as the skills, aptitudes and qualifications for the positions.

Safety & Security

Locks and Keys

All external doors and gates are locked and alarmed 24/7.

All residents are issued with a security fob which allows them access to the College and their allocated accommodation wing at all times. Keys and fobs must not be loaned to another person at any time.

CCTV

CCTV cameras are used on all exits to the Grace College site, in the main courtyard and the car park.

Fire & Evacuation Procedures

Evacuation Assembly Area

The Evacuation Assembly Area for the College is located in the resident carpark.

Evacuation Routes

There are 3 evacuation routes through the College. Evacuation Diagrams are located in each study bedroom and all common areas. Please consult the diagrams and make sure you know the evacuation routes from your study bedroom.

Evacuation Procedures (PENTA)

1. **PREPARE:** On the first alarm tone (a long “beep beep” sound), wait, listen and prepare to evacuate if required.
2. **EVACUATE:** On the second alarm tone (a screeching “whoop whoop” sound), listen to instructions and evacuate as directed.
3. **NOTIFY** others and offer assistance on the way out.
4. **TELL:** Report to your Area Warden (in a yellow hat with your floor number on it) in the Assembly Area.
5. **ASSEMBLE:** Wait in the Assembly Area until instructed otherwise.



Lockdown Procedures (SCAT)

1. **SECURE ROOM:** Proceed to the nearest secure area, collecting others on the way and remaining there until further advice.
2. **CLOSE DOWN:** Turn off lights, close blinds, lock/barricade doors.
3. **AREA WARDEN:** Contact your Area Warden as quietly as you can with location, status and/or emergency needs.
4. **TOUGH IT OUT!** Do not communicate with non-site personnel and stay quiet, leaving communication lines open.

Further Emergency Information

For further information on how we handle emergencies, please consult the College's Emergency and Critical Incident Management Plan available on our website.

Staff, Contractors & Volunteers

During resident contract periods, various staff, contractors and volunteers are regularly onsite from 6.00am to 9.30pm and, outside of these hours, during emergency call-outs and special events. All contractors and volunteers are required to sign in and inform the relevant Manager of their presence on site. Staff, contractors and volunteers endeavour not to enter the accommodation wings before 8.30am and after 6.30pm unless there is an urgent matter or emergency situation and may only enter the accommodation wings as required by their role. Permanent staff supervise contractors and volunteers.

Emergency Contacts

Priority Contacts

In case of emergency, please call the following numbers.
The first 6 are listed in order of priority.

| Service | Phone |
|---|--------------|
| EMERGENCY - FIRE, POLICE, AMBULANCE | 000 |
| EMERGENCY - MOBILE SERVICE | 112 |
| EMERGENCY - TEXT RELAY SERVICE | 106 |
| STAFF DUTY PHONE (PRINCIPAL OR DEAN) | 0408 846 042 |
| RA DUTY PHONE (RA ON DUTY) | 0418 797 438 |
| UQ SECURITY (EMERGENCIES) | 3365 3333 |
| PETER WALKER (PRINCIPAL) | 0437 608 986 |
| ROXANA PATERSON (DEPUTY PRINCIPAL) | 0438 136 763 |
| SOPHIE SIMPSON (ASSOCIATE DEAN) | 0488 020 651 |
| JEFF THORBURN (FACILITIES MANAGER) | 0421 324 497 |
| ENERGEX - Life threatening emergencies | 13 19 62 |
| GAS LEAKS & EMERGENCIES | 1800 808 526 |
| HOSPITAL - LOCAL PRIVATE - The Wesley Hospital | 3232 7000 |
| HOSPITAL - LOCAL PUBLIC - Royal Brisbane Hospital | 3646 8111 |
| HOSPITAL - PUBLIC (PA Emergency) | 3176 2111 |
| POISONS INFORMATION | 13 11 26 |
| URBAN UTILITIES - Water & Sewerage | 13 23 64 |

Support Service Contacts at UQ

| Service | Phone |
|---|--------------|
| CAMPUS PHARMACY (Union Building) | 3870 1509 |
| QML (Pathology Services) - UQ Health Service | 3346 8870 |
| UQ DENTAL (Student Union Complex) | 3870 0511 |
| UQ HEALTH SERVICE (UQ Students priority; Bulk Billing) | 3365 6210 |
| UQ SECURITY - Non-Emergency | 3365 1234 |
| UQ SUPPORT SERVICES - Counselling (Business Hrs) | 1300 851 998 |
| UQ CHAPLAINCY (Business Hours) | 3365 1704 |
| UQ SUPPORT SERVICES & CHAPLAINCY (After Hrs) | 3365 1234 |

Other Support Service Contacts

| Service | Phone |
|---|-----------------------------|
| ABSOLUTE DENTAL CARE (G6/32 Morrow St, Taringa) | 3870 1300 |
| AMBULANCE - Non-Emergency | 13 12 33 |
| CRIME STOPPERS | 1800 333 000 |
| DIAL A HOME DOCTOR (After Hours; Bulk Billing) | 13 99 99 |
| DRUG ARM | 1300 656 800 / 07 3620 8880 |
| ENERGEX - Loss of Supply | 13 62 62 |
| FIRE & RESCUE SERVICE - LOCAL STATION - Taringa | 3362 9994 |
| FIVEWAYS PHARMACY TARINGA | 3870 1066 |
| HAWKEN DRIVE PHARMACY (26 Hawken Drive) | 3870 9542 |
| HEALTH DIRECT (Medical Information) | 1800 022 222 |
| HOME DOCTOR (After Hours; Bulk Billing) | 13 74 25 |
| HOON HOTLINE (Police) | 13 46 66 |
| INDOOROOPIILLY FAMILY PRACTICE (Doctor) | 3378 1600 |
| KIDS HELPLINE | 1800 551 800 |

| Service | Phone |
|---|--------------|
| LEGAL AID | 1300 651 188 |
| LIFELINE (24 hr Counselling) | 13 11 14 |
| METRO NORTH PUBLIC HEALTH UNIT | 3624 1111 |
| NATIONAL HOME DOCTOR (After Hours) | 13 74 25 |
| NATIONAL SECURITY HOTLINE | 1800 123 400 |
| POLICE-LINK - Non-Emergency (e.g. Noise Complaints) | 13 14 44 |
| POLICE - LOCAL STATION - Indooroopilly | 3377 9444 |
| PREGNANCY COUNSELLING | 1300 737 732 |
| QLD AIDS COUNCIL | 3017 1777 |
| QLD HEALTH INFORMATION | 1343 2584 |
| QML (Pathology Services) - St Lucia Medical Doctors | 3371 2559 |
| QML (Pathology Services) - Fiveways Surgery | 3871 1165 |
| QML (Pathology Services) - 66 Station Rd, Indooroopilly | 3378 5215 |
| STATE EMERGENCY SERVICE (SES) | 13 25 00 |
| SEXUAL ASSAULT HELPLINE (QLD) | 1800 010 120 |
| SEXUAL ASSAULT COUNSELLING SERVICE (National) | 1800 737 732 |
| ST LUCIA DENTAL (215 Hawken Drive) | 3870 8811 |
| ST LUCIA FAMILY MEDICAL PRACTICE (245 Hawken Dr) | 3371 8662 |
| ST LUCIA MEDICAL DOCTORS (32 Hawken Drive) | 3371 6005 |
| SULLIVAN NICOLAIDES (Pathology) - Taringa 7 Day MP | 3870 5366 |
| TERRY WHITE CHEMIST (Toowong Village) | 3870 7470 |
| TARINGA 7 DAY MEDICAL PRACTICE (15 Morrow St) | 3870 7239 |
| TARINGA DAY & NIGHT PHARMACY (15 Morrow St) | 3371 3919 |
| TARINGA FIVEWAYS DENTAL PRACTICE | 3870 1100 |
| TRAFFIC REPORT LINE | 13 19 40 |

| Service | Phone |
|--|-----------|
| TRANSLATING & INTERPRETING SERVICE (24 hr) | 13 19 40 |
| WOMEN'S LEGAL SERVICE | 3392 0644 |

For further information on handling emergencies, please see the College's Emergency Management Plan available on the website.

Information & Communications Technologies

Access to the WiFi Network

Access is linked directly with your university student account via eduroam (Australian universities wireless network). For instructions on how to connect to WiFi please see the posters on your floor.

Internet quota per resident is currently unlimited per month although speeds are shared for equity of access.

All personal computers must have an anti-virus program installed.

It is the responsibility of all residents and visitors to comply with lawful and ethical use of IT system. Please refer to the College IT Policy. IT IS ILLEGAL TO DOWNLOAD PIRATED MATERIAL. The penalty for copyright infringement can be as much as \$65 000 or 5 years' imprisonment.

For network connectivity issues, please send an email through to **IThelpdesk@grace.uq.edu.au**

Photocopying and Printing

An A4 colour laser printer is available in the Computer Lab. Residents are able to print to this machine from their rooms via PaperCut software. An online payment system is used. Current costs are \$0.10 per A4 B/W page, \$0.60 per A4 colour page, \$0.20 per A3 B/W page, and \$0.70 per A3 colour page.

Photocopying can be arranged through the College Administration Office for \$0.10 per A4 B/W page, \$0.60 per A4 colour page, \$0.20 per A3 B/W page, and \$0.70 per A3 colour page.

Telephones

The main College phone number is +61 07 3842 4000. After office hours, this number is diverted to the staff duty phone +61 0408 846 042.

Your Responsibilities.

Code of Conduct

At all times when associated with the College, all Residents are expected to:

- uphold the vocation and values of the College;
- take all necessary steps to ensure their mental, physical and emotional health including seeking appropriate help and support when required;
- observe all the laws of the State of Queensland and the Commonwealth of Australia;
- observe all the policies and procedures of the College;
- contribute positively to the wellbeing and development of the College and particularly of the student resident community;
- endeavour to establish and maintain good relationships with all members of the College community including staff and voluntary workers;
- ensure that their conduct will enhance the reputation and protect the integrity of the College both internally and externally;
- participate in the community development programs of the College to a reasonable extent in the light of their ongoing study commitments;
- eat with the College student resident community in the Dining Area when dining at College during the normal contract period;
- never engage in any inappropriate conduct such as discrimination, bullying, harassment, vilification, victimisation, excessive alcohol intoxication, use of prohibited drugs and/or misuse of prescribed medications, vandalism or abuse of any kind;
- meet financial commitments to the College according to the chosen payment plan schedule as outlined in the contract;
- care for the College environment and facilities by acting responsibly and sustainably in relation to buildings, furniture, equipment, grounds and energy and water services;
- take responsibility for cleaning their own room and cleaning up after using common areas; and
- leave their rooms in a clean and tidy condition at the end of the contract period with all College property and equipment present and in good condition.

Residents may be fined or residency terminated or suspended for illegal or inappropriate conduct.

Personal Presentation

For the comfort of other residents, staff, contractors, visitors and guests, residents should maintain a neat and tidy appearance in all common areas of the College.

Shoes must be worn in the Dining Room at all times.

Night attire including soft-sole slippers, is NOT permitted to be worn in the Dining Room or the foyer.

Dining Room Protocols

For health and safety reasons as well as fairness for every member of the community, please observe the following Dining Room protocols:

Hands must be **sanitised** on entering the Dining Room and prior to picking up cutlery, crockery and utensils.

Always use the **utensils provided** to serve food - **NEVER use your hands.**

Once food is served to your plate, it cannot be put back.

Only staff are permitted to enter the **working kitchen area.**

Missed meals are not the responsibility of the College and do not give residents the right to free meals for guests.

Dining Room **crockery, glassware and cutlery** must NOT be taken from the Dining Room area.

All **used crockery and cutlery must be returned to the washing up area** or late meal trolley.

Takeaway lunch preparation must be completed **during Breakfast time.**

Fees

It is the policy of the College to maintain low fees across all residents. There are various contract terms so please view them on our website.

A late fee of \$50 per week will be charged if fees are not paid by the due date and no alternative arrangements have been made.

Fees may be paid in cash or by cheque, debit, credit card (MasterCard or Visa only) and direct deposit. The debit/credit card surcharge will be recovered from the payee.

Please use the following details for direct deposits:

| | |
|---------------|---------------|
| Account Name: | Grace College |
| BSB: | 064 -158 |
| Account No: | 00904737 |
| SWIFT CODE: | CTBAAU2S |

All fees owing must be paid by the end of each contract. Unpaid fees owing after the end of a contract are referred to a debt collection service.

Results

All residents are required to provide the Principal with their results at the end of each semester. To enable this to occur automatically, UQ students should make their semester address Grace College on SI-Net. Doing this will also mean that the College can access an accurate list of courses in which residents are enrolled for the purpose of arranging Peer Support Tutorials.

Residents studying at tertiary institutions other than The University of Queensland (UQ) must provide a copy of their interim transcripts to College Administration within one week of receiving their final results each semester or trimester.

Your Room

Keys

Each resident is issued with a key to their bedroom and/or a security fob and a wardrobe key. **Keys and fobs must not be loaned to another party at any time.**

Lost security fobs and keys incur replacement fees: **\$25 for a security button** and **\$35 for a room key**. Security fobs and keys must be returned at the end of each resident contract.

Lost **wardrobe keys** incur a replacement fee of **\$25**.

Personalisation

You are welcome to personalise your room by hanging posters and other items on the walls. When doing so, **please do not use blutac or adhesive tape. Use 3M adhesive tabs to mount posters etc. on any surface.** 3M adhesive tabs may be purchased from College Administration. A **cleaning fee of \$250** will be charged if this rule is not observed.

Pets

The only pets that may be kept in study bedrooms are fish in small bowls or tanks.

Cleaning

You are responsible for cleaning your study bedroom; and keeping it neat and tidy.

Residents in Ensuite Rooms are informed of the cleaning day for their ensuites. They must remove all personal items from the ensuite in order to permit full cleaning.

All rooms must be completely vacated and left clean and tidy at the end of your contract. A **cleaning fee of \$250** will be charged if this requirement is not followed.

Between Semesters Break

You may include the break between first and second semester in your Contract. During large conferences, any residents still at College are asked to move to an ensuite room on Floor 4 of the Lady Bray Wing for the duration of the conference. This practice ensures resident privacy and security during these times.

Otherwise, residents are asked to pack up their rooms to a state where they are willing to have a conference guest stay in it. Nothing should be left on the desk or the floor and the non-lockable half of the wardrobe must be clear. Items of a general nature (e.g. text books) may be left out in shelves. Personal and valuable possessions should be locked in the wardrobe or placed in storage in the basement of the accommodation wings. Anything placed in basement storage must be clearly labelled with your name and the semester and year you will next be in residence. Items that are not labelled will be removed.

Residents who leave their rooms in a mess at the end of semester 1 will be charged for holiday stay accommodation throughout the break.

End of Contract Pack-Up

All residents must pack up their room completely at the end of their contracts. For returning residents, storage is available in the basement of each accommodation wing for personal effects that you do not wish to take home with you. Anything placed in basement storage must be clearly labelled with your name and the year you will next be in residence. Items that are not labelled will be removed.

Electrical Appliances

The 4-point powerboard supplied with your room is the only powerboard to be used. **Only 4 electrical appliances may be used at any one time.**

No refrigerators, microwaves, toasters, kettles or personal air conditioners are permitted in study bedrooms. Kitchen appliances are available in kitchenettes.

The only exception to this rule is in the case of residents with medications requiring refrigeration. In this circumstance only, residents may apply to Principal to have a small bar fridge in their room. **A fee of \$100 per semester** will be charged to cover additional electrical and end-of-year cleaning costs. The resident will provide the appliance.

Furniture

All College property should be treated responsibly. Each resident is responsible for the care of furniture and fittings in her room.

Damage to property, especially stains on carpets, should be **reported immediately. Furnishings, including bedspreads, must NOT be removed from study bedrooms at any time.**

At the end of each semester, an inventory will be taken of items allocated to each room in terms of bedding, fans, curtains, chair and linen. The condition of the room will also be checked.

Necessary repairs and/or replacements will be charged to the student concerned.

Please particularly ensure that drawers are not overloaded.

Linen Laundry

College-supplied linen to be laundered should be placed in the laundry bag provided. The laundry bag is then hung on the hook outside of your room door by **9am on Tuesdays**.

Replacement linen is put into the laundry bag by housekeepers after the used linen has been retrieved.

Maintenance Requests

Requests for repairs and replacements to your room or any other area of the College may be made through the Maintenance Request Book in the foyer or via email to maintenance@grace.uq.edu.au Except in the case of emergencies, maintenance staff are only available on working weekdays.

Please report ALL broken, damaged or missing items.

Safety and Security

Smoke & Heat Detectors

Each study bedroom is equipped with a **smoke detector**. These devices are **very sensitive**. They can be set off by dust on fans and heaters, hairspray, deodorant sprays etc. **Do not use aerosol sprays in study bedrooms.** Aerosol sprays may be used in bathrooms. **Ensuite doors should be closed when showering** to prevent steam setting off smoke detectors.

Kitchenettes are fitted with heat detectors. These devices are also **very sensitive**. Do NOT allow kettles to over-boil or toast to burn etc.

Candles and incense must NEVER be used in any of the accommodation wings.

Fire & Emergency Service **call-out fee is \$1400**. You will be charged this fee if you set off a smoke detector unnecessarily.

Smoke and heat detectors must NEVER be covered. This is a SAFETY issue. **A fine of \$220 applies** for interfering with a smoke alarm.

Heaters

Heaters are provided in each of the study bedrooms. Only College provided heaters are permitted - DO NOT bring any personal heaters.

To minimise fire risk, ensure heaters are kept at a safe distance from bedclothes, woodwork, curtains and clothing.

Emergency Exits

Emergency Exits must ALWAYS be kept clear. Emergency Exits are identified by green exit signs or running man signs; and blue emergency exit posters. **A fine of \$330 applies** for obstructing an emergency exit.

Fire Fighting Equipment

The area within 1 metre in any direction of fire fighting equipment (extinguishers and hoses) MUST be kept clear. **A fine of \$330 applies** for obstructing fire fighting equipment.

Fire Evacuation Diagrams

Fire Evacuation Diagrams are provided in each study bedroom and in common areas. They must NOT be moved at any time. **A fine of \$330 applies** for removing a Fire Evacuation Diagram.

Hallways & Stairwells

Hallways and stairwells are emergency exit routes. They must be kept free of any obstructions (including small items such as pens). **A fine of \$330 applies** for obstructing an exit route.

Weekend & Overnight Absences

To ensure that staff are not looking for you in an on-site emergency, all residents must record their overnight absences from the College in the Overnight Sign-Out Book in the foyer. There are no restrictions on overnight and weekend leave. If a resident is unable to return when anticipated, they should phone College Administration (3842 4000) or the Resident Assistant on Duty (0418 797 438) to advise of the situation.

Visitors

Visitors may enter by the front door, grille gate or the green gate beside the Dining Room. All visitors must be met by the resident whom they are visiting. No unescorted visitors are permitted beyond the College foyer.

All visitors must sign in and out through the QR codes next to each entrance. Information provided should be accurate and complete so that visitors can be accounted for in an emergency. College residents are responsible for the conduct of their guests. This conduct must be in keeping with College rules and policies.



Getting Here

By Private Car

Please see the address details in the **“Our College” section of this Handbook** for finding the College.

UQ Airport Pickup Service

UQ provides an airport pickup service for students commencing their studies only. Bookings must be made a minimum of 3 working days in advance via the online booking system--<http://www.uq.edu.au/student-services/accommodation/airport-reception>

Additional passengers who accompany a UQ student are not eligible to travel for free; but may be included in the pickup for an additional charge. Further information regarding additional charges is provided during the booking process.

Taxi

Taxi ranks are available directly outside both the international and domestic airport terminals; and the Roma Street rail and bus terminal. Use the Grace College address found in the **“Our College” section of this Handbook**.

A trip from the airport to St Lucia will cost approximately \$80.00.

Public Transport

You can use the Translink journey planner at jp.translink.com.au to find the best public transport route from the airport or Roma Street rail and bus terminal to Grace College for the time of your arrival. Enter “Brisbane Airport Domestic Terminal”, “Brisbane Airport International Terminal” or “Roma Street Station” in the “Start” field and “Coldridge St near Carmody Rd Stop 23A St Lucia” in the “End” field. This bus stop is located directly behind the College. A typical trip from the airport to St Lucia would comprise a train trip from the airport to the centre of Brisbane, then a bus trip to St Lucia. Travelling time would be approximately one hour and the fare would be approximately \$25.00

Your Personal Effects

What to Bring to College

You will need to supply the following items:

- towels,
- toiletries,
- extra blanket or a doona,
- extra pillow,
- your computer and other study materials,
- items to personalise your room, and
- your clothing and any other personal gear.

Insurance

The College’s insurance does not cover the personal effects of residents. The College cannot accept responsibility for their loss or damage. You will need to obtain your own contents insurance for your room.

College Property

For the benefit of all residents, all College property should be treated responsibly. Furniture provided for each study bedroom and each common room must remain in their respective rooms unless College Administration has given permission for their removal.

Duties

Bread, Milk & Recycling

Each floor is responsible for arranging a roster of residents to collect bread and milk from the kitchen, washing up and empty the recycling bin. Failure to undertake this duty may result in frustrated floor mates.

Bread and milk may be collected from the kitchen **during Breakfast and Lunch times only**.

Alcohol, Tobacco & Drugs

The College is committed to providing a work, education and residential environment where alcohol, tobacco and other drug related harm is minimised.

All persons associated with the College including visitors should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol and/or other drugs.

The provision of alcohol to persons under 18 years of age is illegal except if supplied by a parent or legal guardian. The provision of tobacco to persons under 16 years of age is illegal.

Alcohol

Responsible and moderate use of alcohol has a place in certain social contexts. Through its policies and practices, the College seeks to model appropriate use of alcohol in particular social contexts.

Alcohol may be kept and consumed in College accommodation buildings at any time by residents and their guests, with the exception of certain areas designated as alcohol free and provided event management protocols are followed where relevant. The gym, computer lab, music practice rooms and prayer room/quiet space are alcohol free areas. The consumption of alcohol should never impinge upon the quiet enjoyment of the accommodation buildings by other residents.

Alcohol may be consumed in common areas of the College outside the accommodation buildings during designated events and at the following times:

Monday to Thursday 4:30 pm to 10 pm
Friday to Sunday 3 pm to 10 pm

Alcohol served or sold at any College events is served and/or sold under the appropriate Responsible Service of Alcohol (RSA) and Liquor Licensing provisions; UQ Colleges' Heads' Agreements and the guidelines of The University of Queensland.

For further information, please refer to the College's Alcohol, Tobacco and Drug Policy available on the College website.

No Smoking

Smoking is prohibited throughout the site except in the designated smoking area at the entrance to the College car park.

A decision not to smoke (actively or passively) should never cause inconvenience to the decision-maker.

For further information, please refer to the College's Alcohol, Tobacco and Drug Policy available on the College website.

Other Drugs

The possession and/or use of drugs or medications, except when prescribed by a medical practitioner or otherwise permitted by law, is prohibited. Over-the-counter and prescribed medications must be used as directed. Anyone found possessing or using drugs illegally will manage in a safe way for themselves and others, counselled and referred to relevant services as appropriate. Illegal supply of drugs will be referred to the police.

The College reserves the right to terminate residency and/or employment (paid or voluntary) where drug use affects the ability for a person to fulfil their role, the welfare of the College community and/or the College is unable to provide the resources to manage the person's situation.

Noise Restrictions

Noise in the accommodation wings must be kept to a minimum at all times and especially after 10 pm and before 8 am. Some residents have 8 am lectures and early/late practicum shifts. All residents need to be able to sleep when they need to do so.

A general noise curfew applies during SWOTVAC and exams.

Continuing Residence

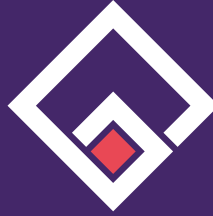
Continuing residence and renewal of contracts is dependent upon residents **observing the rules** of the College, **conducting themselves well** as members of the College and **maintaining a semester GPA of at least 4.0** (passing grade).

Our Policies.

Full versions of current policies are available on the College website and in copies of the Grace College Operations Manual available in the Floor Common Areas. If you have any questions about College policies, please refer those to the Principal or Deputy Principal. Policies are set by the College Council and reviewed and updated from time to time. Here is a list of our major policies for your reference.

- Risk Management Plan
- Work Health Safety & Environmental Wellbeing Policy
- Emergency & Critical Incident Management Plan
- Privacy Policy
- Social Media Policy
- Alcohol, Tobacco & Drugs Policy
- Grievance Policy
- Management of Inappropriate Conduct Policy
- Sexual Misconduct Policy
- Behaviour Management Interim Rules
- Orientation Week Policy
- Visitor Policy
- Information and Communication Technology Acceptable Use Policy





gracecollegeuq



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Version 230424

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(Incorporated under The Religious, Educational
& Charitable Institutions Act 1861-1967 [Qld])
ABN 97 624 824 875