COMMITMENT TO BROTHERHOOD
I come here to pass through the barrier
that separates my culture from the rest of the world.
   I come here with a tolerant heart.
   I come here to participate.
   My motive here is inquiry.
   My promise is commitment.
I come here to commit to a dream:
   That brotherhood will prevail.
The IH Way

Our Vision:
Cultivating connected, effective, compassionate young leaders for a global community

Our Purpose:
To provide students of diverse cultures and backgrounds with opportunities to live and learn together with respect, empathy and international friendship.

Our Values:
We believe in:
Excellence, learning, and leadership
Diversity, inclusion and acceptance
Service, commitment and community

Our Chart of Behaviour:
We honour and commit to the ongoing development of the IH Way where:
1. We support learning to achieve
2. We respect and celebrate diversity
3. We provide a broad spectrum of learning, social and cultural experiences
4. We develop socially aware leadership
5. We nurture life-long relationships based on respect and shared values
6. We enable participation and inclusion
7. We embrace innovation and creativity
8. We welcome change and reform
9. We honour and engage our supporters
10. We contribute to peace and understanding in the broader community
HISTORY OF INTERNATIONAL HOUSE

The International House concept evolved from the ideas and determination of individuals in the United States in the years before World War 1, notably Harry Edmonds and backed by the resources of John D Rockefeller Jr and, early on, the Dodge family, when no provision was made for supporting international students studying at US Universities. Between the early 1920s and late 1930s, Houses were built in New York, Chicago, and Berkeley, together with different styles of International House in Paris and Tokyo. In those days it was a radical concept. Washington DC and Philadelphia I-Houses developed at the same time but separately. Since then other Houses have been founded in London, Paris, Melbourne, Brisbane, University of Sydney, Darwin, Newcastle, Wollongong and New South Wales, Taiwan, Alberta Canada, San Diego, California and Northern Arizona. While each House is unique, the central binding theme has been to provide accommodation for those studying at all levels within universities, involving as many nationalities/cultures as possible while retaining a proportion of places [between a third and half] from the host nation. It is not just a place to live and study. The International Houses offer a programme of activities which allow and emphasise the difference and similarities of the different cultures and traditions represented. All Residents are expected to share these aspirations and in so doing learn to be a positive influence in world affairs in the future. People are not the same; they do see things differently. What is important is that these differences should be recognised, appreciated and understood. International House offers that unique opportunity. Providing everyone actively participates in life at IH to the extent that their study, work and other commitments permit, then no one will be robbed of the opportunity to learn. "That Brotherhood May Prevail", is the IH motto world-wide. International House is not merely a home; it is a way of life. The opening announcement at the formal opening of IH New York in September 1924, written by Florence Edmonds reads, “I am International House. I open my doors to the students of the world that they may live together and grow in understanding. I am built as a canopy for an adventure that had its beginning in a friendly greeting to a lonely student which has widened into a world brotherhood. Therefore, I am not a beginning, but a fulfilment.”

Each year Residents come to IH Brisbane from more than 35 countries to further their education and to take advantage of what International House offers. The Australians have a responsibility to make the international Residents feel welcome and the international students have a responsibility to enrich their lives by meeting with other nationalities. Neither of these tasks is easy and like all relationships, has to be worked at. Many people would like to have the privilege of residency and the opportunity to live here. However, only 200 fully catered standard rooms for undergraduates and postgraduates and 40 self-catering postgraduate rooms are available.

RESIDENTS HANDBOOK

The purpose of this handbook is to serve as a guide to International House, giving Residents a reference to what is available and an outline of what is expected in terms of participation and social behaviour. Further assistance may always be sought from any member of the Staff and Senior Residents Team.
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STAFF LIST AND COLLEGE OFFICERS

The Director’s Office

Director
Deputy Director

Senior Residents

A Senior Resident is allocated to each undergraduate tower and the Deputy Director is allocated to the two post graduate towers.

Office

Operations’ Manager
Advancement Director
Accountant
Communications and Events Officer
Alumni and Development Officer
Customer Service Officers
Grounds and Environment Officer
On Site Catering Manager (and catering staff) – Scholarest
Cleaning Supervisor (and cleaning staff) – Fizz Cleaning

INTERNATIONAL HOUSE STUDENT CLUB INC

International House Student Club Inc (IHSC) is an incorporated body, which is responsible for delivering the cultural, social and sporting ‘life’ of the college. Residents of International House are called a Housie ~ defined as “a term of endearment used for all past, present and future residents of International House”. Every resident of the college is a member of the IHSC with office bearing positions being elected at the club’s compulsory AGM (Annual General Meeting) and the SGM (Special General Meeting). Events organised by Student Club are Bandfest, Soirée, Inter College sporting and cultural competitions (ICC), IH Ball, cross cultural activities and college parties. The Student Club tries to keep a good social mix of social, cultural and cross cultural in an effort to adapt to the demands of the current members of The Student Club. They are always looking for fresh and new ideas to ensure that we are providing residents with value for their membership.

IHSC events provide an excellent opportunity for residents to network and become immersed in the college lifestyle. As the saying goes ‘you only reap what you sow’ and this is certainly the case when you enter IHSC and automatically are made a member of IHSC as participation is expected of members of the club. Participation as part of a Student Club Committee can be instrumental in your development in your social and university life as a young adult. Benefits include improving your leadership and management capabilities, as well as experience in financial management, interpersonal relationships and communication. The members of the Student Club Executive and Committee members are readily available to support you and to answer any questions that you may have and will ensure that your time at IH is unforgettable.

All Residents are members of the Student Club by virtue of being a resident of IH and members are required to abide by the club’s Constitution and failure to do so may include penalties. The Constitution & Governance Policy states that the Student Club exists to:
• promote in every way possible cross-cultural and international understanding;
• represent members in all matters affecting their interests;
• promote, control and regulate the cultural, sporting and social activities of the Student Club.

A number of Student Club positions are elected at the Annual General Meeting and a Special General Meeting.

These include:

• President
• Immediate Past President
• Vice President
• Secretary
• Treasurer
• Sports Convenors (male and female)
• Social Convenors (2 positions)
• Cultural Convenors (2 positions)
• Cross Cultural Convenor (1 position)
• Board of Management Representatives
• ICC (Inter-College Council) Representative

Other committee positions are available to new Residents. All Residents are encouraged to participate and 'get amongst' the college lifestyle on offer at IH. We guarantee you it will be worth your while.

“Housie, Housie, Housie...Oi, Oi, Oi!!!!”

ORIENTATION WEEK

Orientation Week is held in the week before the beginning of semester one and two and is an important part of a successful college life. The week is designed to assist students to prepare for their studies, as well as to introduce them to the sporting, cultural and social activities on offer at IH.

HAZING

IH has a strict policy of “NO HAZING”. Hazing is defined as: Conduct whereby a member or members cause another member or members to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning or harmful. It may involve persecuting or harassing people with having to complete meaningless, difficult or humiliating tasks. Soliciting or coercing another person is considered hazing. It may be verbal, psychological or physical. Actual or implied consent does not eliminate culpability of the person committing the act of hazing. Every individual has the right to refuse to join in any activity or event and must be supported positively in their decision making. At no stage must a person for refusing to participate in an activity be made to feel ‘less’ as a result.
BOARD OF MANAGEMENT

The governing body of IH is the Board of Management (BOM). The BOM meets every two months and the Board Highlights is printed and displayed to keep Residents informed. A Resident Forum has been established to assist in the communication between Residents, Student Club and the BOM.

DIRECTOR

The Director of IH is appointed by the Board of Management and is the Chief Executive Officer of IH.

DEPUTY DIRECTOR

The Deputy Director is a key member of the senior management team of the College. The primary function of the Deputy Director’s role is to provide assistance to the Director with the pastoral care of residents and the management, administration and operations of the College to deliver a productive and harmonious living and learning community within the College. The Deputy Director has responsibility for managing programs to develop academic and living skills in residents in preparation for life outside College. The Deputy Director also coordinates the cross-cultural program in partnership with the Student Club.

SENIOR RESIDENTS

The Director/Deputy Director appoints Senior Residents, as employees, to assist with the day-to-day administration of IH. Senior Residents are the first point of contact if a Resident has any problems or concerns (pastoral or academic). They have a particular responsibility for Residents of the Towers in which they live but they also have a more general responsibility for all Residents. Any major concerns will be brought to the attention of the Deputy Director and the Director. Tower suppers, tower reports and social media are the means of enabling good communication between residents.

The Senior Residents are also required to adhere to the contents of the current Drug and Alcohol Policy, Resident Code of Conduct, Privacy Policy and this Handbook and related policies. Senior Residents are rostered for administrative duties on weeknights, Swotvac, holidays and weekends.

INTERNATIONAL HOUSE FOUNDATION LIMITED

The International House Foundation Ltd (IHF Ltd) is a separate legal entity. It has its own Board which meets every two months and supported by the Advancement Director. The nominated student representative for the BOM is also responsible for the function of liaising with the Advancement Director and reporting back to the IHSC Executive and the larger IH community about IHF Ltd activities.

The IHF Ltd is responsible for the three main areas; fundraising, alumni and community relations and marketing, communications and branding. This encompasses a broad range of areas including all internal and external distributions, social media, scholarships and events.

INTERNATIONAL HOUSE ALUMNI

Today is the beginning of your life long journey with IH. With over 5500 alumni living all over the world, International House’s Alumni comprise the College’s largest community. Membership is automatic for residents who live at the College. Through our personal and professional development programs, events and partnerships, you have access to our global network of innovative and outstanding Alumni who are making a valuable contribution to their communities.

As a resident and alumnus of IH, you will have a lifelong association with IH that can take many forms. As a resident, you can have an impact now by:
• Sharing your experience of living at IH at events such as Rotary International Dinners and/or industry events;
• Mentoring;
• Undertaking internships;
• Volunteering;
• Attending Professional Evenings, Indigenous Youth Leadership Camp, IH Corporate Luncheon, IH Great Debate, Alumni vs Resident Soccer Match, Peace and Understanding Lectures and/or Soirée;
• Engaging with the IH community through social media e.g. Facebook, Instagram LinkedIn and Twitter;
• Assisting with philanthropic campaigns; and
• Coordinating a graduating class gift.

So enjoy living at IH, your home away from home. There is much to look forward to this semester, so get involved and say yes to every opportunity. Get connected today by scanning any of the QR Codes below.

THE OFFICE

The Office is open from 8.30 a.m. to 4:30 p.m. each weekday. The Staff offer administrative support and will provide change for washing machines and other sundry needs. Letters may be left for mailing and stamps, phone cards, quota cards (printing and Internet) may be purchased. Faxes may also be sent and received from the Office. When the Office is closed, dial 9 on the phone located outside the Office or use other internal phones to contact the Senior Resident on duty.

MAINTENANCE

Anything that needs to be repaired should be written in the Maintenance Folder held in the Office. Little problems such as damage, leaky taps, burnt out lights in hallways, stuck drawers, etc., can become big and costly problems if they are not taken care of promptly. Senior Residents will assist you during out of office hours.

HOUSEKEEPING

Undergraduate towers (A – I)

The cleaning staff is responsible for the overall cleanliness of IH, including weekly provision of bed linen, rubbish removal and vacuuming rooms. Residents are expected to clean up after themselves and should not expect the cleaning staff to clean up broken bottles, remains of parties, snacks in the common room, etc. Bathrooms and common rooms are cleaned daily. Brooms, mops, vacuum cleaners and other cleaning equipment and supplies are available from the cleaning staff during the day or, in an emergency, from the Senior Resident on duty. Any cleaning requirements and issues should be entered into the Cleaners’ folder held in the office e.g. extra linen, blankets.
Postgraduate towers (J & K)

Postgraduate residents are responsible for the cleanliness of their room and ensuite as well as their kitchen and common space. A weekly roster should be developed so that cleaning responsibilities are evenly shared. Residents will be notified when inspections are to be carried out and if the cleanliness standard is not met then the responsibility lies with all residents on the floor. For hygiene reasons, rubbish must be regularly put into the large WHEELIE BINS to be found at the bottom of J and K towers. Rubbish must not be left in hallways and in the stairwell (Fire Safety Regulations). Large items must be placed in the industrial bins.

RESIDENTS

Life at IH depends upon an understanding and acceptance of the conditions as outlined in this Handbook and in the Terms and Conditions attached to your Room and Board Contract. The Director and Staff must, from time to time, take action they feel to be in the best interest of IH in response to situations that may arise. Residents must abide by the Resident Code of Conduct and those who do not succeed academically (a GPA of 4 or above), who do not participate, or are inconsiderate will not be readmitted to IH and, in certain cases, may be asked to leave with short notice.

All new residents are interviewed upon entry to college to determine the needs and proposed participation in IH life.

UQ/IH LIFESTYLE PACKAGE

As part of the semester fees each resident is entitled to free access to the gym, cardio and pool at UQ.

RULES AND REGULATIONS

Everyone will appreciate that certain regulations are essential in order to sustain life in any community. The Rules of IH and Resident Code of Conduct are a set of guidelines. The Rules and Regulations are not listed specifically, but are implicit throughout this document. Emphasis is placed on certain aspects of IH life that may cause some concern. These guidelines include:

Noise

Considerate Residents will be conscious that any noise they make may disturb other Residents. Shutting doors, going up or down stairs, playing music, screaming or talking in the hallway creates noise that someone else may not want to hear. Not everyone is on the same sleep or study schedule; some noise bothersome more than others. No resident intentionally makes noise to annoy others so it is important that they be told politely and immediately that it is causing a problem. Noisy behaviour can be related to alcohol consumption, screaming, shouting and loud talking along the corridors, loud music in room, entertaining in the common rooms and games room activities.

"Blast Hour" occurs each day from 5.30 to 7 pm. At this time Residents may play their music at a volume that is not possible at other times. Other times: From Sunday to Thursday night at 10.30pm all excessive noise must cease and on Friday and Saturday before 11.30 pm. Senior Residents are required to inform noise-makers to cease noise after these times as well as any other times where Residents are causing a disturbance. IH will remain quiet during Swotvac and Exam times.

Here are the steps you should follow when you find noise levels around you are disturbing.

• **STEP ONE** – Approach the noisemaker and politely ask him/her to reduce it. IH Residents are usually very considerate so the noise should stop immediately.
• **STEP TWO** - If the noise level continues contact Senior Resident on duty.

• **STEP THREE** - If the noise level is not reduced and the person making the noise persists in making the noise the Deputy Director/Director will be obliged to take action.

(If you are very shy and do not like approaching another resident to reduce noise please discuss the matter with your Senior Resident or another member of staff.)

**Social Functions**

Because of noise problems associated with social functions and growing difficulties with liability insurance Residents should note that unapproved, impromptu parties or large gatherings (especially those with the consumption of alcohol) at IH are not acceptable. If there is an accident at an unapproved social gathering it may be outside the provisions of our public liability insurance. That means the organizers and/or the participants may be held responsible for any legal action taken in the event of an accident. All such gatherings must be approved by the administration. Only then are all parties protected under public liability insurance.

When social functions are approved the following normally applies:

- Refer to the current Drug and Alcohol Policy for details of categories of events, planning events and code of behaviour;

- With the exception of formal dinners and one or two activities during the year, in-house social functions should preferably be held only on a Friday or Saturday night;

- In-house social functions must be coordinated through the Office after receiving approval from the Deputy Director/Director;

- In-house functions should finish by midnight;

- Noise levels within IH should immediately return to normal after any social function;

- The organisers of the function are responsible for ensuring that the venue is left in a clean and tidy condition immediately after the event;

- All damages will be paid for by the organisers or the individuals who caused the damage.

**Smoking**

Smoking is not permitted anywhere within the buildings of IH [including study-bedrooms, balconies and bathrooms] nor on the passage and walkways, where smoke may drift into the building. Smoking is allowed in designated areas only.

**MEALS AND CATERING**

Considerate Residents will help by cleaning up after themselves and observing the guidelines established for dining at IH.

The Catering Staff welcome constructive comments. The Student Club appoints a Food Convenor who is the Resident representative on the Food Committee which meets regularly. This committee is composed of representatives of the Catering Staff, the administration and Residents.

A ‘fob’ or tagging system is in place to monitor the number of meals provided and to ensure that meals are provided to our residents e.g. packed lunches and late dinners. Each undergraduate
residents receive a ‘fob’ upon arrival to the college. Lost “fobs” must be replaced at the cost of the Resident.

**Meals**

Meal times are the greatest social time at IH and so Residents should eat their meals in the dining room during the scheduled times. Residents are encouraged to sit with different groups rather than the same group of friends at each meal. Footwear (WH&S regulations), acceptable standard of dress and appropriate social behaviour are expected at all times in the dining room.

The Catering Staff attempt to cater for most food customs and health needs, although some very strict dietary requirements may not be available. Halal food is not provided at IH.

**No cutlery, glass wear or dishes are to be removed from the dining room.**

Before you leave the dining room, used dishes, cutlery and glassware should be taken to the dishwashing area and emptied and/or scraped and stacked neatly in the proper place to be washed up. Do not waste food.

Residents are able to utilise the kitchens in the common rooms. It is your responsibility to ensure that you leave the common room kitchen in a clean and tidy fashion, free of garbage and dirty utensils.

A range of newspapers are provided each day during the semester. Please ensure that once read they are returned and kept in a reasonable condition for the next reader.

**Guests at Meals**

Residents are encouraged to bring guests to meals at IH but must buy guest meal vouchers from the Office or from the Senior Resident on duty. Any Resident sharing their meal with a guest who has not paid for a meal will be charged the full guest rate for that meal.

All meals except Formal Dinners (Bara Khana) are served cafeteria style throughout the scheduled time. Any variations in meal times are announced in advance whenever possible.

**Packed Lunches and Late Dinners**

Residents should make every effort to be at meals at the scheduled time. However, it is recognised that due to lectures, exams, work or other important IH commitments, Residents are occasionally unable to have their meals at the scheduled times. The kitchen will only cater for one meal per person per breakfast, lunch and dinner. During the week if Residents are not able to be at IH for lunch and dinner both will be provided by completing an online form which link can be from the welcome pack or by typing the link below in your web browser:

Packed lunch: [http://goo.gl/aDvVQv](http://goo.gl/aDvVQv)
Late dinner: [http://goo.gl/MCAeea](http://goo.gl/MCAeea)

**Special Diets**

The Kitchen Staff attempt to cater for the diversity of tastes, religions, health requirements and personal preferences at IH. Any person with a food allergy or intolerance MUST report this prior to arrival at IH so that we can inform the Senior Residents and the Catering Team.

**Formal Dinners (or Bara [pronounced Boro] Khana meaning ‘big feast’ in Bengali)**

A Formal Dinner (Bara Khana) is usually held each month during semester. Residents should make every effort to be present on these occasions. At Bara Khana various reports may be given and information of relevance to the members of the college shared. Men
should wear shirts, ties, slacks, shoes and socks. Women are expected to wear dresses or slacks/business attire. Any resident may wear national dress if they so desire. Track pants, jeans, thongs or other casual attire is inappropriate at Bara Khana as this tends to reduce the feeling of a special community event. An apology book is located in the office if unable to attend.

**Guests at Bara Khana.**

Residents are served their meal and therefore should not bring a guest unless prior permission has been obtained from the Director/Deputy Director.

After mixing on I-Plaza all residents of IH should enter Martin Hall and find a place to stand behind a seat. “Grace” will be said by the Director and Residents (a copy of the “Grace” can be found on the program/menu). Special guests invited include Board of Management members, Rotary, guest speakers, and other Heads of College.

**Valedictory Celebration Dinner**

The Valedictory Celebration Dinner is a major annual House celebration held at the end of the year, at which we farewell or celebrate Residents who have been at IH for 5 semesters or more and who may be leaving the college permanently. Guests of Valedictees are welcome, but must pay a dinner fee.

**Peace and Understanding Activity**

This annual event is held in May or September and celebrates the evening with a guest speaker, is open to the public and invited guests and features a large buffet dinner.

**STUDY-BEDROOM**

While IH acknowledges that what a resident does in their study-bedroom is the resident’s business, it is the responsibility of IH management to see that no laws are violated or actions take place that go against the interests of IH or its Residents. For these reasons IH Staff has the right to enter any study-bedroom or other room at any time it is felt to be necessary in the interests of the resident and IH. Any damages or losses to IH property must be paid for by the Resident.

**Personal Insurance**

IH does not accept any responsibility for any loss or damage to any resident’s personal property. However for Australian Residents a parent’s personal contents insurance may cover a Resident’s belongings. Residents are advised to take out all-risks policies on their possessions. Rooms should be locked at all times.

**Contents Provided by IH**

When a Resident moves into a room, they should report any damaged or missing items. Do not remove IH property from the college for any reason without the permission of the Director or Deputy Director. DO NOT remove any items from the common rooms, Ivor Cribb Room, games room or dining hall e.g. chairs.

**Cleanliness of Rooms (A – I Catered Accommodation)**

A weekly cleaning roster is displayed at the entry of each tower. Residents must allow the cleaners access to rooms. In the interest of safety and sanitation a Resident should maintain an acceptable standard of cleanliness.

Resident’s bins can be emptied into the large industrial bin located on Rock Street and Glasshouse Road. Bottles, cans, plastic, paper and cardboard should be taken to the recycling bins.
Cleanliness of Rooms (Self-catered Accommodation)

IH will inspect rooms in self-catered accommodation on a regular basis. Rooms that do not pass inspection will be inspected again. If the room does not pass the second inspection IH will charge the Resident a cleaning fee. Residents should ensure that all rubbish is removed from the unit as soon as possible and should be placed in the wheelie bins provided or for large items the industrial bin located in the parking area. It is the responsibility of the Residents to keep the common areas clean and tidy. Report any damaged or broken items.

Appliances

Residents can have appliances in their room except for cooking stoves, radiators, bar heaters or open flame heaters. A maximum of six other appliances is set (e.g. lamp, clock, computer, and printer). The use of any appliance in a room is a privilege that can be removed if the appliance is used in a manner that is not in the best interests of IH or its Residents, e.g. items which cause excessive noise are unsafe or could cause damage.

Room Heaters

Only certain types of heaters are allowed in residents rooms. Before purchasing a heater residents must check with the Operations’ Manager to ensure the heater complies with IH regulations.

If you are in any doubt regarding an electrical appliance, contact the Operations’ Manager.

Pets

Pets cannot be kept at IH out of consideration to other Residents and the animals themselves. Pets include, but are not limited to, dogs, cats, fish, rodents and birds. Native animals such as possums, brush turkeys, crows etc. are protected and must not be interfered with as they share our college surrounds. If you feed the possums they will continue to return and this is not always welcomed by the next resident to use your room.

Hours

Each night at approx. 11:00 p.m. the Senior Resident on duty checks and turns off the lights in Ivor Cribb room and each common room that is not being used. Ivor Cribb room doors are also locked at 11:00 p.m. Ivor Cribb room are not to be used after 11:00 p.m. since many Residents live nearby. Playing of the piano must adhere to the times listed above the piano. All residents have a ‘key’ to the Ivor Cribb room and computer room.

Visitors

Visitors who follow the guidelines of behaviour established for IH Residents are welcome at any time. It is of benefit to IH for people to visit, see what is here and become more aware of IH. However, the behaviour of your visitor/guest is your responsibility.

Overnight Visitors

We are happy for Residents to have overnight guests, provided they follow our rules. Legal and Fire regulations demand that we know the names of everyone who resides at IH at any given time. Just a reminder to all residents and guests that you are not permitted to have guests stay for long periods of time or to occupy your room whilst you are not in your room e.g. if you are on holidays. You are not permitted to sublet your room.

The procedure is that your host (friend/relative living at IH) must register you at the office during office hours. You are able to stay a maximum of three nights. The fee must be paid when the guest is registered.
An overnight pack will be put in your host’s room. The Overnight Visitor Pack includes:

- Blow up bed
- Set of sheets
- Pillow and case
- Doona and cover
- Towel and soap
- One meal voucher per day

COMMUNICATIONS

Paging System

For urgent announcements the IH public address system may be used from the Dining Room. This should not be used between 10.00 pm and 8.30 am unless prior approval from Director or Deputy Director. Generally, for messages, use the voice mail on your room phone or have office email all residents.

Bulletin Boards

Bulletin Boards are a great source of information. Special boards are available for notices from the Student Club and Admin. Offensive, inappropriate and unapproved notices will be removed.

Email/SMS Texts

Occasionally emails and SMS texts with information will be sent by office personnel.

Mail

Each Resident has an individual letterbox. Mail is delivered directly to that letterbox which is located outside the Main Office, each weekday. Mail is generally available by around 2:30 p.m. Monday to Friday. Internal university mail and parcels generally arrives daily at about 10.30am. Large parcels and large letters will be held in the Office and an email will be sent to you notifying you of this. The IH mailing address for Residents is:

<table>
<thead>
<tr>
<th>Resident’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>International House</td>
</tr>
<tr>
<td><em>Your Letterbox Number [e.g. 23]/5 Rock Street</em></td>
</tr>
<tr>
<td>St. Lucia, Queensland 4067</td>
</tr>
<tr>
<td>AUSTRALIA</td>
</tr>
</tbody>
</table>

Stamps can be purchased in the IH Office and outgoing mail (letters - not parcels) can be left in the Office to be collected by the postman. A branch of the St. Lucia Post Office is located in the J.D. Story Building and information about all aspects of mailing items to anywhere in the world is available there.

TELEPHONES

Room Telephones

Every room has its own telephone with free voice mail. Phone cards are available for purchase from the office.
Calls made to other rooms in the House using just the extension number [last 4 digits] are free. There is also a telephone on the wall outside the House Office which can be used to make internal calls and contact the SR on duty.

**Voice Mail**

To set up your voice mail, dial 51 and follow the instructions. Further details are available from the Office. When leaving messages, Residents must be clear, succinct and use no profane language. Include your name, extension number, to whom the message is aimed and a brief message. No advertising of alcohol related messages are to be left on the voicemail or phone.

**IH Telephone Numbers**

Main Office +617 3721 2480 [Quick dial 1], Fax +617 3721 2476

Overseas Callers should know that Australia’s Country Code is 61. Dial 617 and then the number within Australia but outside Queensland the STD code for this area is 07. Within Queensland, just dial the number.

**Facsimile Access**

Residents may send and receive faxes via the Office during Office hours. The fax number is +617 3721 2476. There is a charge for this service.

**POSSIBLE PROBLEM AREAS**

**Parking**

Limited parking is available on college grounds. Complete an application form upon arrival. Preference is given to continuing Residents, Senior Residents and the Student Club Executive. All vehicles are the responsibility of the registered owners regardless of whom they allow to use the vehicles. An IH car sticker must be clearly displayed.

Car drivers are not to park beyond or in front of J and K Towers and block the entrance to the Director’s residence. Cars must not be parked on IH grounds on Rock Street during Office hours. Out of consideration for other Residents please drive slowly in the car park, shut doors gently, refrain from blowing horns, revving loudly, and loud music, talking loudly in the car park especially when other Residents may be sleeping or studying.

Motorcycles should not be ridden past the parking area. Due to noise disturbing Residents, should be pushed to the car park before starting the engine and the engine should be cut before leaving the car park when returning. Pushbikes should be parked under J Tower. Pushbikes are not to be taken up to rooms or parked in corridors.

Residents and other persons who abuse the parking conditions will be warned and upon a second offence vehicle will be towed at owners’ expense without warning.

**Visitor Parking**

Please let your friends know that they should park their cars in the multi-story car park behind the glasshouses and not at IH unless prior approval has been given.

**Fire Escapes and Parapets**

Residents must not walk on the parapets at any time and will have their contract cancelled and will be asked to leave college. As part of the Fire Regulations, passageways, stairwells must remain clear. An evacuation plan in the case of emergencies can be found on the door.
of each bedroom and other rooms. Information will be provided and practice evacuations will be held for new Residents. Our Senior Residents act as Fire Wardens after hours and Staff during office hours. Follow any instructions given by these people.

**Alcohol**

An incident of uncontrolled and irresponsible consumption of alcohol, drunkenness and inappropriate behaviour resulting from alcohol is considered unacceptable. Residents are reminded that Queensland law prohibits the sale or serving of alcohol to persons under the age of 18. Refer to the current Drug and Alcohol Policy for additional information.

**Illegal Substances**

Residents should not keep, use or have in their possession any substance that is forbidden by law whilst residing at IH. Your contract at IH will be cancelled if you breach this rule.

**Firearms, Weapons and Explosives**

No firearms, weapons [e.g., bows and arrows, sling shots, or pellet guns] or explosives [including fireworks] are to be kept at IH.

**COLLEGE PROCEDURES**

To ensure the proper and efficient operation of IH the following procedures have been established. Residents should comply with these procedures to make the lives of the IH staff and their fellow Residents easier.

**Fees**

Fees for the entire semester are payable in advance. If you are on a scholarship or need special arrangements for the payment of fees you should contact the College Accountant before you arrive at IH. A late fee will be charged if your payment of the semester fee is late (refer Terms and Conditions associated with your contract). Fees will not be refunded for early departures, late arrivals or at vacation times during the contracted period.

**Scholarships and Bursaries**

IH is able to award a few bursaries. Details and application procedures are available from our website.

**New Resident Semester Fee**

A New Resident Semester fee is charged for each new resident to IH. A returning resident will not be charged this fee.

**Deposit**

Residents pay a deposit upon entry to IH and this deposit will secure your place at IH. The deposit is deducted from semester fees.

**Checking In**

Residents should notify the Office as far ahead as possible of the date and time of their arrival so that their room can be made ready for them. Upon arrival Residents should register at the Office, obtain their key and any necessary instructions and information. Following this the various forms should be completed and returned to the Office.
Checking Out

Departure information will be provided to all Residents leaving at the end of a semester or year. Residents should notify the Office as far ahead as possible of the date and time of their departure. Prior to leaving, resident will be required complete a short exit survey which can be completed online closer to the end of each semester.

Overseas Posting of Printed Material

Residents are entitled to receive a discount of 30% from Australia Post when sending printed Material overseas (Text Books, Magazine, Letters, etc.).

Applying for Readmission

Residents who desire to be readmitted the following year should complete the appropriate form and return it to the Office on the date specified on the readmission form. Please note there is a minimum academic requirement stated on the readmission form.

Cancellation of Contract

Residents admitted to IH are expected to remain in residence for the full contractual period. Any resident wishing to cancel his/her contract should read the conditions that are clearly outlined in the Terms and Conditions. A cancellation fee may apply.

Absences from IH or Room

As a courtesy, Residents who are away from IH for one or more nights should inform their Senior Resident/Office. This information is necessary in order to reach Residents who receive emergency calls or need to be contacted for any reason.

EMERGENCIES

For emergencies such as power failures, broken pipes, flooding, leaking gas, fallen electric lines, etc. please notify the Office immediately. After hours, contact the Senior Resident on duty.

Fire

Please read the emergency notice in your bedroom and make yourself familiar with all aspects of evacuation and meeting points. You must abide by all these instructions.

The Fire Brigade will charge IH approximately $1,200 for false alarms. If, due to carelessness or intent, a resident causes a fire alarm to sound they will be charged this fee for the visit of the Fire Brigade and any additional call out charges. For this reason, all detectors should not be touched, tampered with, or covered up. Tampering with them is illegal and can cause them to send a silent signal to the main alarm system causing the alarm to sound and the fire brigade to come. If it is found that a detector has been tampered with, the incident will be reported to the police.

The smoke detectors in the bedrooms and stairwell are very sensitive to steam and smoke and will be easily set off by steaming showers, cooking with steam or oil, candles and open flames. In addition, ensure bathroom doors are kept closed when using the showers to prevent steam escaping along corridor and activating the detectors. J and K Towers alarms are sensitive to cooking smoke in the kitchen and steam in the bathroom. DO NOT allow steam or smoke to accumulate and ensure that it dissipates fully through open doors and windows. Allow plenty of ventilation. The sounder base smoke detectors in bedrooms are also sensitive to smoke and steam. Full instructions will be provided in your arrival pack.
Safety and Security

IH is committed to ensuring the safety of our residents. However, in order to achieve this we require you to take some personal responsibility to be aware of potential risks and not partake in risky behaviour:

• make yourself aware of and comply with health and safety policies, procedures and instructions;
• follow all health and safety instructions issued by staff members;
• use facilities and resources in accordance with their function and design;
• take action to avoid, eliminate or minimise hazards;
• do not purposely place others at risk;
• be considerate and respectful of others;
• be familiar with reporting an incident and evacuation procedures in the case of an emergency.

Remember, that the paths are shared and that pedestrians have right of way. Whilst on IH grounds please dismount from all bicycles, skateboards and roller-blades and safely walk through the grounds. Follow the UQ safety procedures when walking around the campus.

Within IH, and in the event of an intruder, or a person posing a threat to the security and wellbeing of Residents or property of IH, contact the Office, the Deputy Director, Director or Senior Resident immediately. If necessary, the University Safety and Security Office should be called on free call +617 3365 1234 or +617 3365 3333 (emergency only) as well as the Brisbane Police on 000 or on a mobile 112.

Personal Injury - Major

If an accident or injury occurs, notify the Office, Deputy Director/Director or a Senior Resident immediately. If necessary, call an ambulance on 000. Most ambulance costs will be covered and the Resident will not have to pay. As a general principle, Residents who suffer a major injury outside Office hours will need to go to hospital or the local medical centre.

Personal Injury - Minor

For minor accidents a first aid kit is available from Office. After office hours Residents should check with the Senior Resident on duty to gain access to the first aid kit. The first aid kit is for emergency use only. It is up to each student to furnish their own band-aids, medications, sports bandages and the like.

Illness

If you are ill notify the Office, Deputy Director/Senior Resident of the Tower as soon as possible so that arrangements can be made for a visit to the medical centre, administering medicine, meals and other needs. If you are ill do not hesitate to let someone know or let someone help you. Notify the Deputy Director of significant physical and mental health issues.

Medical treatment

Residents are free to choose their own doctor. IH has no official House doctor. Senior Residents/Deputy Director and other staff have First Aid Training. Residents are able to seek assistance from UQ Student Services and Health Centre.

University Health Service

The University Health Service provides free care for injured or ill UQ students. The health service is located on the first level of the Gordon Greenwood Building (near Schonell
Theatre). It is open from 8:00 a.m. to 5:00 p.m. each weekday. After hour’s medical treatment – the Senior Resident has a list of other emergency telephone numbers.

GENERAL INFORMATION

Academic Support Program

The aim of this program is to provide a supportive academic environment for all International House Residents. The Deputy Director provides academic counselling and will arrange free tutorials. Support may also be available in the form of study groups, one-on-one assistance such as editing and proofreading, workshops, informative literature and mentoring. Be sure to ask early if you need some help. An academic student review is undertaken each semester to identify Residents who may be struggling in order to provide support, but also to recognise those who are performing at a high standard. The Deputy Director will also be looking for volunteers (successful undergraduates and post-graduates) from within the IH community to provide tutorial assistance to students. Any Resident who is willing to assist should contact the Deputy Director early in the semester. “A” Tower Common Room has been set aside as a Tutorial Room. A Facebook page (IH Tute Group) has been established specific to the Academic Support Program to assist residents’ direct access to tutors. Residents also agree to the Deputy Director to access academic and QTAC results.

Pastoral care

The aim of the college is to provide Residents with a safe and conducive environment whilst studying at university.

For some young people, the stress of university can contribute to physical and mental health issues. Mental health issues can be challenging, but with the appropriate intervention, residents can be very successful in the college and university environments.

Senior Residents have a close involvement with residents in their respective towers. They assist in Resident integration to college life and will the first point of contact if a resident has any issues or problems. They are committed to developing a vibrant community in all aspects of college life. They will encourage all Resident to take advantage of social, sporting, cultural and academic programs IH has to offer.

Cross-cultural Program

IH has an extensive cross-cultural program managed collaboratively by the Deputy Director and the Student Club. We have residents from all parts of the world, thus allowing us to create a culturally rich environment. This cross-cultural program provides a variety of events/activities for residents. For example:

- Foreign Language Conversational Classes, e.g. Japanese, French, Mandarin, Spanish, Korean.
- “Tabiat Selasa” meaning Tuesday’s habitual is a variety of workshops or lectures offered every Tuesday. Examples are fencing, beer tasting, international board games night, Aussie beer/damper night, break dancing, Vegetarian cooking.
- Festivals, sushi making, Filipino and Malaysia Cultural Evening, African drums, coffee appreciation evenings Annual Mid Autumn Festival and Tanabata Omatzuri.
- I-Feast, a cooking competition between teams with native dishes from different countries
- Soirée, our unique annual international food, beverages and entertainment event in semester 2.
**Sustainability Program**

‘IH Sustainability’ is a resident-run program dedicated towards environmental and social justice issues. The main items in the portfolios in the program are education, waste management, and energy efficiency. Under the banner of education we celebrate Earth Hour and deliver movie screenings, guest lectures, and green-themed formal dinners, as well as information about the activities of related groups on campus and elsewhere. In terms of waste management, IH provides facilities for the full-range of conventionally recyclable materials; paper, cardboard, glass, plastic, aluminium & tin. Residents also sort their food scraps into separate bins for compostable and non-compostable materials, with the compostable materials then going to either our 3 large compost bins or to our worm-farm. These initiatives build on a number of energy and water-saving measures implemented by the Administration in recent years and see IH leading the way in Queensland as a model of sustainable college living by having 72 solar panels and 12 water tanks.

**Associate Membership program**

The Associate Membership program has been designed to support those students who, for whatever reason, are unable to reside at IH but who would like to participate in some aspects of college life.

A range of activities will be made available to non-residents who sign up for the program. Each successful applicant will be interviewed to determine their particular needs, interests and level of involvement sought. A Senior Resident will be appointed to act as a liaison officer for the duration of their application (a semester or a year). Possible activities include:

1. Pastoral and Academic Support
2. Cross Cultural Activities
3. Social and Cultural Program (not including intercollege sport and cultural)
4. Peace and Understanding Activities and Bara Khanas (formal dinners)
5. Sustainability Activities

**Computer Room**

The computer room is located in the Ivor Cribb Room. All Residents are encouraged to use this facility. CITG (Colleges Information Technology Group) maintain our computer lab, the network and will provide a Resnet handbook to assist all Residents with their IT needs.

**Residential Network**

RESNET is the name for the "Residential Network" within your College. As a member of RESNET you have access to:

- The RESNET Network
- College Laser Printers
- Computer Lab Facilities
- Your UQConnect Internet Account

RESNET offers a Local Area Network connection to every resident at speeds of up to 1 GB per second. This is up to 10 times faster than the fastest broadband services on offer. RESNET is operated by the Colleges’ Information Technology Group (or CITG) on behalf of the group members. Members are made up of nine of the residential colleges at UQ.
Internet access includes a download quota of 20 GB per month for UQ students and 50 GB per semester for non UQ students.

For more information, please visit www.citg.uq.edu.au or, for assistance, please contact the CITG Helpdesk:

- Email help@citg.uq.edu.au
- Phone +617 3878 0777 (call 777 from room phone)

**Policy**

1. **Acceptable Use**

1.1. Users of ResNet are bound by the University of Queensland *Acceptable Use of UQ ICT Resources Policy*. This policy can currently be found at: [https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources](https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources)

1.2. ResNet users are additionally bound by the following rules and regulations intended to preserve the integrity and accessibility of all computing resources:

- Residential Computing network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware and in-room data points.

- College data points may not be used to provide network access to anyone other than the resident assigned to the data point. Residents will be held responsible for all traffic generated by their assigned connection.

- Servers of any kind are prohibited without written authorisation from CITG. Individuals may use only the IP address assigned to them by CITG. Unauthorized use of a "fixed" IP address is prohibited.

- The residential network is a shared resource. Network uses or applications, which inhibit or interfere with the use of the network by others, are not permitted. Examples include but are not limited to file-sharing applications such as network game servers, and any excessive consumption of bandwidth.

- The residential network may only be used for legal purposes and to access only those systems, software and data for which the user is authorised. Sharing access to copyrighted material (including MP3 files from copyrighted music media and digitized video from copyrighted motion pictures, etc.) on the network is prohibited.

- Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff, is required at all times on the network. These rights include but are not limited to privacy, freedom from harassment, and freedom of expression.

- Users are required to know and obey the specific policies established for the systems and networks they access.

- The residential network is provided for uses consistent with the academic mission of the institution. The network may not be used for commercial purposes nor for unsolicited advertising. Users may not provide open access to files/folders on their computers which contain anything that is protected by copyright (this includes MP3 files from copyrighted music media and digitized video from copyrighted motion pictures, etc.), or which would be in violation of the University's and/or community standards.
• Forgery or other misrepresentation of one’s identity via electronic or any other form of communication is prohibited. Prosecution under State and Federal laws may also apply. This includes the use of an IP address not specifically assigned to the individual using it and the use of a forged or false identity.

• Any activity that can be deemed hostile such as port scans, email-bombs, ping-bombs, etc. are prohibited.

2. Non-Compliance

2.1. Use of ResNet constitutes FULL agreement and understanding of this Acceptable Use Policy and any future modifications there to. Violations of this policy may result in termination of connection, disciplinary sanctions, as well as legal sanctions. CITG Administrators have authority to control or refuse access to the network to anyone who violates these policies or who threatens the rights of other users. Administrators have the authority to suspend network access without notice for a user/computer that is believed to have been the source of an alleged violation pending investigation of the violation and satisfactory resolution of the complaint.

2.2. All complaints / infringements will be reported to the relevant college head who will institute their own disciplinary actions. An alleged breach shall be dealt with as follows:

• Initially, the resident shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, a mandatory two week suspension from all CITG / College based computer facilities will be imposed.

• If when computing privileges are reinstated, the breach is not desisted from or remedied, the College may either permanently withdraw the resident’s access to the computing facilities, or require the resident to show cause as to why they should be allowed continued residence.

• If the infringing conduct consists of a major breach of the University’s Policies, then the College is also obliged to inform the relevant University authority.

3. Underage Access

3.1. Legislation by the Federal Government restricts Internet services for people less than 18 years of age. As colleges contain residents under the age of 18, this legislation is relevant to the use of the Colleges’ network, and more specifically to the use of the pay-as-you-go Internet access. This legislation prohibits CITG from giving full Internet access to people under the age of 18 without written permission by a parent or guardian. Details of this legislation are available at the Australian Communications and Media Authority website.

3.2. By signing the Under 18 Access Permission Form, parents / guardians give permission for the student to have full access to the College Network and to the internet via the College Computer network. They agree that the College will not be held responsible for any content seen by the student.

Laundry facilities

Coin operated washing machines and tumble dryers with free ironing facilities are located on the bottom floor of G Tower for use by Residents. Towers J and K each have a laundry. These facilities are not available for non-Residents and ex-Residents. Clothes lines (open air and under cover) for hanging clothes are available. Do not hang clothing on racks on the parapets and limit drying within your balcony area. The outdoor drying area is located in a locked area.
**Common Rooms**

A common room with equipment is located in each Tower for use by Residents. Be considerate of fellow Residents by cleaning up after yourself, returning all crockery and cutlery to the kitchen after use, and by leaving anything that belongs to others. It is not the job of housekeeping staff to clean up after the Residents in the common rooms, nor is it fair to fellow Residents to have to use rooms left dirty. Common room furniture is in the common rooms for everyone to use and must not be removed.

In Ivor Cribb Room there is a piano which anyone is welcome to use within the allotted times. A room off the Ivor Cribb Room has been designated as a room to practise any musical instrument. See the Cultural Convenor for instructions. Be considerate if playing an instrument in your room. A pool table is located in Ivor Cribb Room for Residents use.

Allingham Room (F Tower common room) - Foxtel has been installed by the Student Club in this common room and a large 40” LCD screen and DVD player provided.

**Games Room/Shop**

A table tennis table and other equipment and the House SHOP (open nightly at 9.30pm) are located in the basement of G Tower. Residents are asked to show consideration for G Tower Residents by ceasing all games and noisy behaviour by 11:00 p.m. Vending machines can be found under A Tower and refrigerated water coolers are located under G Tower and in the side kitchen.

**Utilities**

Utility charges are included in the fee structure. It is important that Residents switch off lights and heaters when not in use. Turn off appliances if you are not in your room and four minute showers are encouraged. Some items pose a fire hazard e.g. candles, heathers and incense. If your neglect causes a fire you will be required to pay the damages.

**Charity**

Student Club Charity Convenors arrange small fundraising events throughout the year to support their charities of choice. There is also a charity box in the Trevor Allingham Room (F Tower) for the donation of clean and wearable clothing. Underwear, socks and shoes must not be left in the box. The Charity Convenor will empty the box regularly.

**Libraries**

IH does not maintain a library but does have a range of resources in some of our common rooms. We are very close to extensive university libraries and Residents are encouraged to make full use of them.

**Electoral Information**

a) Commonwealth Division of Ryan, Subdivision of St. Lucia

b) State Division of Toowong

c) Local Ward of Walter Taylor

**Local Information**

Residents with questions concerning local facilities (churches, sporting, social, etc.) should inquire in the Office.
Transportation

Buses, trains and ferry (the City Cat) are the most economical way to travel around Brisbane. The nearest train station is Toowong. University maps are available in the Office as is a Brisbane street directory. Taxi companies include Black & White, Yellow and Brisbane Cabs.

Use of facilities

I-House, Ivor Cribb Room are used by and shared with other groups during the semester eg TESOL, Rotary, UQ.

Optional Items

To help you feel more at home at IH the following is a list of optional items that you might like to consider bringing with you or purchasing upon your arrival.

For all Residents

• International clothing and/or national dress (for Soirée, formal dinners and other international style events)
• smart casual or semi-formal attire for formal dinners IH ball and functions
• bath, beach towels and hat
• plastic soap and toothpaste holders
• dinner plate, bowl and mug (cup) – coloured (not white)
• basic cutlery (fork, knife, dessert spoon, teaspoon)
• drinking glass (plastic)
• portable fan (useful for summer months)
• washing basket, pegs, washing powder, drying rack
• coat hangers
• alarm clock
• computer (laptop) and printer etc
• power board (surge protector)
• extension cord (short)
• torch
• desk lamp
• items for personal hobbies or sport
• posters or items to decorate your room
• head phones
• umbrella
• small padlock with keys
• mobile phone (activate global roaming from overseas)
• sleeping bag and tent for camping
• universal converter plugs (for international students)
• books, cards, games…..
Note for postgrad self-catered accommodation. You will need to bring a single sheet set (fitted and flat sheet or 2 flat sheets and pillow case (doona, cover and pillow are provided).

Upon arrival ensure that you bring approximately AU$200.00 in cash for incidentals e.g. taxi fares from airport, phone cards, laundry etc.

PRIVACY & DISCRIMINATION/ HARASSMENT POLICY

These policies are available on our website.

DRUG AND ALCOHOL POLICY

IH in the formulation of a Drug and Alcohol Policy is guided by a number of principles which include:

- that the reputation of IH is maintained within the university and the broader community
- that a resident ‘code of conduct’ be adopted within IH
- that ‘harm minimisation’, ‘moderation’ and ‘protective behaviour’ underpin the supply and consumption of alcohol
- that education and/or training is a key component of the implementation process
- that legislative, insurance, risk and legal requirements be adhered to, and
- those events are well planned to be safe, fun and successful.

The policy is meant to be supportive of responsible practices rather than restrictive and rule driven. In order that these principles are enacted a number of components of the policy will be implemented. These involve:

A. Education and Training

IHSC Executive and Senior Residents will be provided some training which may include the following features:

Stage 1:

- health effects of drugs and alcohol
- safe practices (non-alcoholic drinks, peer support)
- excessive consumption (bingeing, skolling, poisoning, alcoholism, overdose)
- unsafe practices (spiking, excessive consumption)
- drinking, drugs and driving
- violence and vandalism
- sexual health and harassment
Stage 2:
- organising an event
- catering for non-drinkers and underage drinkers
- responsible service of alcohol (RSA training)
- liquor licensing requirements/general purpose permit
- public liability insurance requirements
- events planning guide

Stage 3:
- peer support training
- counselling
- seeking support and reporting

B. Planning Events within IH

Events within IH are divided into three categories:

a. the first category involves events which essentially involve IH Residents and some guests (e.g. Bara Khana or formal dinners, BBQs, Sunday Suppers, boat cruise, IH Ball, Valedictory Dinner, Peace and Understanding Activities, ‘O’ week activities and other college parties) and are situated within IH grounds or in some way carry the IH name;

b. the second category involves events which include Residents and a large proportion of guests, visitors or members of the public (e.g. Soirée) and are situated within the IH grounds:

c. the third category involves events organised by Residents and Student Club within IH for small groups of people (e.g. birthday parties, Tower parties).

An event is defined by a number of people gathered for a purpose and where alcohol is consumed. All events must be negotiated with the Director/Deputy Director in the first instance to determine the level of planning required for and timing of each event. Regardless of the category of event there needs to be adequate planning which should include:

a. Coordinating committee/group
b. Events Management Plan
c. Risk Management Strategy
d. Liquor Licensing (General Permit) (as required)
e. Public Liability Insurance (as required)
f. Communication and Marketing Strategy

The level and complexity of planning will be determined by the size of the event, the level of public exposure, the degree of risk etc. Such planning is both proactive and precautionary, will contribute to a successful event and will protect and support those coordinating the event. In addition to this planning for an event there also needs to have a set of practices to support
emergent or negative consequences of misuse or overuse of drugs and/or alcohol. These practices might include but are not limited to:

a. Emergency Plan for dangerous, illegal or disorderly behaviour

b. Support program within and outside the college for misuse or overuse of drugs and alcohol

c. Penalties/Consequences for Breaches (e.g. repeated drunkenness, serious or dangerous behaviour, illegal activity). Examples of penalties/consequences may include: counselling, warning/caution, police intervention, financial penalties, fines, community service, suspension or exclusion from college. Each breach will be considered individually and the result will be determined by the Director.

**Code of Practice**

The codes of practice/behaviour are the guidelines by which individuals or groups will conduct themselves at events coordinated or organised by IH. These guidelines are a means for ensuring the safety and wellbeing of both the individuals attending and participating in the event as well as for those coordinating the event. Each resident is responsible for their own behaviour, their guests as well as ensuring they contribute to the positive reputation of IH within the university and broader community.

1. Each resident as part of their accommodation Room and Board Contract and Terms and Conditions will agree to follow the contents of this Drug and Alcohol Policy.

2. Alcohol cannot be sold or supplied, and another person is not allowed to supply alcohol to a person who is under the age of 18 years or who is unduly intoxicated or disorderly. ‘Proof of age’ processes must be put in place for events. The serving of alcohol must be done by individuals trained in the responsible service of alcohol processes. For smaller events, the serving of alcohol must be done by individuals with knowledge of the responsible service of alcohol processes. Alcohol cannot be sold unless a Liquor License (General Permit) has been obtained.

3. All events involving the supply and/or consumption of alcohol must have a level of planning, timing and preparation negotiated with the Deputy Director/Director. Impromptu events (category a and b) are not allowed for reasons related to public liability, workplace health and safety and/or liquor licensing regulations. Impromptu events (category c) can be coordinated through your SR with notification given to the Director/Deputy Director.

4. At all events there must be an appropriate standard of conduct, property and safety of persons must be protected, littering must be minimised and noise restrictions must apply.

5. Consideration must be given to non-drinkers and underage Residents in the planning of events, e.g. O week. Provide attractive non-alcoholic drink alternatives; mid-strength and light drinks, food with alcohol at all events.

6. An event must not include any activity that encourages excessive consumption of alcohol (e.g. skolling, binge drinking, contests, happy hours, alcohol prizes, and pub crawls, all
you can drink in…). Sponsorship of events or ‘gifts’ by alcohol or alcohol-related companies (e.g. clubs, bars, suppliers) needs to be approved by the Director. Attendance at and advertising for events (e.g. noticeboards, Facebook, DC++, PA, and YouTube) within or outside of IH must not over-emphasise the availability of alcohol, refer to the amount of alcohol available or encourage excessive consumption of alcohol.

7. There will be no advertising (overt or subtle) or promotion of alcohol related events that are not controlled by IH, through our systems. Events organised by Residents e.g. birthday parties, BBQs, nightclub visits etc outside of IH can be advertised (time, venue, dress, cost, day/date etc) but must contain no references to alcohol consumption.

8. The measure of ‘reasonableness’ needs to apply to the supply and consumption of alcohol. For example this relates to the amount of alcohol in a Residents room, BYO (bring your own) events, and the length of time and space for events.

9. Smoking is not permitted in rooms or areas in buildings (including balconies, walkways, halls, stairwells, entrances and exits) controlled by IH. Smokers are allowed to smoke in designated areas only, i.e. around the sand filled containers at the bottom of towers and on the lawns.

10. The supply and consumption of illegal drugs is prohibited at IH. Residents who fail to abide by this regulation will be reported to the police and may face exclusion from the college. Misuse of prescription medications will be classified in the same category as misuse of illegal drugs.

11. IH encourages Residents to support and counsel other individuals who misuse or overuse alcohol and prescription drugs. Resident Leaders will be given some training in peer support and counselling programs.

12. Behaviour that is deemed to be unacceptable (and will incur consequences and/or penalties) includes:

- profanity or threatening behaviour towards staff, Residents, guests or visitors
- chronic disorderly and drunken behaviour
- removal of or damage to IH property
- harassment (sexual, verbal or physical) of staff, Residents, guests or visitors
- discrimination towards staff, Residents, guests or visitors
- criminal or illegal activity

IH will take no responsibility and is not liable for the actions of Residents who contravene the contents of this policy. The Drug and Alcohol Policy will be reviewed annually as a means of remaining current and appropriate for the Residents of IH. The policy has through a consultative process received the support of the Student Club Executive.
RESIDENT CODE OF CONDUCT

All IH Residents are part of a global community that has as its motto “That Brotherhood May Prevail”. As such each Resident, as part of their Room and Board Contract, must agree to follow the principles outlined in this Resident Code of Conduct.

IH is committed to the safety and well-being of all young people who are a resident in IH. Residents and Staff will treat them with respect and understanding and address their concerns at all times. We will endeavour to provide a safe and supportive service environment for all residents through the provision of appropriate pastoral care and academic services.

All Residents must:

• Foster international understanding
• Respect self, other Residents, IH staff and property
• Act in a safe and responsible manner
• Participate in a range and number of college activities
• Actively engage in academic pursuits
• Adhere to the concept of communal, residential life
• Avoid discriminatory practices
• Be aware of the consequences of inappropriate college behaviour
• Support other Residents, and
• Protect and enhance the reputation of IH.

Breaches of the Resident Code of Conduct will result in a structured level of response that includes:

1. verbal and/or written warning
2. public apology
3. behaviour contract
4. withdrawal of privileges/access
5. record of the incident on file
6. community service within the college
7. contact with parents or caregiver
8. contact with the University (when appropriate)
9. restitution
10. financial penalty or fine
11. suspension from college (up to two weeks)
12. exclusion from college, and/or
13. police intervention and legal action.

The number and type of responses listed above will be determined by the frequency of the behaviour; the level and type of behaviour; the impact on self, staff and other Residents; damage to property and other contributing factors. Not all responses outlined above will be utilised for all cases of misbehaviour.

Minor breaches of the Code will be addressed by Senior Residents and Deputy Director using the skills of negotiation and conflict resolution. Repetitive and/or more serious breaches will be
referred to the Director for actioning. Serious breaches that involve exclusion will be decided by a panel that will include a Member of the Board of Management, the Director and Student Club President.

The principles of “natural justice” and “responsible person” for all parties will be applied.

This Code is linked to the IH Drug and Alcohol Policy and the ICC (Inter-College Council) Guidelines signed by all Heads of College. The Code applies to actions within college and outside of the college when a direct link with the college can be made e.g. IH Boat Cruise.

This policy has been endorsed by the IH Student Club and will be reviewed annually. It has been incorporated in the Resident Handbook and is acknowledged in the Terms and Conditions of the Resident Room and Board Contract.