



**2026 STUDENT
HANDBOOK**

NIDA acknowledges the Traditional Owners and Custodians of the sacred lands, from the mountains to the sea, on which we learn and tell stories.

The lands of the Bidjigal, Gadigal, Dharawal and Dharug peoples. We pay our respects to all Aboriginal and Torres Strait Islander Elders past and present.

We also recognise the work and strength of Aboriginal and Torres Strait Islander artists, workers and creatives within the NIDA Community that spans this continent

Sovereignty was never ceded.

Always was, always will be, Aboriginal land.



WELCOME TO NIDA

Welcome to all new and returning students to NIDA.

As a new student at NIDA, you join a rich tradition of creation, ambition, commitment and collaboration and we can't wait to see what new ideas, imagination, and energies each of you brings to our creative community as you learn and study your craft.

To our returning students, we wish you another successful year ahead.

2026 will provide us with opportunities to challenge ourselves, be innovative, be creative and tell important stories. Beyond the experiences NIDA provides, I encourage you all to be curious and take the opportunity to engage with the creative arts and industry organisations and people, thereby making the most of your time at NIDA.

As a NIDA student you are presented with the highest professional standards which prepares you for a successful career in the dramatic arts, across stage, screen, and future entertainment platforms. Please take the time to read all relevant policies, procedures and codes of conduct provided. They outline the safe framework within which you will learn and practice.

All of us are here to support your individual journey. We are here if you need help whether your challenge is academic, administrative, or personal. A good starting place is the Student Services office located on the ground floor of the campus which can be reached at (02) 9697 7686 or via email education@nida.edu.au. If you would like to make an in-confidence appointment to speak about anything personal, please contact the NIDA Counsellor, Kareena Hodgson who can be reached via the online booking form.

On behalf of the NIDA community, I wish you a creative, productive and fulfilling 2026 and I look forward to meeting you all soon.

All the best,

Liz Hughes, CEO

Who this handbook is for

This Student Handbook applies to all NIDA students enrolled in:

- Bachelor of Fine Arts (BFA) degrees
- Master of Fine Arts (MFA) degrees
- Diploma courses delivered as part of NIDA's Vocational Education and Training (VET) programs

Where needed, the handbook refers to BFA, MFA, and VET students separately. Otherwise, "students" refers to all NIDA cohorts.

The contents of this document are subject to revision. Current students will be notified of any amendments.

Provider Information

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Australian Government

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Our mission is to ignite your artistic curiosity, foster creative excellence, and prepare you to contribute meaningfully to the arts, entertainment, and cultural life of Australia and beyond.

PART 1— ABOUT NIDA

1. WHO WE ARE

Our Mission

At the National Institute of Dramatic Art (NIDA), you join a creative community of artists, makers, and storytellers dedicated to shaping the future of the performing and creative industries.

Our mission is to ignite your artistic curiosity, foster creative excellence, and prepare you to contribute meaningfully to the arts, entertainment, and cultural life of Australia and beyond.

We believe in learning through doing, working collaboratively, exploring new ideas, and developing the skills, discipline, and resilience needed for a sustainable creative practice.

You Will Inspire Each Other

No student or discipline stands alone here, just as no artist stands alone. You will learn as much from watching your peers work as you will from your classes and teachers.

This experience helps you develop a deep respect for every part of performance making, an appreciation you will carry throughout your artistic life. The hard work, growth, and commitment you witness in others will continually energise and inspire you.

The people you study beside now will become your collaborators in the industry for years to come.

We encourage you to stay curious about the skills, artistry, and perspectives of students in every stream. They will inspire you more than you know.

Our Values

Creativity: Creativity drives everything we do. You are encouraged to take risks, stay curious, and explore bold ideas as you grow your artistic voice and practice.

Excellence: Excellence is a commitment to growth, not perfection. You will be challenged to push your craft, engage deeply with your training, and uphold the high standards shared across generations of NIDA artists.

Belonging: Everyone deserves to feel valued, respected, and supported. We celebrate diversity in our people and stories, uphold a First Nations First approach, and build a community grounded in care, empathy, and inclusion.

Collaboration: Great work happens together. You will learn to balance your individual voice with the collective, practising trust, accountability, and generosity in every ensemble, studio, and workshop.

Courage: Courage fuels artistic growth. You will be invited to challenge assumptions, sit in vulnerability, explore the unfamiliar, and build the resilience needed to meet creative and personal challenges with honesty and confidence.

Our graduates continue to push the boundaries of what's possible in Australian and international arts and entertainment.

Our Approach to Teaching and Learning

Learning: We support you to realise your full potential through Australia's most rigorous and acclaimed arts training. You will learn by doing, through classes, rehearsals, productions and collaboration with peers and staff.

Fostering Creativity: Creativity sits at the centre of our training. We help you understand every part of bringing a story to life, from the concept to the full-scale production. Academic learning is balanced with hands-on practice so your ideas can be tested, refined, and realised.

Innovation: You'll collaborate with fellow students, alumni, and industry partners on new work. We encourage experimentation, imagination, and bold approaches to performance, storytelling, and design. Our graduates continue to push the boundaries of what's possible in Australian and international arts and entertainment.

Industry: NIDA's strong industry connections give you access to Australian and international guest artists, directors, writers, and creatives who share their expertise throughout your training. Through these relationships, you gain a clear understanding of contemporary practice and build networks that support your transition into a professional career.

BFA Graduate Attributes

Attribute	Description
Knowledge and discipline expertise	Have in-depth knowledge of their discipline underpinned by a broader knowledge of the dramatic arts both in Australia and internationally.
Critical and creative thinking	Have a high-level ability to be creative and innovative with the capacity for analytical and critical thinking in a creative environment.
Realisation and application	Can confidently apply their skills and knowledge to creative works in a range of challenging and engaging contexts, productions, and events.
Communication	Have a high-level ability to interpret, communicate and present ideas, problems, and arguments in ways appropriate to their discipline, audience and purpose using clear written and spoken expression.
Individual and collaborative practice	Can work autonomously and collaboratively with a practical understanding of everyone's role in an interdisciplinary creative process.
Information literacy	Can access, evaluate, and synthesise information from a range of sources as well as responsibly acknowledge the work of others.

Are lifelong learners, able to be self-directed learners with sense of what is possible and curiosity for new ideas, innovative techniques, methodologies, practices, and technology.

Attribute	Description
Social engagement	Recognise the importance of social, cultural, and ethical issues as well as continue to apply leading edge local and international perspectives to their discipline.
Lifelong learning	Are lifelong learners, able to be self-directed learners with sense of what is possible and curiosity for new ideas, innovative techniques, methodologies, practices, and technology
Enterprise skills	Have the professional and entrepreneurial skills to manage the business aspects of their own practice.

MFA Graduate Attributes

Attribute	Description
Knowledge and discipline expertise	Have deep discipline knowledge and expertise commensurate with the expectations of the relevant professional area within the arts and cultural sectors in Australia and internationally, and the capability to provide discipline leadership.
Critical and creative thinking	Have a high-level ability to be creative and innovative with the capacity for analytical and critical thinking in a creative environment.
Realisation and application	Can confidently apply their skills and knowledge to create work, collaborate as part of a creative team, and provide leadership in a range of challenging and engaging contexts, productions, and events.
Communication	Have a high-level ability to interpret, communicate and present ideas, problems and arguments in ways appropriate to their discipline, audience and purpose using clear written and spoken expression, and appropriate technologies.
Individual and collaborative practice	Can work autonomously and collaboratively underpinned by an understanding of the scholarship of integration, together with a practical insight into and experience of each individual's role and responsibility in an interdisciplinary creative process.
Research	Have the ability to design, implement, document and disseminate research projects relevant to their discipline.

The NIDA Student Charter outlines your journey as a student here, and what NIDA commits to in return as we support your growth as both an artist and a person.

Attribute	Description
Social engagement	Act with integrity, contextualising their practice in response to social, cultural, and ethical issues, and provide discipline leadership through discovery, innovation and broad creative thinking.
Lifelong learning	Are lifelong, self-directed learners with a curiosity for new ideas, innovative techniques, methodologies, practices, and technology.
Enterprise skills	Have the professional and entrepreneurial skills to successfully instigate, manage and collaborate on creative projects in their own practice.

2. WHAT WE EXPECT FROM YOU

1. NIDA Student Charter

A. What is the Student Charter?

The NIDA Student Charter outlines your journey as a student here, and what NIDA commits to in return as we support your growth as both an artist and a person.

The Charter is grounded in our core values of creativity, excellence, belonging, collaboration, and courage.

It helps you understand your responsibilities while learning at NIDA, enhances your opportunities for success in your studies, and affirms your place as a valued member of the NIDA community.

B. What Does the Charter Ask of Me?

As a NIDA student, you will:

- engage fully with your training, rehearsals, classes, and productions.
- embrace the challenges, uncertainties, and creative risks of the performing arts.
- work with themes and material that may be personally challenging or confronting while maintaining professionalism and respect.
- respect the diversity of our community and value everyone's contribution.
- collaborate openly and professionally with your ensemble, peers, and staff.
- engage with opposing points of view and contribute to discussions with openness, sensitivity, and cultural awareness.
- manage your time, deadlines, and commitments with discipline and integrity.
- respond constructively to feedback, reflect on your practice, and grow as an artist.
- maintain health, wellbeing, and safe practices to support work at a professional level.

The Student Code of Conduct sets out the standards of behaviour, respect and responsibility expected within the NIDA community. It helps you understand your rights and responsibilities and supports a safe, inclusive, and professional learning environment.

In return, NIDA promises to provide:

- a safe, inclusive, respectful, and organised learning environment.
- access to resources, facilities, and support services aligned with your development.
- clear information, transparent assessment, and space for your voice to be heard.
- pathways to industry and the professional skills you'll need for your career.

You must uphold the Charter's core values and principles as part of your enrolment.

Please find the full NIDA Student Charter [here](#).

2. Student Code of Conduct

A. What is the Student Code of Conduct?

The Student Code of Conduct sets out the standards of behaviour, respect and responsibility expected within the NIDA community. It helps you understand your rights and responsibilities and supports a safe, inclusive, and professional learning environment.

The Code applies across all areas of student life (including classes, rehearsals, collaborations, productions, performances, projects, study travel, and placements) and provides a fair and consistent framework for addressing concerns if they arise.

Ultimately, the Code prepares you to succeed in your studies and to act ethically, collaboratively, and professionally throughout your career in the arts.

B. Your Responsibilities as a NIDA Student

NIDA's Student Code of Conduct sets out six core responsibilities.

The points below are a brief outline only and you must read the full Code of Conduct to understand all expectations.

As a NIDA student, you are responsible for:

- respecting all people.
- acting with honesty and integrity.
- using NIDA's resources responsibly.
- complying with all NIDA policies and procedures.
- complying with the laws of the land.
- committing to anti-racism.

In practice, this means:

- treating peers, staff, and visitors with courtesy and respect.
- following reasonable instructions from staff, especially regarding safety.
- contributing positively and professionally to classes, rehearsals, and productions.
- upholding NIDA's commitment to inclusion, diversity, and cultural safety.
- never bullying, harassing, or discriminating against anyone.
- using equipment, spaces, and resources responsibly.
- communicating respectfully in person, digitally, and online.
- meeting attendance and participation requirements.

By accepting your offer and enrolling at NIDA, you automatically agree to the Student Charter, the Student Code of Conduct and the shared principles that support a positive and professional learning environment.

- acting with honesty and integrity in academic and artistic work.

This is only a summary. You are required to read and be familiar with the full Student Code of Conduct.

Any breaches of the Code will be managed under the Student Misconduct Policy.

C. How do I agree to the Student Charter and Code of Conduct?

By accepting your offer and enrolling at NIDA, you automatically agree to the Student Charter, the Student Code of Conduct, and the shared principles that support a positive and professional learning environment.

The Code of Conduct is within the Student Charter. The full version is available [online](#).

3. Misconduct

Misconduct is behaviour that is unsafe, disrespectful, dishonest, or disruptive and is a breach of the Student Code of Conduct.

Serious misconduct, such as harassment, discrimination, gender-based violence, violence, property damage, or academic dishonesty may result in disciplinary action or referral to external authorities.

The Student Misconduct Policy and Academic Integrity and Plagiarism Policy outline how student misconduct and academic misconduct is managed at NIDA. The policies are available [online](#).

Who can I speak to if I experience or witness concerning behaviour?

NIDA is committed to providing a safe, respectful, and inclusive learning environment for all students. If you experience or witness concerning behaviour, whether a one-off incident or an ongoing pattern, please speak with Student Services or a trusted staff member.

All reports are taken seriously, treated with sensitivity and confidentiality, and managed under the relevant official policy.

4. Policies & Procedures at NIDA

What are Policies and Procedures?

NIDA's policies and procedures exist to support a safe, fair, and respectful learning environment. They offer a clear framework for how our community works, outlining your rights, your responsibilities, and the standards expected of the NIDA community.

Policies provide clarity on:

- what to do in different situations.
- how decisions are made.
- where to seek support.
- what behaviour is expected in classes, rehearsals, and shared spaces.

These policies ensure consistency and transparency, helping create an organised and inclusive environment where your training can thrive.

NIDA is committed to a fair, respectful, and inclusive learning environment for all students. No one should face discrimination based on protected attributes such as disability, cultural background, race, gender identity, sexuality, age, religion, or caring responsibilities.

B. Where can I find the official policies and procedures?

All policies and procedures are available [online](#).

5. Key Safety & Conduct Policies

These summaries cover some of the key safety, conduct, and wellbeing policies you'll come across as a NIDA student. They're here to help you understand the basics, but they aren't full versions and don't represent every NIDA policy.

The full policy documents are available online and take precedence over any summary provided here.

There are additional NIDA policies you should be aware of, so we encourage you to explore the full list online whenever you need more information.

A. Anti-Discrimination, Harassment, and Bullying

No student should ever be harassed, bullied, or discriminated against at NIDA.

Examples of unacceptable behaviour include:

- verbal, physical, or online bullying.
- intimidating, threatening, degrading, humiliating, or abusive behaviour.
- discrimination based on any protected attribute.
- unwanted sexual comments or conduct.
- behaviour of a sexual, intimidating, or offensive nature.
- any behaviour that makes someone feel unsafe, humiliated, or threatened.

Details on how NIDA takes action against discrimination, harassment and bullying is found in the Anti-Discrimination, Harassment and Bullying Policy.

B. Equity & Diversity

NIDA is committed to a fair, respectful, and inclusive learning environment for all students. No one should face discrimination based on protected attributes such as disability, cultural background, race, gender identity, sexuality, age, religion, or caring responsibilities.

NIDA works to ensure:

- equal access to learning, support, and campus spaces.
- reasonable adjustments for disability or access needs.
- teaching and assessment that respect diverse experiences.

If you ever experience discrimination or exclusion, Student Services can support you and help you understand your options.

C. Gender-Based Violence

NIDA has zero tolerance for gender-based violence, sexual harassment, sexual assault, coercion, or any unwanted sexual behaviour. Gendered violence has no place at NIDA.

NIDA is committed to preventing all forms of gendered violence, including sexual misconduct, and to building a safe, respectful, and supportive learning environment. Students have the right to work and learn safely, report concerns without retaliation, and access appropriate support and referrals.

NIDA expects all students to uphold academic integrity in coursework, performance, and creative practice. The Academic Integrity and Plagiarism Policy outlines requirements around originality, referencing, plagiarism, collaboration, and the use of generative AI.

To help achieve this, NIDA's policy and teaching practices work to:

- build a safe and respectful learning environment.
- raise awareness of gendered violence.
- provide clear options for reporting concerns.
- encourage appropriate and safe bystander action.

For more information, see the Sexual Misconduct and Gender-Based Violence Prevention and Response Policy and the Safety: Gender Based Violence information. To report sexual misconduct, sexual harassment, or any form of gender-based violence, see section 13 on Critical Incidents.

D. Academic & Artistic Freedom

NIDA supports freedom of thought, creativity, and expression. You are encouraged to explore ideas, take creative risks, and develop your own artistic voice.

With this freedom comes responsibility. You must:

- respect the rights and dignity of others.
- follow laws, WHS requirements, and NIDA safety procedures.
- engage in creative work respectfully and professionally.

Freedom of expression never overrides your responsibility to ensure a safe and inclusive environment. See the Academic and Artistic Freedom Policy and Guidelines.

E. Academic Integrity & Plagiarism (Including Generative AI)

NIDA expects all students to uphold academic integrity in coursework, performance, and creative practice. The Academic Integrity and Plagiarism Policy outlines requirements around originality, referencing, plagiarism, collaboration, and the use of generative AI.

F. Alcohol, Drugs & Smoking

NIDA is an alcohol-free, drug-free, and smoke-free campus.

Alcohol, illegal drugs, drug paraphernalia, and all forms of smoking or vaping are strictly prohibited.

You must not:

- consume alcohol on campus (except at approved licensed NIDA events).
- bring alcohol, illegal drugs, or drug paraphernalia onto campus.
- attend training while under the influence.
- smoke or vape anywhere on campus, including during performances.

Breaches may lead to disciplinary action. See the Alcohol, Drugs and Smoking Policy.

6. Professional Behaviour & Expectations

Professional behaviour is essential to your training and the collaborative environment at NIDA. These expectations support your development as an emerging artist and help ensure a respectful, safe, and professional learning environment for everyone.

What you do online matters. Your digital footprint may affect your training, your classmates, and your future career. Ensure you are familiar with the [Responsible Use of Social Media Policy](#) available online.

A. Studio & Rehearsal Conduct

Working in creative environments requires mutual respect, accountability, and safe practices. Your behaviour impacts others, and theirs impacts you. Because of this, professionalism is essential.

You are expected to:

- be punctual, prepared, and reliable.
- follow rehearsal room, studio, theatre, and set etiquette.
- maintain safe and responsible working practices.
- seek consent when required, especially when working with physical contact or sensitive material.
- communicate respectfully.
- work collaboratively across all disciplines.

These behaviours support your training and reflect industry standards.

Not meeting these expectations may be considered a breach of the Student Code of Conduct.

B. Social Media

What you do online matters. Your digital footprint may affect your training, your classmates, and your future career. Ensure you are familiar with the [Responsible Use of Social Media Policy](#) available online.

Key things to remember are:

- only share accurate, non-confidential information about NIDA.
- seek consent when sharing photos or videos of other students or stuff.
- comply with all NIDA policies.
- when making a statement on a matter of public interest, expressly state that these are your personal views and not those of NIDA (unless officially authorised by NIDA).
- follow all relevant laws and regulations.
- be respectful and courteous.
- do not use NIDA logos or images without permission.

Improper use of social media may be considered misconduct.

You are welcome to share photos, videos, or stories with NIDA by sending them via private message to the NIDA social channels, or by emailing: marketing@nida.edu.au

C. Media & Publicity

NIDA regularly engages with the arts industry and wider community through media and publicity. You may occasionally be approached by staff for interviews, photography, or filming for NIDA publications, marketing, or promotional material.

You must not give interviews or make public statements about NIDA without permission.

If you are contacted by any media outlet, please notify:

Head of Marketing and Communication, Amy Goodhew-Banks:
amy.goodhewbanks@nida.edu.au

If approved, NIDA may support contractual negotiations and consult with Media, Entertainment and Arts Alliance (MEAA), or engage a third party to support the negotiation process.

When participating in any publicity, you must conduct yourself professionally and in a way that does not bring NIDA, staff, or other students into disrepute.

You may opt out of publicity. If unsure, speak with your Course Leader or the Marketing team.

D. Professional Engagements While a Student

Because training is intensive, professional work outside NIDA requires written permission from the Director/CEO.

You may request permission only if:

- the work does not conflict with coursework.
- your absence will not impact collaborators.
- the engagement aligns with NIDA's educational and artistic goals.
- the employer covers any additional NIDA costs.

If approved, NIDA may support contractual negotiations and consult with Media, Entertainment and Arts Alliance (MEAA), or engage a third party to support the negotiation process.

Undertaking work without approval may result in disciplinary action.

This chapter guides you through the essential steps to take after receiving your offer, what to complete before you arrive, and what to expect during Welcome Week. It is designed to help you feel prepared, supported, and ready to begin your training.

PART 2 – ENROLMENT & STUDYING

3. YOUR FIRST STEPS AT NIDA

This chapter guides you through the essential steps to take after receiving your offer, what to complete before you arrive, and what to expect during Welcome Week. It is designed to help you feel prepared, supported, and ready to begin your training.

1. After You Receive Your Offer

To secure your place, you must accept your offer and complete your enrolment by the date listed in your offer letter. If you do not accept your offer by the specified date, it may be withdrawn and offered to another applicant.

Deferral of a place prior to course commencement is not permitted. Applicants unable to take up their place must re-apply for admission, with no guarantee of re-admission.

Before you start your studies, you will need to:

- accept your offer and agree to the Student Charter, Student Code of Conduct, and relevant policies.
- submit your Health Declaration so NIDA can understand any support you may need.
- organise your tuition fees or set up your FEE-HELP or VET Student Loan (VSL) arrangements.
- for international students, ensure your visa and Overseas Student Health Cover are in place.
- for BFA Acting students, if you have an agent, let them know you cannot accept acting work during semester.
- update your preferred name and pronouns (if relevant) using the [Change of Personal Details form](#).

Privacy & Information Management

NIDA collects and manages your personal information in line with Australian privacy laws.

You can expect:

- your personal information to be stored securely.
- your data to be used only for legitimate education, legislative, and administration purposes.
- your privacy to be respected at all times.

If you have questions about how your information is used or stored, Student Services can help explain your options.

For full details, please see NIDA's Privacy Policy online.

A. Setting Up Your NIDA Email and Online Access

After you accept your offer, you will receive instructions to activate your NIDA student email. This email is your main point of contact, so check it regularly. You

NIDA supports students to self-identify and be recognised with respect. This includes preferred names, cultural names, and pronouns. You are welcome to tell us how you would like to be addressed, and NIDA will use this information in all circumstances where it is possible to do so.

will also receive access to your student portals, including Canvas (learning), Paradigm (subject enrolment), and ASIMUT (timetables).

Full descriptions are included in the Digital Tools and Systems chapter.

B. Who You Are and How You'd Like to Be Addressed

NIDA supports students to self-identify and be recognised with respect. This includes preferred names, cultural names, and pronouns. You are welcome to tell us how you would like to be addressed, and NIDA will use this information in all circumstances where it is possible to do so.

Preferred names, cultural names and pronouns

You may use a preferred or cultural name at NIDA, even if it differs from your legal name. While your preferred name cannot appear on official documentation, it *can* be used across most day-to-day systems and processes.

Your preferred name and pronouns can be reflected in your:

- NIDA email display name and signature.
- Canvas.
- ASIMUT (timetables).
- class lists.
- rehearsal and production documents.
- student card.
- library records.
- headshot displays.
- internal correspondence.

If applicable, please submit a [Change of Personal Details Form](#) as soon as possible so your email, student card, and student systems can reflect your details correctly. You can update your preferred name or pronouns at any time throughout your studies. It is your responsibility to submit this form whenever your details change.

Legal name requirements

Your legal name is the name recorded on official identification, such as a passport, birth certificate, or driver licence. As a registered Higher Education Provider, NIDA must use your legal name for formal enrolment and all government reporting.

Your legal name will appear on your:

- official student record.
- Paradigm (NIDA's enrolment system), which must use your legal name due to government reporting requirements.
- academic transcripts.
- testamurs (degree certificates).
- FEE-HELP or VSL documentation.
- USI (Unique Student Identifier) records.
- formal correspondence relating to your enrolment.

Before you arrive, you must complete the required onboarding modules in Canvas. These cover essential areas such as workplace health and safety (WHS) and safe working practices, academic integrity, consent and respectful behaviour, IT systems, and your diagnostic assessment.

At graduation and public events

NIDA will make every effort to use your preferred name during ceremonies and public events. For example, your preferred name will appear in the graduation ceremony program and will be read aloud when you cross the stage. Your formal testamur, however, must display your legal name as required by government regulations. However, this document is presented inside a folder labelled with your preferred name, so your legal name remains private unless you choose to disclose it.

For information about gender neutral facilities and accessibility support on campus, see the Inclusive & Gender-Neutral Access section in the Wellbeing and Support chapter.

C. Mandatory Onboarding Modules

Before you arrive, you **must** complete the required onboarding modules in Canvas. These cover essential areas such as workplace health and safety (WHS) and safe working practices, academic integrity, consent and respectful behaviour, IT systems, and your diagnostic assessment.

All modules must be completed in Canvas by the due date listed in your onboarding instructions.

D. What is a diagnostic assessment?

BFA students

Before Welcome Week, you will complete the NIDA Learning Skills Evaluation. This evaluation is not a test and does not affect your grades. Its purpose is to identify any students who may benefit from additional academic skills support during their studies.

VET students

Before Welcome Week, you will complete a Language, Literacy and Numeracy (LLN) assessment.

This assessment is also not a test and has no impact on your course progression. Its purpose is to ensure you have the foundational skills needed for your training and to identify any areas where support may be helpful.

E. Credit Transfer or Recognition Prior Learning (RPL)

You may apply for credit transfer or recognition of prior learning for previous study or professional experience to gain credit towards your degree.

Applications must be submitted and approved prior to the commencement of your course.

Refer to NIDA's Policy and Procedure webpage for the Credit Transfer and Recognition Policy and related application form.

F. Subject Enrolment

BFA and MFA students

At the beginning of each semester, BFA and MFA students enrol in their subjects through Paradigm. While completing the Canvas onboarding modules, you will

All students will complete mandatory training during Welcome Week, including sessions on consent, health, and wellbeing, and NIDA's key policies and procedures.

receive a step-by-step Paradigm Enrolment Guide to assist you through the process.

NIDA encourages all students to finalise their subject enrolments by the end of the first week of classes, with the official deadline being the census date for the subject.

Census dates for each subject can be found in the Fee Schedule for your course.

VET students

VET students do not need to self-enrol in subjects. Your subject enrolment is managed for you, and you will be able to view your timetable and course information in Canvas and ASIMUT once they are published.

2. Welcome Week

Welcome Week is the official start to your NIDA experience. Attendance is essential. Throughout the week you will:

- complete your mandatory onboarding and training.
- meet your fellow students.
- get to know Course Leaders, teachers, and key support staff.
- learn how NIDA works day to day.
- take part in building tours to familiarise yourself with studios, workshops, and key student spaces.
- become familiar with important systems and expectations.
- take part in activities that ease you into your training.

Your full Welcome Week schedule will be emailed to your NIDA account in late January.

All students will complete **mandatory** training during Welcome Week, including sessions on consent, health and wellbeing, and NIDA's key policies and procedures.

TTSM, Design, SET, Costume, and Props students must also complete and attend mandatory workshop inductions, as well as fire safety and first aid training.

A. Your Student Card

You will receive your NIDA student card during Welcome Week. This card is your security pass, photo ID, and library card.

Always keep your card with you, as you will need it to access most rooms, rehearsal spaces, and facilities. Many students keep it in the lanyard provided to avoid misplacing it.

If your card is lost, stolen, or damaged, notify Student Services. A \$25 replacement fee applies.

Your access is programmed according to your course and updated throughout the year. If you need additional access, speak with your Course Leader, and then submit a helpdesk request to help.facilities@nida.edu.au.

Sydney's rental market can be expensive and competitive due to the current cost of living. Securing a rental may take time, so it is helpful to begin your search as early as possible. January and February are particularly high-demand periods.

Please note:

- Your NIDA card is not valid for public transport concessions
- It cannot be used as a UNSW library card.

3. Moving to Sydney and Finding a Place to Live

A. Where NIDA Students Typically Live

Most NIDA students live in share houses in Kensington, Randwick, Coogee, Kingsford, or Maroubra. This is the most common and affordable option and tends to align well with the rhythm of NIDA life. Many students find that living with other students provides a supportive and social network during busy periods of training.

B. Housing & Rental Challenges

Sydney's rental market can be expensive and competitive due to the current cost of living. Securing a rental may take time, so it is helpful to begin your search as early as possible. January and February are particularly high-demand periods.

Students often search for share housing through platforms such as Flatmates, Flatmate Finders, and local Facebook groups, especially the [Student Council of NIDA \(SCON\) Facebook page](#), where many students connect with housemates or find places with existing NIDA students. Rental inspections in Sydney move quickly, so it can be helpful to line up several options and have your supporting documents ready.

C. Alternative Accommodation Options

UNSW colleges, UNSW apartments, and boutique student accommodation are also available. These options are convenient due to their location and accessibility. This includes a new boutique student lodge on the same street as NIDA, less than a five-minute walk away.

D. Commuting Considerations

If you already live in Sydney but are based far from Kensington, you may wish to consider relocating if it is financially viable for you. Based on student feedback, long training days and Sydney traffic can become mentally and physically taxing, particularly during intensive training blocks and production seasons with evening performances.

NIDA commitments often extend beyond scheduled classes to include rehearsal, assessment work, making and project work, and performance preparation. Reducing travel time can make a meaningful difference to your energy, wellbeing, and ability to participate fully in student life.

The NIDA Intranet is NIDA's internal information platform for students. You'll use it to access key documents, policies, forms, production resources, safety information, student services, and updates that support your training and day-to-day study needs.

4. LEARNING TOOLS, SYSTEMS & TECHNOLOGY

1. Digital Tools & Systems

A. Student Email

After you enrol, you'll receive a NIDA student email in the format: `firstname.surname@student.nida.edu.au`

NIDA uses Microsoft O365 for Education, giving you access to Outlook, Word, Excel, PowerPoint, OneDrive, and Teams.

Please check your student email regularly, ideally daily during term, as it is the primary way NIDA will contact you about timetable changes, assessments, rehearsals, and important announcements.

B. Connecting to WIFI

As a NIDA student, you can access the campus Wi-Fi network throughout your studies.

To connect, simply select 'Nconnect' from the list of available networks and log in using your student email and password.

Once you've connected the first time, your device should automatically join the network whenever you're on campus.

C. Printing & Photocopying

Printing and photocopying facilities are free for all currently enrolled students and are available in designated student printing areas across campus.

Please note:

- printing and photocopying use is monitored to ensure fair and responsible access.
- large jobs (e.g. full scripts, design portfolios, production books, bulk documents) must be approved by the IT Department before printing or copying.
- step-by-step printing and photocopying instructions are available on the Student Information Portal on NIDA Learn.

D. NIDA Intranet – Student Information Hub

The NIDA Intranet is NIDA's internal information platform for students. You'll use it to access key documents, policies, forms, production resources, safety information, student services, and updates that support your training and day-to-day study needs.

The Intranet also houses important information related to assessments, facilities, wellbeing services, and administrative processes.

The Intranet is updated regularly and should be checked frequently for announcements and new information.

For support or login issues, contact help.it@nida.edu.au.

ASIMUT is NIDA's timetabling and room management system. All NIDA students use ASIMUT to book meeting rooms, studios, and rehearsal spaces when available.

E. Canvas – Learning Management System

Canvas is NIDA's online learning platform. You'll use it to access subject information, learning materials, assessment details, feedback, and onboarding modules.

Canvas also provides tools for communication, collaboration, and submitting assignments. Think of Canvas as your online classroom.

For support with Canvas or to request training, email help.elearn@nida.edu.au.

For login issues, contact the IT Department at help.it@nida.edu.au.

F. Paradigm – Student Administration Portal

Paradigm is NIDA's student administration system. You'll use it to manage your enrolment and personal student records. This is where your official student information is stored, including subject outcomes and course progression.

In Paradigm, you can:

- update your personal and contact details.
- view your subject enrolments.
- access important administrative information.

It is your responsibility to ensure your details remain accurate for the duration of your enrolment, as this is how NIDA will contact you during, and after, your course.

G. ASIMUT – Timetables and Room Booking System

ASIMUT is NIDA's timetabling and room management system. All NIDA students use ASIMUT to book meeting rooms, studios, and rehearsal spaces when available.

BFA and MFA students also use ASIMUT to access their official timetable

For support or access issues, contact help.it@nida.edu.au.

H. Timetables

Your timetable is an essential tool for navigating your study schedule. Make a habit of checking it regularly to stay prepared and up to date with any changes.

BFA & MFA students

Access your timetable through ASIMUT. This is the central source of truth for all timetable changes. Any changes made by staff will appear here first.

VET students

Your timetable will be available on Canvas, and will also be emailed to you one week before the start of term.

I. iHELP (Helpdesk)

iHELP is NIDA's online system for requesting support from IT, Facilities, and Technical Operations.

All requests must be submitted through iHELP before visiting any office in person.

Submitting a ticket ensures your request is assigned to the correct team and can be tracked.

How do I Access iHELP?

Go to helpdesk.nida.edu.au

Log in using your NIDA credentials:

- username: firstname.lastname
- password: your NIDA password

Once logged in, select iHELP to submit a ticket.

Submitting a ticket ensures your request is assigned to the correct team and can be tracked.

Can't I just email?

You may email a team if you're unsure where your issue belongs:

- IT: help.it@nida.edu.au
- Facilities: help.facilities@nida.edu.au
- Tech Ops: help.techops@nida.edu.au

However, emailing alone is not enough, you must still submit an iHELP ticket so your request can be tracked and resolved.

Each team can help with:

IT (Information Technology)

- login or password problems.
- access to NIDA systems (email, Microsoft 365, software).
- Wi-Fi or network connectivity.
- printing issues.
- NIDA-owned devices and classroom or studio technology.
- software installations on NIDA machines.
- minor hardware or operational technology issues.

IT **cannot** assist with personal devices (your own laptop, or phone, tablet).

Facilities

- building access (keys or fobs).
- maintenance or repairs.
- room condition issues (broken furniture, damaged fittings, lighting not working).
- heating or cooling problems.
- safety concerns.
- general campus facilities issues.

Tech Ops (Technical Operations)

- production-related equipment.
- audio-visual gear (projectors, speakers, microphones).
- theatre and performance lighting.
- staging, rigging, or specialised technical setups.
- support for productions, events, or class-based technical equipment.

To support your training at NIDA, you will need reliable access to a laptop or desktop computer.

2. Computers & Devices

A. Student-owned devices

To support your training at NIDA, you will need reliable access to a laptop or desktop computer.

Your device should be:

- a laptop under three years old.
- able to run Windows 10+ or macOS 10.13+.
- able to connect to NIDA's Wi-Fi (802.11 a/b/g/n with WPA2).

Recommended for smooth performance:

- at least 16GB RAM.
- intel i5 or equivalent processor.
- SSD storage.
- for design students, a dedicated graphics card.

Recommended accessories:

- an external hard drive (500GB+).
- a USB stick (8GB+).

Software and Browsers

NIDA Learn (Canvas) works best on Chrome.

Other supported browsers: Firefox, Edge, Safari, and Respondus. Please ensure your device has authentic antivirus software installed.

What if I don't own a computer?

You can use computers in:

- the NIDA Library.
- the Computer & Multimedia Lab (during open hours).

B. Computer Labs

NIDA has two computer labs, the Mac Lab and Windows (CAD) Studio, located on the first floor on the southern side of the building.

The Mac Lab has 18 iMacs, equipped with:

- Adobe Creative Cloud.
- Final Cut Pro.
- Logic Pro.
- Vectorworks.

The Mac Lab is used for teaching, media work, and production support. Access outside class times is by arrangement with your teacher.

The Windows (CAD) Studio has 9 PCs, equipped with:

- Adobe Creative Cloud.
- AutoCAD.
- Rhino.
- Vectorworks.
- a networked print station.

NIDA's Technical Operations (Tech Ops) team manages equipment, venues, specialist technical resources, and high-risk activities across campus

Priority access to the CAD Studio is given to Design, TTSM, Costume, and Props and Effects students. Other students may use the studio and the printing station after hours or when classes are not in session.

C. Important Lab Information

- lab computers are used at your own risk.
- computers are erased monthly, so save your work externally.
- NIDA will make every effort to ensure systems are available and functioning, but cannot guarantee they will always be free from faults or malicious software (e.g. computer viruses).
- do not move, unplug, or modify NIDA IT equipment (printers, computers, monitors, cables, etc.) without permission.
- personal devices may only connect via NConnect Wi-Fi.
- connecting personal devices to Ethernet ports is strictly prohibited.

For the full Information and Communications Technology policy, [visit](#).

4. Technical Operations

NIDA's Technical Operations (Tech Ops) team manages equipment, venues, specialist technical resources, and high-risk activities across campus.

Students working on productions, classes, and creative projects will often interact with Tech Ops for equipment bookings and venue support.

A. Equipment Booking

NIDA provides a wide range of technical, lighting, staging, and audio-visual equipment for student use in classes, projects, assignments, and productions.

All equipment bookings are made through Cheqroom, NIDA's online equipment booking platform.

Before booking:

You must follow the Tech Ops Booking Procedure, available [here](#).

B. Borrowing Production Equipment

When borrowing equipment from Tech Ops, remember:

Before you book:

- bookings should be made at least seven days in advance to ensure equipment availability and servicing (absolute minimum notice is one full business day).
- include all required cables, adaptors, and accessories in your Cheqroom booking. Anything not included in your booking will not be supplied at checkout.
- approval from your Course Leader may be required for certain requests.

When using equipment:

- you are responsible for returning equipment on time. Equipment is considered returned only once it has been checked in by Tech Ops.
- equipment must not be used outside NIDA without permission from both your Course Leader and Tech Ops.
- you must complete an insurance notification form before any video or AV equipment leaves campus.
- private and home use of NIDA video cameras is not permitted.

Tech Ops staff are required for all safety inspections, venue signoffs, and activities involving high-risk equipment or movement.

- each theatre venue has standard equipment that must not be removed without permission from Tech Ops.
- no equipment will be supplied without a valid Cheqroom booking.
- any damaged or faulty equipment must be reported immediately via the [broken equipment procedure](#).

A list of production equipment is available through Cheqroom. Additional technical guides, venue information, and equipment resources are available on the NIDA Knowledge Base – Technical Operations page, [here](#).

C. Returning Equipment

When returning equipment, remember:

- you must arrange a return time with Tech Ops.
- it must be handed directly to a Tech Ops staff member, never left outside the AV office.
- if you need to extend or change a booking, contact Tech Ops immediately. Extensions depend on availability.
- do **not** return XLR cables, DMX cables, 240V power cables, or power boards to Tech Ops. These must go directly to their designated storage areas in the basement.

D. High-Risk Work

Certain technical activities at NIDA require the presence of a Tech Ops staff member for safety reasons. These include:

- counterweight fly reweighing (Parade Theatre and Reg Grundy Studio).
- moving the orchestra pit and sound wall (Parade Theatre).
- moving trusses (Parade Theatre, Atrium, and Foyer).

If you require assistance with any high-risk activity, submit a ticket via iHELP or email help.techops@nida.edu.au.

Please note: Tech Ops staff are required for all safety inspections, venue signoffs, and activities involving high-risk equipment or movement.

SCON represents the collective voice of all NIDA students. Run by a committee elected by the student body, SCON brings together student representatives from each course to advocate for student needs, support community wellbeing and help shape the NIDA experience.

PART 3— YOUR VOICE & SUPPORT

5. YOUR VOICE AT NIDA

1. Student Council of NIDA (SCON)

SCON represents the collective voice of all NIDA students. Run by a committee elected by the student body, SCON brings together student representatives from each course to advocate for student needs, support community wellbeing, and help shape the NIDA experience.

Committee members include:

- second year representatives from each BFA course
- one MFA representative
- one VET representative
- an elected President

SCON meets regularly with senior NIDA staff to share student perspectives, raise concerns, and contribute to decisions that affect learning, wellbeing and student life. A SCON representative also sits on the Education Committee to ensure student voices are included in academic discussions.

SCON exists to strengthen student life by:

- creating opportunities for connection through social events and community activities.
- providing a space for student representatives to discuss ideas and concerns on behalf of their peers, and keep everyone informed.
- offering a confidential forum for students to raise suggestions, challenges, or feedback about their experience at NIDA.
- building positive relationships between students, staff, and employees.
- supporting students with moral, technical, or procedural guidance during disciplinary or assessment matters.
- representing the student body on the Workplace Health and Safety (WHS) Committee.

How to Get Involved

All students are welcome to take part in SCON events or speak with their course representative at any time. Elections for new representatives are held each year. If you are interested in joining or would like support, you can contact the SCON President. Your voice matters and SCON is there to make sure it is heard.

2. Student Representation on Academic Committees

Student voices are included in key academic decisions at NIDA. Student representatives sit on major committees and contribute to discussions that shape curriculum, learning quality and academic standards.

Feedback can relate to teaching, wellbeing, facilities, communication, inclusivity, support services, or any part of your student experience.

A. Education Committee

The Education Committee oversees teaching, learning, assessment and curriculum. The President of SCON attends meetings to provide feedback and highlight issues affecting student experience.

B. Academic Board

The Academic Board is NIDA's highest academic governance body. A student representative from each of the BFA, MFA, and VET courses participate to ensure the student voice is included in academic decisions and quality assurance. If you have feedback you would like raised, speak with your student representative.

3. Ways to Give Feedback

At NIDA, your feedback is essential to our continuous improvement approach and you can give feedback by:

- speaking directly with your teacher, Course Coordinator, or Course Leader.
- talking to your SCON representative.
- completing student surveys (including Learner Engagement Questionnaires (LEQs) for BFA and MFA students, and the Australian Council for Educational Research (ACER) questionnaire for VET students).
- submitting feedback through the Student Hub.
- participating in focus groups.
- completing the Graduate Outcomes Survey.

Feedback can relate to teaching, wellbeing, facilities, communication, inclusivity, support services, or any part of your student experience.

It is used to improve services and teaching for all students. If you have an issue that you would like to raise and have addressed for you personally, follow the complaints and appeals process.

4. Complaints & Appeals

NIDA encourages open communication. Most concerns can be resolved quickly by speaking with the person or department involved. If that is not possible, or if the issue needs formal attention, NIDA has clear processes to support you.

NIDA has two types of complaints and appeals:

Academic Complaints & Appeals

These are matters which relate to grades, assessment practices and other academic processes, including but not limited to special consideration, readmission following exclusion, recognition of prior learning, reasonable adjustments, and academic intervention.

Non-Academic Complaints & Appeals

These are matters that relate to conduct, behaviours and issues, and breaches of policies that are not academic in nature and/or may be criminal in nature. Matters include, but are not limited to work health and safety, alcohol drugs and smoking, privacy, discrimination, harassment, bullying, sexual harassment, sexual offences, equity and diversity, IT, resources, parking, grounds and

Policies outline required evidence and timeframes. If you need help understanding these, Student Services can support you.

maintenance, counselling and mental health resources, disability and mobility resources, and student fees.

Refer to the relevant policy and procedure on the NIDA website for further information. Generally, the process is the same for academic and non-academic matters.

If you are unsure where your concern fits, Student Services can help guide you.

A. Informal Resolution

NIDA recommends starting informally if you feel safe to do so. This process should not be used for serious matters that have an impact on your wellbeing or safety. For Gender-Based violence or sexual harassment and misconduct, refer to section 13 on Critical Incidents.

Speaking directly

You can raise the issue with the person or department involved, or with their supervisor.

Support with informal steps

If you are unsure where to begin or do not feel comfortable contacting the person involved, email the Director Learning and Innovation at: education@nida.edu.au.

They will appoint an independent staff member to help you resolve the matter.

If informal steps are not appropriate or do not resolve the concern, you can lodge a formal complaint.

B. Submitting a Formal Complaint

You can submit a formal complaint by:

- using the [Non-Academic Complaints and Appeals e-Form](#) or [Academic Complaints and Appeals e-Form](#).
- emailing education@nida.edu.au.
- writing to the Director of Learning and Innovation, NIDA, UNSW, Sydney 2052.
- attending in person at the Student Hub.

Policies outline required evidence and timeframes. If you need help understanding these, Student Services can support you.

C. External Appeal

If you are not satisfied with the outcome of a formal complaint, you may request an external appeal by:

- by using the relevant Academic or Non-Academic Complaints and Appeals e-Form.
- emailing education@nida.edu.au.
- writing to the Director of Learning and Innovation, NIDA, UNSW, Sydney 2052.

External reviews are offered at minimal or no cost. NIDA is not responsible for legal fees.

NIDA's counselling service provides a safe, confidential space to talk through personal, emotional, or study-related concerns. Counselling can help you manage stress, improve wellbeing, build resilience, navigate relationships, and maintain balance between your training and personal life.

D. External Agencies

If all internal procedures have been exhausted, and you do not feel the problem has been resolved or dealt with fairly, you may lodge an external complaint in the first instance with the National Student Ombudsman and further information can be found [here](#).

Other agencies are also available that include:

- the NSW Ombudsman.
- the Commonwealth Ombudsman (for international students).
- the Australian Human Rights Commission.

E. Anonymous Complaints

Anonymous complaints are accepted. While anonymity may limit NIDA's ability to investigate fully, corrective action may still be taken.

F. Confidentiality & Safety

All complaints are handled sensitively and privately. Extra support is available if your concern involves discrimination or harassment, sexual harassment or sexual misconduct, staff or power dynamics, or fear of retaliation.

If you feel unsafe, contact Student Services or the Director of Learning and Innovation.

6. WELLBEING & SUPPORT

1. Counselling

NIDA's counselling service provides a safe, confidential space to talk through personal, emotional, or study-related concerns. Counselling can help you manage stress, improve wellbeing, build resilience, navigate relationships, and maintain balance between your training and personal life.

How do I book a counselling session?

You can book a session with NIDA Counsellors by:

- using the [online booking form](#).
- scanning the QR code on the back of your student card.
- emailing kareena.hodgson@nida.edu.au.

Counselling sessions run for 50 minutes, and students can access 10 sessions per year. If you need ongoing or specialised support, the counsellors will help connect you to an appropriate external service.

A. After-Hours Mental Health Support

If you need support outside of counselling hours, when NIDA Counsellors are not available on campus, you can contact the UNSW After-Hours Mental Health Support service. Whether you are experiencing a crisis or simply feeling overwhelmed or stressed, please feel confident to use this service. You can speak to someone over the phone or use the one-on-one text support option.

Available:

- **5.00pm to 9.00am**, Monday to Friday

The hub offers lived-experience stories from students, a directory of NIDA support services, and an eLearning module with practical strategies for balancing study and wellbeing. Free and available anytime, the hub provides stories, tools, and community to support you through the highs, lows and everyday moments of your creative journey.

- **24 hours** on weekends, Public Holidays, and during NIDA shutdown periods
Phone: 1300 034 141
Text: 0485 826 595

B. NIDA Wellbeing Hub

NIDA has partnered with batyr, a youth mental health charity, to create a dedicated digital wellbeing hub, your one-stop shop for mental health support throughout your training. The hub offers lived-experience stories from students, a directory of NIDA support services, and an eLearning module with practical strategies for balancing study and wellbeing. Free and available anytime, the hub provides stories, tools, and community to support you through the highs, lows, and everyday moments of your creative journey.

Please visit, [here](#).

C. Additional Crisis & Wellbeing Services

Counselling for anyone working in the Creative Industries

A free phone counselling service. You don't need have to be in crisis to call
Sometimes you just need to talk it out.

Support Act Wellbeing Helpline: 1800 959 500

NSW Mental Health Line

24/7 state-wide phone service linking people with NSW Health mental health services

Mental Health Line: 1800 011 511

Crisis Support for Aboriginal and Torres Strait Islander People

A free and confidential service run by Aboriginal and Torres Strait Islander People

13Yarn: 13 92 76

Counselling for Eating Disorders

A free and confidential service for anyone needing support for an eating disorder or body image issues.

The Butterfly Foundation: 1800 334 673

Crisis Support and Suicide Prevention

A national charity providing all Australians experiencing emotional distress 24/7 support.

Lifeline: 13 11 14

Helpline and resources for Grief and Loss

A free national service offering grief support, including the death of a loved one or pet, relationship breakdowns, financial loss, loneliness, and major life

A holistic, community-controlled health service offering culturally safe medical and counselling support for Aboriginal and Torres Strait Islander people. Services include medical and dental care, and mental health support.

changes. They also offer guidance on how to support a grieving friend. For more information, visit their website [here](#).

Griefline: 1300 845 745 (8am–8pm, 7 days AEST)

Aboriginal Medical Service Redfern

A holistic, community-controlled health service offering culturally safe medical and counselling support for Aboriginal and Torres Strait Islander people. Services include medical and dental care, and mental health support.

Appointments can be accessed on a walk-in basis. Each visit is triaged by a nurse or Aboriginal Health Worker to ensure your needs are prioritised.

Phone: 9319 5823

Address: 36 Turner Street, Redfern

For more information, visit their [website](#).

Sydney Dental Hospital

A public dental service providing free or low-cost dental care for eligible patients, including those with Medicare or a Health Care Card.

Address: 2 Chalmers Street, Surry Hills

For more information, visit their [website](#).

Anti-Discrimination Board of NSW

Provides advice and handles complaints about discrimination in New South Wales.

Phone: 02 9268 5544

Email: abcontact@agd.nsw.gov.au

Address: Level 4, 175–183 Castlereagh Street, Sydney NSW 2000

For more information, visit their [website](#).

Centrelink

Provides government financial support for eligible students and young people, including Youth Allowance, Austudy, and ABSTUDY.

Youth and Education Services Line: 13 24 90

ABSTUDY: 1800 132 317

Australian Human Rights Commission

Provides information and complaint pathways for discrimination, harassment, and human rights issues.

Complaints: 1300 656 419

Enquiries: 1300 369 711

Address: Level 3, 175 Pitt Street, Sydney NSW 2000

For more information, visit their [website](#).

Prince of Wales Hospital (Nearest Major Hospital)

Provides 24-hour emergency and specialist medical services.

Phone: 02 9650 4000

Address: Barker Street, Randwick NSW 2031

NIDA provides academic skills support to all students who would like help with their academic work. This may include assistance with academic writing, grammar, research, referencing and citation skills, or understanding assessment requirements.

2. Student Pantry

Located in the Student Hub corridor, the Student Pantry is designed to ease financial strain during peak academic and production periods. It provides complimentary basic staples for students who may need a little extra help, especially throughout NIDA's two public production seasons, when long hours and increased demands can place additional pressure on those involved.

Because production workloads vary across disciplines and across different stages of the season, the Pantry is restocked a few times during this period to support students through both early pre-production demands and later performance periods.

The Pantry offers no-questions-asked access for students seeking support. It operates on an honour system so that as many students as possible can access what they need. Please take only what is useful to you and help us keep it a fair and supportive resource for everyone.

3. Learning Centre

NIDA provides academic skills support to all students who would like help with their academic work. This may include assistance with academic writing, grammar, research, referencing and citation skills, or understanding assessment requirements.

You can arrange a one-on-one meeting (online or in person) for tailored academic support.

To make an appointment or for more information, visit the Student Hub or contact the Administrator and Academic Officer at: education@nida.edu.au

4. Study Access Plans (SAPs)

A Study Access Plan (SAP) is a confidential plan that helps you access the support you need while studying at NIDA. SAPs are available to students with a diagnosed learning need, disability, health condition, or any formally identified support requirement.

Your SAP is created with the Administration & Student Engagement Officer and outlines the reasonable adjustments that will help you participate fully in your course.

Your SAP explains:

- what adjustments or support you need.
- how your teachers can best support your learning.
- any considerations NIDA should be aware of to assist you.

A SAP does not lower expectations or change course outcomes, it ensures you have fair access to your training.

Your SAP is confidential. It does not include your diagnosis or personal details and only lists the adjustments you need. The plan is shared only with the NIDA staff directly involved in supporting you.

Your SAP can be updated whenever your needs change. This means:

- you will have regular review meetings to check how your plan is working.
- you can request a review at any time if your circumstances shift or if you need different support.

By wearing a Sunflower lanyard, wristband, or pin, you can discreetly signal that you may need additional support, understanding or time.

What if I'm waiting for a diagnosis?

If you are in the process of seeking a diagnosis, you can still receive support. A conditional SAP can be created if you provide evidence that you are engaged in the diagnostic process (e.g. a referral letter, specialist appointment confirmation, or GP note). Your plan will be reviewed once a formal diagnosis is confirmed.

Need help or have questions?

Visit Student Hub and speak to the Administration & Student Engagement Officer at any time.

5. Inclusive & Gender-Neutral Access

NIDA is committed to ensuring all students, regardless of gender identity, expression, or physical accessibility needs, can access facilities in a safe, respectful, and inclusive way. If you require gender-neutral bathrooms or changing/locker-room spaces, or accommodations for accessibility, you are welcome to reach out to Student Services or the Equity & Inclusion team. We will work with you, and with Facilities, to arrange the most suitable option available.

For privacy, safety and inclusivity, all requests for gender-neutral facilities or accessibility adjustments are treated confidentially and with respect. Our goal is to support your right to study and create in an environment where you feel comfortable and affirmed.

6. Hidden Disabilities Sunflower Program

The Hidden Disabilities Sunflower Program supports people with non-visible or partly visible disabilities. These may include neurological, cognitive, neurodevelopmental, physical, sensory, or chronic health conditions—such as ADHD, autism, dyslexia, endometriosis, chronic pain, anxiety, diabetes, arthritis, or visual and hearing impairments. Some conditions may be temporary, situational, or permanent.

By wearing a Sunflower lanyard, wristband, or pin, you can discreetly signal that you may need additional support, understanding or time.

You can collect a free Sunflower lanyard, wristband or pin from Student Services at any time.

7. Neurokin (Neurodivergent Student Support Group)

Neurokin is a peer support group for neurodivergent students at NIDA. It offers a safe, inclusive space to connect, share experiences, and access wellbeing support.

You are welcome to join whether you are diagnosed, self-identified or still exploring what neurodivergence means for you.

You will be notified of meetings and events throughout the year.

8. Quiet Room

The Quiet Room is located on the Ground Floor at the northern end of the building (look for the yellow door opposite the fountain).

This space was designed in collaboration with Neurokin participants to support students' wellbeing and sensory needs.

NIDA adopts a First Nations First approach to learning and student support. This means we embed culturally informed, culturally safe, and respectful practices into teaching, learning and community life across the Institute.

You are welcome to use the Quiet Room at any time if you need a calm environment to regulate, rest or recharge during the day.

9. First Nations & POC Student Network

NIDA provides a network for students who identify as First Nations and/or as People of Colour (POC).

POC student meetups offer a welcoming space to connect, share experiences, and build community with others who have lived experience of racialised exclusion.

You will be notified of events and gatherings throughout the year.

10. Indigenous Services

NIDA adopts a First Nations First approach to learning and student support. This means we embed culturally informed, culturally safe, and respectful practices into teaching, learning and community life across the Institute.

NIDA's First Nations Team is available to support Aboriginal and Torres Strait Islander students throughout their studies. The team can provide culturally grounded guidance, advocacy, study support, wellbeing assistance and help navigating university life.

Please reach out at any time for advice, support, or connection.

For information or support, contact the First Nations team at:
FirstNations@nida.edu.au

11. International Student Support

International students can access support through NIDA's Student Services team. If you need assistance settling into study, navigating cultural adjustment, understanding administrative processes, or finding the right support services, please contact Student Services at any time.

NIDA's Student Services team can also guide you towards resources that help you maintain wellbeing while meeting student visa requirements.

This chapter helps you navigate the NIDA campus, understand how to access spaces and equipment, and use the facilities safely and responsibly.

PART 4—YOUR CAMPUS

7. ACCESSING THE CAMPUS

This chapter helps you navigate the NIDA campus, understand how to access spaces and equipment, and use the facilities safely and responsibly. It is designed to give you clear, practical information so you can focus on your training and make the most of the campus.

1. Building Access & Hours

Normal access (teaching periods)

- Monday to Friday: 8.00 am – 6.30 pm
- classrooms and rehearsal rooms: 8.15 am – 6.30 pm

After-Hours access

- Monday to Friday: 6.30 pm – 11.00 pm
- Saturday: 8.30 am – 5.30 pm

Sunday access

- available *only* with Course Leader approval.
- requests must be submitted by **midday Friday** so your Course Leader can notify Facilities and WHS.

A. Properties, Sets & Workshop Access

Open Monday to Friday, 9.00 am to 1.00 pm and 2.00 pm to 6.00 pm (staff supervised).

After-hours access is only permitted if you have:

- completed the required workshops induction.
- approval from your Course Leader or Workshop Manager.

If you are working after 6.00 pm without workshop staff supervision, you must:

- keep workshop doors closed.
- inform the Facilities Officer on duty you are working late.
- notify the Facilities Officer when leaving (0401 599 306).

B. After-Hours Use

When using NIDA spaces after hours, students are responsible for ensuring rooms are left safe and secure. This includes:

- turning off lights, heaters, fans, televisions, and sound systems.
- securing windows and removing hazards.
- restoring furniture to the standard room set-up.
- closing crossover doors.
- locking the room when leaving.

NIDA has a secure bicycle shed located at the northern end of the building near the service station. Students using this facility should bring their own padlock and chain.

C. Access During Holiday Periods

During holiday periods, the NIDA building is generally open 8:30 am–6:00 pm. Access for full-time students (including any after-hours access) depends on operational requirements at the time.

Summer closure: the building is closed to students over the summer break. Card access is removed during this time. Any activity during the closure period requires approval from your Course Leader, and Facilities must be notified.

D. Keys & Access Cards

Some students may be issued with keys or additional access permissions as part of their course.

- keys are issued via Reception and must not be lent to anyone else.
- lost keys must be reported immediately. Incurs a \$25 replacement fee.
- students who fail to return keys or pay replacement fees may not be able to borrow further keys.

Certain equipment issued to Technical Theatre & Stage Management students by Production must also be returned before the end of the year.

2. Getting To & Moving Around

A. Travel

Bicycles

NIDA has a secure bicycle shed located at the northern end of the building near the service station. Students using this facility should bring their own padlock and chain. The area is monitored by CCTV; however, NIDA cannot take responsibility for theft. To request access to the bike shed on your student card, submit a Facilities helpdesk request.

Parking

There are no parking spaces available for students on NIDA property. Limited street parking is available in surrounding areas, although most all-day parking is located several streets away in the residential area behind NIDA. Availability is not guaranteed and can vary depending on the time of day. For this reason, public transport is strongly recommended.

Public Transport

NIDA is well connected by public transport. The Sydney Light Rail stops directly outside the building on Anzac Parade.

Several bus routes also operate along Anzac Parade, with stops directly outside NIDA. Timetables, service updates and route information are available on the Transport NSW website or via the TripView app.

Australian citizens and permanent residents studying full time may be eligible for a Concession Opal Card.

B. Moving Around Campus

NIDA is committed to supporting all students, including those with disability, chronic health conditions or mobility needs. The campus includes step-free

Accessible toilets and step-free pathways are located throughout the building. If you are unsure where the nearest accessible facility is, Student Services or Facilities can show you the most accessible route to your classrooms, studios, or workshops.

access points, lifts and accessible-entry venues to help you move safely and independently.

C. Accessible Bathrooms & Routes

Accessible toilets and step-free pathways are located throughout the building. If you are unsure where the nearest accessible facility is, Student Services or Facilities can show you the most accessible route to your classrooms, studios, or workshops.

If you ever experience barriers to physical access, please speak with Student Services so we can assist promptly.

D. Lifts

NIDA has three passenger lifts that provide access to different parts of the building, including teaching spaces, rehearsal rooms, the library, and common areas. You are welcome to use the lifts for accessibility needs, mobility assistance or injury recovery, or whenever stairs are not suitable.

If you ever have difficulty accessing a room or area because of lift locations or mobility needs, or if you need help locating the correct lift, please speak with Student Services or Facilities for support.

8. CAMPUS SPACES & HOW TO USE THEM

NIDA's campus includes a range of creative, learning, and shared spaces. These guidelines help you use rooms, equipment, and facilities safely, respectfully, and in line with NIDA's professional environment.

1. Learning, Creative & Production Spaces

A. Room Etiquette & Standard Set-Up

- rooms must be left in the standard layout.
- diagrams are posted in each room.
- extra furniture can be requested via Facilities.
- only water is permitted in teaching and rehearsal spaces.

B. ASIMUT Room Bookings

Booking through ASIMUT:

- all rehearsals, tutorials, and practice rooms must be booked through ASIMUT.
- priority is given to NIDA classes, rehearsals, NIDA Open, and NIDA Corporate.

Booking rules:

- you must add the names of all students attending.
- bookings are generally limited to two hours.
- evening bookings after 9.00 pm must be entered before 9.00 pm.
- do not move or use technical equipment without prior approval.
- rooms may be reassigned to priority users.

NIDA venues may be booked for student use under very specific circumstances. Bookings must be arranged through the Course Coordinator, who will liaise with the room bookings team to confirm availability.

C. Venue Hire

NIDA venues may be booked for student use under very specific circumstances. Bookings must be arranged through the Course Coordinator, who will liaise with the room bookings team to confirm availability.

Student venue use is limited to the work light setting.

Use of lighting, sound, or staging equipment must be discussed with the Technical Manager and may require additional staffing.

D. NIDA Vehicles

NIDA owns two vehicles (a one-tonne Ute and a long-wheelbase van) for official NIDA business only.

Bookings:

- managed by Reception.
- bookings normally cannot exceed four hours without approval from the Facilities Manager and your Course Leader.
- vehicles may be used:
 - Monday to Friday, 8am to one hour before building closure.
 - Saturday, 9am to 4pm.
 - Sunday, 9am to 4pm.
- overnight use is not permitted.

Logbook and fuel:

- complete the logbook at the start and end of every booking.
- each vehicle has a fuel card (Fleet Card) — PIN is printed on the back.
- fuel receipts are not required.

Responsibilities:

- parking and traffic fines are the responsibility of the driver.
- report incidents, mechanical issues, or damage to Facilities.

2. Student Spaces & Shared Areas

A. Green Rooms & Kitchens

Ground Floor

Located in the Maker's Corridor, with a fridge, microwaves, and a dishwasher for student use.

Level 1 (North side)

Includes microwaves, a fridge, stove/oven, and small appliances.

Please cook safely: use the range hood fan, monitor food while cooking, and never leave appliances unattended.

Additional kitchenettes are located on Levels 4, 3, 2 North, outside Studios 3–4, and in the Design 3 corridor. Amenities vary.

Fridge clear-outs happen over weekends. Items must be labelled with your name and expiry date. Expired or unlabelled items may be discarded.

B. Shared Space Etiquette

You are responsible for:

- wiping benches.
- packing or unpacking the dishwasher.
- returning dishes.
- keeping fridges clean.

Fridge clear-outs happen over weekends. Items must be labelled with your name and expiry date. Expired or unlabelled items may be discarded.

C. Personal Property, Lockers, & Lost Property

NIDA is a shared campus with public access to some areas. To keep spaces safe, clean, and functional for everyone:

Personal property:

- do not leave items in corridors or shared spaces.
- bring only what you need.
- store valuables in your locker.
- items in unauthorised areas (e.g. on top of lockers, cloakroom floors) may be removed and disposed of.

Lockers:

- issued in week one.
- must not be used to store valuables or food.
- must be emptied at year's end.

Lost property:

- check with Reception.
- hand in found items promptly.

3. Sustainability at NIDA

NIDA aims to be carbon-neutral and climate-positive by 2030.

NIDA supports a greener campus by:

- using energy-efficient lighting and building systems.
- recycling and using multiple waste streams.
- ongoing energy-reducing improvements.
- implementing sustainable approaches in classes and productions (including Theatre Green Book principles).

You can help day to day by:

- switching off lights and equipment.
- using the correct bins.
- closing doors to save energy.
- reuse or repurpose materials where possible.
- consider the environmental impact of your creative choices.

The Rodney Seaborn Library supports BFA, MFA and VET students with resources for training, research, and creative practice. It contains over 27,000 print items (including 14,000 plays), 4,000 videos, and 1,200 sound recordings, along with extensive online databases and streaming platforms.

Sustainable practice during productions means:

- reusing or recycling materials.
- limiting single-use items.
- repairing or adapting props, sets, and costumes.
- disposing of items correctly via campus waste systems.

Get involved:

Students are welcome to contribute sustainability ideas through iHELP or Facilities.

For more information, visit [NIDA Green](#).

9. LIBRARY & LEARNING RESOURCES

The Rodney Seaborn Library supports BFA, MFA and VET students with resources for training, research, and creative practice. It contains over 27,000 print items (including 14,000 plays), 4,000 videos, and 1,200 sound recordings, along with extensive online databases and streaming platforms.

A. Opening Hours

During teaching periods:

- Monday: 10.00 am to 7.00 pm.
- Tuesday to Thursday: 10.00 am to 7.30 pm.
- Friday: 12.00 pm to 6.00 pm.

Opening hours are subject to variation and change at short notice. Advance notice will be provided for out-of-session opening hours.

B. What's Available

- study spaces, computers, and AV equipment.
- free student printing and photocopying.
- self-checkout machine and phone app.
- a bookable meeting room (via ASIMUT).
- online resources including Drama Online, Digital Theatre Plus, Australian Plays Transform, Berg Fashion Library, Bloomsbury Design Central, and ClickView.

C. Borrowing

- all BFA and VET students: up to 20 books for two weeks, and three DVDs and three CDs for seven days.
- all MFA students: an eight-week loan period for books and AV items.
- reference books and journals stay in the library.
- loans may be renewed up to four times if not requested by others.

D. Lost or Overdue Items

- items more than 30 days overdue are treated as lost.
- replacement costs and a processing fee apply.
- charges must be cleared before further borrowing, enrolment, or graduation.

NIDA is not part of UNSW, but the two organisations share a close and long-standing relationship. As a NIDA student, you're encouraged to make the most of the many UNSW services and facilities available to you just across the road.

E. Your Library Card

Your NIDA student ID card is your library card and login for eBooks and online resources. Your default PIN is the last four digits of your card number.

10. UNSW SERVICES & FACILITIES

NIDA is not part of UNSW, but the two organisations share a close and long-standing relationship. As a NIDA student, you're encouraged to make the most of the many UNSW services and facilities available to you just across the road.

A map of the UNSW campus can be found [here](#).

1. Arc (free student organisation)

Arc is the student organisation at UNSW. NIDA students are welcome to join, and membership is free. Becoming a member gives you access to benefits, including discounts, volunteering opportunities, clubs and societies, social events, sport and fitness programs, and general student support and wellness initiatives.

For more information, or to sign up, visit their website [here](#).

2. Arc Food Hub (free food pantry and essentials program)

Arc Food Hub is a free service available to NIDA students through Arc at UNSW. It provides a variety of seasonal fresh fruits and vegetables, pantry staples, snacks, and essential health and hygiene items to help ease day-to-day living costs. Registration is required.

For more information or to register, visit their website [here](#).

3. Religious Centre

The UNSW Religious Centre is open to NIDA students of all faiths, offering inclusive and interfaith spaces for prayer, reflection, guidance, and community. The Centre hosts a diverse range of chaplains and faith-based societies, each providing opportunities for spiritual growth, cultural connection, and community engagement. Faith groups represented include Anglican, Buddhist, Catholic, Coptic Orthodox, Islamic, Jewish, Muslim, Orthodox Christian, Pentecostal, Presbyterian, and Uniting Church.

For more information, visit their website [here](#).

4. Nura Gili – Indigenous Student Support

Nura Gili (UNSW's Centre for Indigenous Programs) provides a culturally safe and inclusive environment for Aboriginal and Torres Strait Islander students. The centre is founded on a deep sense of belonging and connection to all Indigenous communities, offering a space where students can feel supported both culturally and academically.

For more information, visit their website [here](#).

UNSW Health Service is a fully accredited general medical practice offering both face-to-face and telehealth appointments. Their doctors can assist with a wide range of medical needs, including mental health, sexual health, injuries, vaccinations, contraception, skin checks, iron infusions, and more.

5. International Student Support

If you are an international student at NIDA, you have access to a range of support services offered through UNSW. Although, NIDA remains responsible for managing your visa and Confirmation of Enrolment (CoE).

For more information, visit their website [here](#).

6. Legal Aid

Kingsford Legal Centre (KLC) provides free legal advice to all NIDA students. KLC is a teaching clinic for UNSW Law & Justice, and their volunteers are qualified solicitors. They can assist with a wide range of matters, including Centrelink concerns, domestic and family violence, credit and debt issues, employment law, discrimination and sexual harassment, motor vehicle accidents, and fines.

For more information, visit their website [here](#).

7. Childcare

SDN Children's Services operates three childcare centres affiliated with UNSW Sydney: SDN Kensington (on-campus), SDN Randwick (near UNSW), and SDN Tigger's Honeypot Randwick. Student discounts are available.

For more information and enrolment details, visit their website [here](#).

8. UNSW Library

NIDA students have access to the UNSW Library on the Kensington campus, which provides study spaces, print collections, and on-site access to a wide range of online databases.

To borrow books, you'll need to apply for UNSW Library membership by showing your NIDA student card and proof of address at the Circulation Desk.

For more information, visit their website [here](#).

9. Bookshop – UNSW

Textbooks set for NIDA courses can be purchased from the UNSW Bookshop on the Kensington campus. The bookshop also stocks academic texts and stationery, and NIDA students are welcome to apply for membership to access student discounts. The UNSW Bookshop is open Monday to Friday, 9 am–5 pm.

Second-hand textbook: for students looking for more affordable options, the *Blockhouse Books* second-hand bookshop on the Kensington campus often stocks used textbooks at reduced prices. Opening hours may vary during holidays, so it is best to contact the store directly for current times (phone 02 9385 6111 or email secondhand@bookshop.unsw.edu.au).

For more information, visit their website [here](#).

10. Bulk-Billing Medical Centre

UNSW Health Service is a fully accredited general medical practice offering both face-to-face and telehealth appointments. Their doctors can assist with a wide range of medical needs, including mental health, sexual health, injuries,

The UNSW Fitness and Aquatic Centre offers a wide range of recreational and fitness facilities for students. The Centre includes a gym, a 50-metre indoor pool, squash and basketball courts, an indoor cycling and fitness studio, personal training, and classes. NIDA students can join at the student rate.

vaccinations, contraception, skin checks, iron infusions, and more. Psychiatrists and a mental health nurse are also available via referral.

For more information, visit their website [here](#).

11. Physiotherapist

Kensington Physiotherapy UNSW is a private physiotherapy clinic located on the UNSW campus. Student discounts are available, and no referral is required.

For more information, visit their website [here](#).

12. Dentist

Tooth Crusaders is a professional dental clinic. They provide general dental care, check-ups, cleans, emergency appointments, and preventative treatment.

Standard dental fees apply.

For more information, visit their website [here](#).

13. Fitness and Aquatic Centre

The UNSW Fitness and Aquatic Centre offers a wide range of recreational and fitness facilities for students. The Centre includes a gym, a 50-metre indoor pool, squash and basketball courts, an indoor cycling and fitness studio, personal training, and classes. NIDA students can join at the student rate. Students can sign up for membership online or at the Centre's reception; to activate the discount they must provide their student ID card as their access card.

Memberships start from \$16 per week for students.

For more information, visit their website [here](#).

Safety is a shared responsibility. Please follow all instructions, use equipment safely, complete required WHS modules, and report hazards or incidents promptly. Full safety, emergency, and critical incident policies and procedures are available on the NIDA website and Intranet.

PART 5—SAFETY & SECURITY

11. EVERYDAY WHS

NIDA is committed to providing a safe, inclusive, and supportive environment for all students. Our safety practices align with the Work Health and Safety Act 2011 (NSW) and NIDA's internal WHS policies and procedures.

Safety is a shared responsibility. Please follow all instructions, use equipment safely, complete required WHS modules, and report hazards or incidents promptly. Full safety, emergency, and critical incident policies and procedures are available on the NIDA website and Intranet.

NIDA regularly reviews its safety, emergency, and wellbeing procedures to ensure they remain effective and aligned with national standards.

1. Your Role in Safety

A. Your Responsibilities

You must:

- take reasonable care of your own health and safety.
- ensure your actions do not harm others.
- follow all WHS instructions, procedures, and signage.
- report hazards, injuries, or near misses.
- use equipment correctly and safely.

B. Reporting WHS Incidents

Please report hazards, injuries, or near misses through the NIDA Safety Portal or the ecoPortal Connect App. Log in with your NIDA email and password to submit a report or access safety resources.

C. Escalating Safety Concerns

If you have safety concerns that cannot be resolved informally or through immediate staff assistance, you can raise them through the formal Complaints and Appeals process. Details on how to do this are in the “Your Voice at NIDA” chapter.

2. Everyday Safety on Campus

A. Footwear & Bare Feet

For safety reasons, you must:

- wear footwear at all times when moving through the building, including when travelling to and from classes where bare feet may be used (such as rehearsal or movement).
- wear closed shoes in all workshops, theatres, and venues during bump-in, tech, or production periods. **This is mandatory.**
- walk, not run, inside the building.

Door windows invaluable for visibility, security, emergencies, and safety. Windows must not be covered without prior approval.

B. Moving Large or Heavy Items

Use safe manual handling practices. Avoid dragging items across floors. Careful fixtures and fittings are not damaged. If unsure, contact Facilities for assistance.

C. Lift Safety

Lifts are for passengers and light equipment only. You must:

- use protective curtains and loading plates for heavy or bulky items.
- return loading plates to the storage areas beside lift entrances on the ground and basement levels.
- submit a Helpdesk request if you need protective curtains or loading plates.

D. Electrical Equipment

For safety reasons, all personal electrical items used on campus must be **tested and tagged**. This means:

- Facilities runs a student test-and-tag day each year.
- for additional items throughout the year, lodge a Helpdesk request.
- items that fail testing cannot be used.

E. Windows in Doors

Door windows invaluable for visibility, security, emergencies, and safety. Windows must not be covered without prior approval.

12. FIRST AID, EMERGENCY PROCEDURES & SECURITY

1. First Aid & Medical Support

A. How to Access First Aid

First aid kits are located in teaching spaces, workshops, kitchens, and common areas.

If you need first aid, you can:

- go to Reception during business hours.
- dial **9** from any internal phone to reach for Reception.
- visit the **First Aid Room** (northern corridor, past the Atrium).

B. First Aid Room

A quiet space where you can rest or receive assistance. Supplies are available for student use.

Please scan the QR code to report items used so they can be restocked.

Internal landline phones can be used to contact emergency services and for essential internal communication. They are mounted on walls throughout NIDA. Phones can call internal extensions only and do not receive incoming calls.

2. Emergency Procedures

A. Emergency Calls – Internal Phones

Internal landline phones can be used to contact emergency services and for essential internal communication. They are mounted on walls throughout NIDA. Phones can call internal extensions only and do not receive incoming calls.

For emergency services:

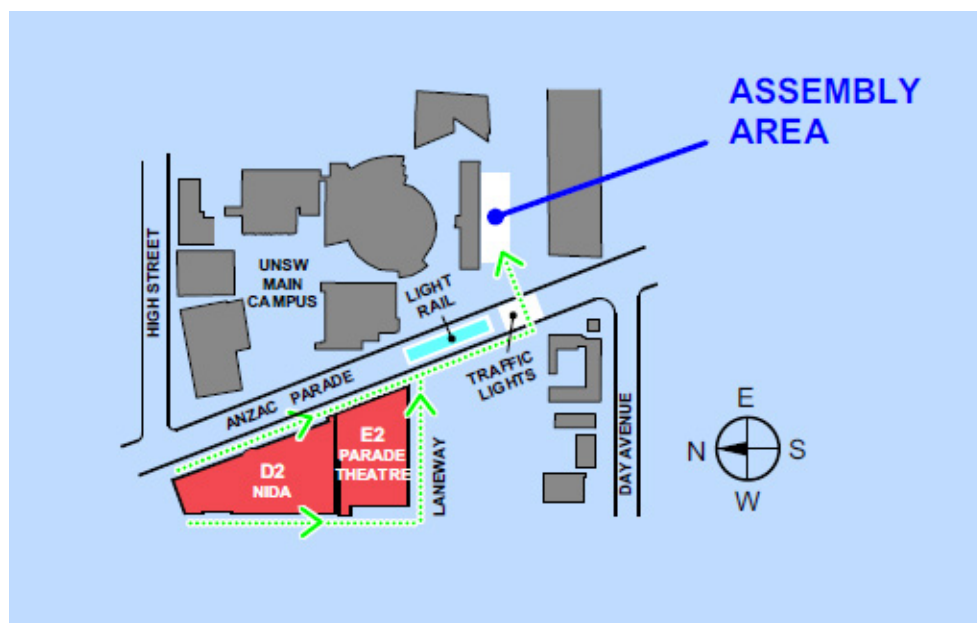
- dial 888, or
- dial 0 for an outside line, then 000, for Police, Fire, or Ambulance.

B. Evacuation

If the evacuation alert sounds, leave the building immediately using the nearest safe exit.

Evacuation steps:

1. walk down Anzac Parade to the New College traffic lights.
2. do not cross directly opposite NIDA.
3. cross at the New College lights, following all traffic signals unless you are in immediate danger.
4. assemble in **University Mall**.



C. Alarms (EWIS System)

When there is a risk to safety, you may hear the following alarms:

warning alert - single beep.

Prepare to evacuate and wait for instructions.

You may then hear one of the following emergency alerts:

- **evacuation alert** – three beeps, “Emergency. Evacuate now.” Evacuate immediately.
- **lockdown alert** – unique tone. Follow staff instructions and remain in a secure location.

UNSW provides a free night shuttle bus that NIDA students can use when travelling around the Kensington and nearby areas. The service operates Monday to Friday, approximately 10:15 pm–11:30 pm, and will drop students at residences, transport stops, or nearby streets within a 2-kilometre radius of the Kensington campus.

3. Security & After-Hours Services

A. UNSW Lighted Paths, Help Points & Escorts

Lit pathways

UNSW has a network of well-lit pedestrian pathways and clearly marked emergency Help Points throughout the Kensington campus.

You are welcome to use these at any time, especially after dark - they're particularly useful during late-night rehearsals, public productions, and tech weeks.

Help Points and 24-hour Safety Escort Service

UNSW Security operates **24/7** and is available to support NIDA students. They can:

- respond to safety concerns.
- arrange a **free safety escort**.
- assist via any **Help Point** on campus.
- be contacted directly on **9385 6000** at any time.

These services exist to support your safety. Please use them whenever you need.

More information is available on the UNSW Security website, [here](#).

B. UNSW Night Shuttle Bus

UNSW provides a free night shuttle bus that NIDA students can use when travelling around the Kensington and nearby areas. The service operates Monday to Friday, approximately 10.15 pm – 11.30 pm, and will drop students at residences, transport stops, or nearby streets within a **2-kilometre radius** of the Kensington campus. This can be a helpful option after evening rehearsals or late classes. You can track the shuttle in real time through the UNSW SafeZone App.

For routes, stop locations, and current operating times, visit their website [here](#).

C. Security Patrols, ID Checks & CCTV

To assist in keeping our campus safe:

- UNSW Protective Services conduct evening and weekend patrols.
- you must carry your NIDA student card after hours.
- NIDA Facilities staff conduct nightly checks before 11 pm.
- CCTV operates throughout the building.

Failure to follow security procedures may affect after-hours access.

A critical incident is a serious or unexpected event that affects the safety or wellbeing of a student, staff member, or the wider NIDA community. These events may occur on or off campus, in Australia or overseas.

13. CRITICAL INCIDENTS & REPORTING

1. Critical Incidents

A critical incident is a serious or unexpected event that affects the safety or wellbeing of a student, staff member, or the wider NIDA community. These events may occur on or off campus, in Australia or overseas.

Examples include serious injury or illness, mental health crises, threats, natural disasters, missing students, sexual or physical assault, or any event that causes extreme stress or danger.

A. If You Are in Immediate Danger

- call **000**.
- from internal phones: **888** (emergency services) or **0 → 000**.

Then notify a staff member or Student Services when safe to do so.

B. Reporting a Critical Incident

You can report a critical incident by:

- speaking with any staff member.
- contacting Student Services.
- submitting an [online report](#) (for sexual harassment, misconduct, and assault).

Reports can be made at any time and are treated sensitively and confidentially.

C. How NIDA Responds

NIDA will:

- ensure your immediate safety.
- contact emergency services if required.
- coordinate practical and emotional support.
- communicate with relevant staff or external agencies.
- review the incident to improve future responses.

D. Support Available

Support is available and may include:

- counselling and wellbeing support.
- academic adjustments.
- help contacting family or support people.
- follow-up check-ins.

You will not be penalised for seeking help.

E. International Students

Under the ESOS Act and National Code, NIDA provides additional support for international students, which may include:

- connecting you with health or crisis services.
- advising on impacts to attendance or visa conditions.

It takes courage to reach out. You are not alone, and support is available.

Where appropriate, and in line with the ESOS National Code, NIDA may contact your listed emergency contact, embassy, or relevant authorities to ensure your safety and welfare during a critical incident.

F. Privacy

Information is shared only on a need-to-know basis or as required by legislation, in accordance with NIDA's [Privacy Policy](#).

NIDA maintains a confidential Critical Incident Register, as required under the ESOS National Code.

2. Reporting Sexual Assault or Sexual Harassment

It takes courage to reach out. You are not alone, and support is available.

A. How to Report

You can report sexual harm by:

- submitting a confidential online [Incident Report](#).
- emailing the Counselling Service: kareena.hodgson@nida.edu.au.
- speaking with any NIDA staff member, if that feels safer for you.
- contacting emergency or specialist services.

Police

Call **000** if you are in danger or want to make a police report.

Specialist sexual assault services

If you need a specialised assault service, you can contact:

- **NSW Sexual Violence Helpline**
provides 24/7 crisis support, medical care, forensic services, and ongoing counselling following sexual assault.
Phone: 1800 424 017.

B. Other Support Services

You can seek support without making a formal report. If you need additional support, you can call:

- **1800RESPECT**
national counselling and support service for sexual assault, domestic and family violence. Available 24/7.
Phone: 1800 737 732
- **Rainbow Sexual, Domestic and Family Violence Helpline**
provides specialist support for LGBTQIA+ people affected by sexual, domestic, or family violence. Available 24/7.
Phone: 1800 497 212.
- **Full Stop Australia**
provides free, confidential, trauma-informed counselling and support for people of all genders affected by sexual, domestic, or family violence, as well as their supporters.
Phone: 1800 385 578.

Census dates are one of the most important things to understand when managing your fees and enrolment. They work slightly differently for Higher Education (BFA and MFA) and VET courses.

PART 6—MONEY, FEES & ADMIN

14. FEES & GOVERNMENT LOANS

This chapter explains how tuition fees work for domestic and international students, the loan options available for Higher Education (BFA and MFA) and VET students, and the steps you need to take to manage your payments and financial responsibilities.

1. Census Dates

Census dates are one of the most important things to understand when managing your fees and enrolment. They work slightly differently for Higher Education (BFA and MFA) and VET courses.

A. How Census Dates Work

Higher Education (BFA and MFA)

How the academic calendar works

Higher Education courses run across **two semesters** each year. Each semester includes two teaching periods.

When your census dates happen

Census dates are determined for each subject and are listed in the Fee Schedules.

What the census date means for you

Your census date is the last day you can:

- withdraw from a subject without fees or academic penalty.
- update your payment intention.
- finalise your enrolment in Paradigm.
- submit your eCAF if you are planning to use FEE-HELP.

After the census date, you are financially responsible for the subjects you remain enrolled in.

International students: follow the same census deadlines, but the refund rules are different.

If you withdraw after classes begin but on or before the census date, you will be charged 50% of your tuition fee.

If you withdraw after the census date, no refund is available, and you will be liable for the full fee.

VET courses

How the academic calendar works

VET courses run across **three terms** a year, and each term has its own census date.

Fees are charged each semester per subject. You become liable for a subject once its census date has passed.

When your census dates happen

VET census dates fall twenty per cent into each term, usually around Week 2.

What the census date means for you

Your census date is the last day you can:

- withdraw from your units for that term without being charged.
- update your payment intention.
- make sure any invoiced fees are paid.
- submit your eCAF if you are planning to use a VET Student Loan.

After the census date, you are financially responsible for your VET fees for that term.

B. Where Can I Find My Census Date?

Census dates are listed in the Fee Schedule for your course.

Tip: Add them to your calendar at the start of each year to stay on top of your fees.

2. Unique Student Identifier (USI)

A USI is your individual education number for life.

All students must have a USI to enrol in NIDA's degree and diploma courses, and to access FEE-HELP or VET Student Loan (VSL).

If you do not already have a USI, you can apply at usi.gov.au.

3. How to Pay Your Tuition Fees

A. Payment Options

You can pay your fees:

- upfront.
- through a FEE-HELP loan (eligible BFA and MFA domestic students).
- through a VET Student Loan (eligible VET students).

B. How Fees Are Charged

Tuition fees are charged differently depending on your course.

BFA & MFA students

Fees are charged each semester per subject. You become liable for a subject once its census date has passed.

VET students

Fees are charged per term, not per subject. You become liable for your VET tuition fees according to the term census dates outlined in your Statement of Covered Fees.

If your circumstances change and your ability to pay fees is affected, please visit the Student Hub and speak with Student Services. They can help you adjust your payment plan, explore support options, and understand upcoming obligations.

C. Paying Upfront

Domestic students:

Domestic students can pay upfront each term or by the invoice due date.

Payment plans

NIDA can set up a payment plan to help you break your tuition fees into smaller instalments. Visit the Student Hub to arrange a plan.

If your financial situation changes

If your circumstances change and your ability to pay fees is affected, please visit the Student Hub and speak with Student Services. They can help you adjust your payment plan, explore support options, and understand upcoming obligations.

The earlier you seek support, the more options are available.

International students:

When you accept your offer to study at NIDA, you must pay 100% of your first-semester tuition fees upfront. Once NIDA receives this payment, we can issue your Confirmation of Enrolment (CoE), which you need for your student visa.

After your first semester, tuition fees must be paid upfront for each study period by the due date. Invoices are emailed to your student email.

Maintaining your enrolment

You must pay your tuition fees by the due date. Late or non-payment may affect both your enrolment status and your student visa.

Overseas Student Health Cover (OSHC)

International students must arrange and maintain OSHC for the entire length of their visa and provide evidence to NIDA before commencing study.

D. Paying with a Government Loan

NIDA students may access two different Australian Government loan programs. FEE-HELP and VET Student Loans (VSL) are separate programs with different eligibility requirements.

Eligibility

Eligibility depends on the type of loan you are applying for. FEE-HELP and VET Student Loans (VSL) have different requirements.

FEE-HELP

You may be eligible for FEE-HELP if you:

- are an Australian citizen.
- hold a New Zealand Special Category Visa (NZ SCV) and meet the long-term residency requirements.
- hold a permanent humanitarian visa, or an eligible former humanitarian visa holder, and live in Australia for the duration of your study.
- hold a Pacific Engagement Visa (PEV) and live in Australia for the duration of your study.

This section explains the full process for using a FEE-HELP or VSL, including the forms you must complete, what notifications you will receive, and the protections in place if your course cannot continue.

Additional requirements:

- having a valid USI.
- not have exceeded your FEE-HELP loan limit.
- submit your eCAF before the census date.

VSL

You may be eligible for a VET Student Loan if you:

- are an Australian citizen.
- hold a permanent humanitarian visa and live in Australia for the duration of your study.
- hold a New Zealand Special Category Visa (NZ SCV) and meet the long-term residency requirements.

Additional requirements are:

- have a valid USI.
- be assessed as academically suited to the course.
- meet the age (18+, or parental consent required if under 18).
- not have exceeded your VSL loan cap.
- submit your eCAF before the census date.
- complete ongoing VSL progression forms when requested.

4. Managing Your FEE-HELP or Vet Student Loan

This section explains the full process for using a FEE-HELP or VSL, including the forms you must complete, what notifications you will receive, and the protections in place if your course cannot continue.

A. Tax File Number (TFN)

A TFN is your personal reference number from the Australian Taxation Office. You need a TFN if you want to defer your tuition fees through FEE-HELP or VSL.

If you do not already have a TFN, you can apply online through the Australian Taxation Office (ato.gov.au).

International students: may also need to apply if they plan to work while studying.

B. Electronic Commonwealth Assistance Form (eCAF)

An eCAF (Electronic Commonwealth Assistance Form) is the government form you must complete if you want to defer your tuition fees through FEE-HELP or VSL. The government uses your eCAF to approve your loan and pay your tuition fees directly to NIDA.

If you intend to defer your fees, NIDA will enter your details into the eCAF system at enrolment. You will then receive an email from eCAFsystem@education.gov.au with a link and passkey to complete your application. Have your TFN and USI ready, and check your email regularly.

NIDA is exempt from running its own tuition protection scheme because it receives Australian Government funding. If your course cannot continue, the Australian Government will support affected students.

When to submit your eCAF

FEE-HELP students

Submit one eCAF at the start of your degree, before the census date.

More info: studyassist.gov.au

VSL students

Submit your eCAF once at the start of your course, before the first census date.

Then complete VSL Progression Forms three times each year (February, June and October).

Each Progression Form must be submitted within 14 days of receiving the email.

More info: dewr.gov.au

C. Commonwealth Assistance Notice (CAN)

If you use a Government loan, you will receive a CAN after each census date.

It shows:

- subjects enrolled at census.
- debt incurred.
- any loan fees applied.
- if incorrect, you have 14 days to request a correction.

D. Tuition Protection

Tuition protection applies to students accessing Australian Government tuition loan schemes (FEE-HELP and VET Student Loans).

FEE-HELP

NIDA is exempt from running its own tuition protection scheme because it receives Australian Government funding. If your course cannot continue, the Australian Government will support affected students.

For more information, [visit](#).

VSL

If you use VSL, you are automatically covered by the Australian Government's Tuition Protection Service (TPS). If NIDA cannot deliver your course:

- you may be offered a place in a comparable replacement course at no extra cost, or
- your VSL debt for the affected units may be cancelled

For more information, [visit](#).

E. Statement of Covered Fees (VSL)

If you are applying for a VSL, you will receive a Statement of Covered Fees before you enrol.

This document helps you understand the full cost of your course and how your loan will apply.

Government loans make study more accessible, but they also become a debt that stays with you and may affect your income after you graduate.

It shows:

- the total tuition fees for your course.
- the amount of those fees that will be covered by your VSL.
- any additional fees you must pay directly (gap fees).
- how your course is divided into fee periods and census dates.

Keep this statement for your records. You will need it when planning how you intend to pay your fees and when checking your loan balance.

5. Understanding Your Student Loan

A. Key Things to Know

Understanding your loan is an important part of building your financial literacy, and we want to empower you to make informed decisions about your future.

Government loans make study more accessible, but they also become a debt that stays with you and may affect your income after you graduate.

Key things to know:

- FEE-HELP (BFA students): a 20% loan fee added to the amount you borrow.
- FEE-HELP (MFA students): no loan fee applies.
- VSL (VET students): a 20% fee added to the amount you borrow.
- all loans are indexed annually in line with the cost of living.
- voluntary repayments can reduce the impact of indexation.

You can check your current loan balance, including how much of your lifetime loan cap you have used, through your myGov account (linked to the ATO).

There is more to learn about loans, so we encourage you to stay informed.

For full details, [visit](#).

B. Loan Caps & Lifetime Limits

All Government loans have borrowing limits.

FEE-HELP

FEE-HELP has a combined lifetime loan limit, which applies to all FEE-HELP you use across every tertiary course you study.

It is your responsibility to make sure you have enough remaining loan balance to complete your degree.

VSL

VET Student Loans have a fixed loan cap set by the Australian Government. You can find the loan cap for your course in your Course Fee Schedule.

If your tuition fees are higher than the loan cap, you will need to pay the difference upfront.

NIDA will advise you of:

- the VSL cap that applies to your course.
- any gap amounts you need to pay.

It's important that NIDA always has your current contact details. If your address changes at any point during your studies, please update it promptly through Paradigm.

15. ADMINISTRATIVE RESPONSIBILITIES

Keeping your personal information up to date helps NIDA maintain accurate student records and meet regulatory requirements. These responsibilities apply to all students and are especially important for international students.

1. Updating Your Legal Name

If you have legally changed your name, you can update your NIDA records by providing certified documentation to Student Services. This may include:

- passport.
- driver licence.
- birth certificate (with photo ID).
- marriage certificate.
- documentation from the Registry of Births, Deaths and Marriages.

Once processed, your legal name will be updated across all official NIDA records.

2. Changing Your Address

It's important that NIDA always has your current contact details. If your address changes at any point during your studies, please update it promptly through Paradigm. Select 'Edit Contact Info' from the left-hand menu to make changes.

International students: must update their address within seven days of arriving in Australia (if outside the country when the visa was granted) and within seven days of any subsequent change.

You must update:

- your address in Paradigm, and
- your address with the Department of Home Affairs (DHA) through your ImmiAccount

Failure to update your address within the required timeframe is a breach of visa conditions and may result in visa cancellation.

16. FINANCIAL SUPPORT

1. Hardship Support

Sometimes circumstances change unexpectedly. If you are experiencing short-term or ongoing significant financial hardship due to changes in your personal, work, or study situation, NIDA may be able to offer some financial support through the Hardship Support program. Visit the Student Hub and speak with Student Services to discuss your options.

2. Scholarships

NIDA offers a range of scholarships to support students who may experience financial difficulty or face barriers to study. Scholarships can help with living costs, travel, materials, or other study-related expenses. Scholarships are limited and competitive, and each one has specific eligibility criteria.

NIDA offers a range of scholarships to support students who may experience financial difficulty or face barriers to study. Scholarships can help with living costs, travel, materials, or other study-related expenses.

A. Types of Scholarships

NIDA scholarships may include:

- equity scholarships for students experiencing financial disadvantage.
- scholarships that support under-represented communities.
- scholarships linked to specific courses or disciplines.

The availability and value of scholarships vary each year depending on donor partnerships and funding.

B. Scholarship Categories

Major Scholarships

Applied for during the application process and assessed alongside course acceptance. These are awarded before you arrive at NIDA.

Enrolled student Scholarships

For current BFA, MFA, and VET students. These open early in the academic year, and you apply online using the Scholarship application form. Payments:

- are paid fortnightly during teaching periods.
- end at the conclusion of Term 4.
- stop if you defer or withdraw from your course.

C. Who Can Apply

Scholarships are available to domestic students (Australian citizens and permanent residents, New Zealand citizens, and holders of Australian humanitarian visas).

Many scholarships are means tested and prioritise students experiencing financial hardship. Some scholarships specifically support:

- students from rural or remote areas.
- Aboriginal and Torres Strait Islander students.
- culturally and linguistically diverse students.
- female-identifying students.
- students facing other barriers to study.

Receiving a scholarship one year does not guarantee support in future years. Scholarships are limited and assessed annually.

D. How to Apply

To apply for a scholarship, you will need to:

- complete the online scholarship application form.
- provide supporting documents such as financial information or a personal statement.
- submit your application by the published closing date (late applications cannot be considered).

Because many scholarships are means tested, you will be asked to supply detailed financial information. This may include Youth Allowance, Austudy,

Depending on your course, you may need to purchase specific materials, tools, or equipment at the beginning and throughout your course.

ABSTUDY, income support, or assistance from family or friends. Students are expected to provide accurate and honest information.

Full details about current scholarships and closing dates are available on the [NIDA website](#).

E. Application Assistance

If you have questions about which scholarship to apply for, what documents to include, or how to complete the form, you can contact Student Services or email the Scholarships team at: scholarships@nida.edu.au.

All enquiries and applications are confidential.

F. Receiving a Scholarship

If you are awarded a scholarship:

- payments will be made directly to your bank account.
- you must remain enrolled and maintain satisfactory academic progress.
- you must remain in good standing.
- you are required to write a short thank-you letter to the donor. Student Services will guide you if needed.

G. If Your Circumstances Change

If your financial situation changes, or your enrolment status shifts, contact Student Services as soon as possible. This allows NIDA to ensure scholarships are allocated fairly to students who need them most.

17. EXTRA COURSE COSTS & MATERIALS

1. Other Costs You Should Plan For

A. Course Materials, Kits, and Equipment

Depending on your course, you may need to purchase specific materials, tools, or equipment at the beginning and throughout your course. These requirements vary across programs (for example, design kits, technical and other specialist tools, projects materials, performance blacks, or personal protective equipment).

Before your course begins, NIDA will provide:

- a clear list of everything you need.
- information on where to purchase items.
- details of any materials supplied by NIDA.

Equipment lists are published each year on the NIDA website as part of the Fee Schedules. Please check these as early as possible so you can plan and budget for the year ahead.

If you choose to purchase items directly through NIDA (where available), these must be paid in full before the start of your course.

Some projects (for example, self-devised work, portfolio development or extended practice) may involve additional optional costs.

B. How to Prepare for Material Costs

Because costs vary, students are encouraged to:

- review the annual Equipment List as soon as the Fee Schedules are released.
- set aside funds for materials that may need replenishing throughout the year.
- contact your Course Coordinator if you have questions about specific requirements.
- speak with Student Services early if financial pressure may affect your ability to purchase essential items.

NIDA understands that materials can be expensive, especially in courses with technical, making or design components. Student Services is available to help talk through options, including hardship support, scholarships, or ways to budget for your course needs.

C. Optional and Project-Based Costs

Some projects (for example, self-devised work, portfolio development or extended practice) may involve additional optional costs. Your teachers will guide you on what is essential vs. optional and help you make choices that suit your budget.

D. If You Owe Money or Equipment to NIDA

To keep your enrolment active and avoid delays to your studies, it's important to make sure all fees, loans, and borrowed items are returned or paid on time.

If you have an outstanding debt or overdue items, NIDA will always give you notice and an opportunity to resolve the issue. However, please be aware that unresolved debts may lead to:

- a temporary hold on viewing assessment results.
- restrictions on re-enrolment.
- delays to graduation or release of academic transcripts or testamurs.

If you're experiencing financial difficulty, please contact Student Services early, our team is here to help you find a solution before a hold becomes necessary.

Your continued enrolment at NIDA is contingent on maintaining good standing. You are considered to be in good standing when you have met all academic progression requirements, upheld the standards outlined in the Student Code of Conduct, and have not been subject to any serious sanctions or disciplinary action for misconduct.

PART 7—STUDYING

18. COURSE REGULATIONS & YOUR ENROLMENT

1. Course Regulations

NIDA's Course Regulations set out the academic requirements you need to meet while you study. They explain what you must do to successfully complete your course and be awarded your degree or diploma.

Each BFA, MFA, and VET course has its own specific Course Regulations document. These outline the requirements for your qualification, including your course structure and credit points, minimum grade expectations, compulsory subjects, any required industry placements, and attendance requirements.

You can read the full Course Regulations on the [NIDA website](#), and we encourage you to familiarise yourself with them so you feel confident navigating your course.

A. Continuing Students

Students who have successfully complete all course requirements for their previous semester and are in good standing must:

- enrol in their upcoming semester subjects through Paradigm.
- pay tuition fees within two weeks of the invoice date if paying upfront.
- follow any additional instructions provided via student portals or email.

B. What is Good Standing?

Your continued enrolment at NIDA is contingent on maintaining good standing. You are considered to be in good standing when you have met all academic progression requirements, upheld the standards outlined in the Student Code of Conduct, and have not been subject to any serious sanctions or disciplinary action for misconduct. Students must maintain good standing to remain eligible for scholarships and to be considered for a deferral.

2. Enrolment

You are a student of NIDA from the time you enrol until you complete your course requirements and graduate, withdraw from your course, or your enrolment is otherwise cancelled. Your enrolment is the formal record of your participation in your course.

During your studies, there may be times when you need to adjust your enrolment because of personal, academic or wellbeing reasons. This section explains how to defer, withdraw or make changes to your enrolment, and the circumstances in which NIDA may make changes on your behalf.

A. Changing Your Enrolment Status

Changes to your enrolment status can occur for several reasons, such as taking a leave of absence (deferral), formally withdrawing from your course, or having your enrolment cancelled by NIDA.

Deferrals at NIDA are only granted under exceptional circumstances because of the intensive and ensemble-based nature of some courses.

B. Deferral

Enrolled students may be permitted to defer their studies, but only under exceptional circumstances. Examples include:

- serious or prolonged illness or injury.
- bereavement of a close family member (such as a parent).
- a traumatic experience.

Why this policy?

Deferrals at NIDA are only granted under exceptional circumstances because of the intensive and ensemble-based nature of some courses. Therefore, if you're experiencing difficulties that may impact your studies, we encourage you to speak with Student Services or your Course Leader as early as possible.

To request a deferral, submit an application to Defer form with supporting evidence. Approval can only be granted by the NIDA CEO or their nominated delegate.

If approved, you will receive a formal letter confirming:

- your deferral approval.
- the duration of the deferral and your expected return date.
- the consequences of not recommencing your studies on the nominated date.

International students: approved deferrals must be reported to the Department of Home Affairs through PRISMS and may affect your visa. You must seek visa advice directly from the Department of Home Affairs.

C. Withdrawal

If you wish to permanently leave your course before completion, you must submit a Notice of Withdrawal form. Once submitted, Student Services will contact you to discuss next steps and begin the offboarding process.

If you believe you are eligible for a refund, submit an Application for Refund form. Refunds are managed in accordance with NIDA's Domestic and International Student Fee Policies.

Transcripts

BFA and MFA students

Withdrawals after the census date will not receive a refund, and a debt will be incurred.

If you withdraw within one month after the census date, your transcript will show '*Withdrawn.*' After this period, the subject result will appear as '*Fail.*'

International students: withdrawing from your course or reducing your study load will be reported to the Department of Home Affairs and may affect your student visa. You should contact the Department of Home Affairs for advice before finalising your withdrawal.

VET students

You will receive a Statement of Attainment for any units completed.

International students: if your enrolment is cancelled, NIDA must report this change to the Department of Home Affairs through PRISMS. This may affect your visa status.

D. Expulsion and Enrolment Cancellation by NIDA

In serious cases, NIDA may cancel your course enrolment. Before making a final decision, NIDA will make every reasonable effort to work with you to resolve the issue and consider any compassionate or compelling circumstances.

NIDA may cancel enrolment for reasons including, but not limited to:

- breach of the Student Charter, Student Code of Conduct or other NIDA policies.
- illegal activity or criminal prosecution.
- repeated academic misconduct.
- failure to maintain satisfactory academic progress.
- poor attendance that affects progress.
- non-payment of tuition fees.
- abandonment of your course without responding to a Show Cause request.

International students: if your enrolment is cancelled, NIDA must report this change to the Department of Home Affairs through PRISMS. This may affect your visa status.

E. What is Show Cause?

If you receive a request to *Show Cause*, you will have the opportunity to explain your circumstances and provide supporting evidence outlining why you should be allowed to continue your studies. In the case of exclusion, you may also use this process to demonstrate how you are now ready to return to study at NIDA.

F. Right to Appeal

You may appeal a decision regarding the deferral, suspension, or cancellation of your enrolment by submitting the relevant Complaints and Appeal Form. For specific information about timeframes, processes, and required documentation, refer to the Complaints and Appeals Policy, available on the NIDA website.

If the expulsion stands after all appeal processes are completed, you will be required to return all NIDA property, will not be eligible for a refund, will receive a statement of results for any completed subjects, and will be ineligible to enrol in future NIDA courses.

International students: if your enrolment ends after appeal processes are exhausted, NIDA must report this to the Department of Home Affairs and your visa may be affected. These changes will appear as updates to your Confirmation of Enrolment (CoE).

19. PROGRESSION, SUPPORT & ACCESS

1. Progression Requirements

To progress through your course, you must:

- submit all required assessments.
- meet the learning outcomes for each subject.
- achieve a passing grade (HE) or demonstrate competency (VET).
- meet attendance and participation requirements, including for productions, placements, and workshops.

Students with a disability, health condition, injury, learning need, or who have approved Special Consideration may be eligible for reasonable adjustments through a Study Access Plan (SAP).

International students: maintain a full-time study load and meet course progression requirements to comply with student visa conditions.

If you are at risk of not progressing, you may be referred to Academic Support and may be required to engage with a Performance Management Plan (PMP) or additional learning support.

2. What is a Performance Management Plan (PMP)?

A PMP is designed to support you when your teachers have identified concerns about your academic progress or conduct.

You may be placed on a PMP if:

- you have been identified as being at academic risk.
- you have breached the NIDA Student Code Conduct or the policies that support it.

The PMP is completed in consultation with your Course Leader or other relevant academic staff.

Its purpose is to:

- clearly outline the areas where improvement is needed.
- help you understand what actions are required.
- give you structured support so you can succeed in your subjects and continue to progress through your course.

Being placed on a PMP does not mean you have failed. It is a proactive support tool to help you address any concerns and maximise your learning opportunities.

International students: a PMP may indicate you are at risk of not meeting course progression requirements. Where relevant, NIDA may be required to advise you about possible visa impacts and direct you to the Department of Home Affairs for guidance.

3. Reasonable Adjustments (Study Access Plan)

Students with a disability, health condition, injury, learning need, or who have approved Special Consideration may be eligible for reasonable adjustments through a Study Access Plan (SAP).

These adjustments:

- are tailored to individual needs.
- support equitable access to learning and assessment.
- do not compromise academic standards.
- may include extra time, alternative formats or modified conditions.

See the Wellbeing & Support Chapter for how to access a Study Access Plan.

4. Fitness to Study

NIDA is committed to creating a safe, supportive learning environment for all students. The Fitness to Study process is used when a student's health or wellbeing is affecting their ability to participate safely or successfully in their course, or when there are concerns about the safety and wellbeing of others.

The aim of this process is to support you, not punish you. It helps ensure that you can engage in your course safely, and that you have access to the right assistance if you need it.

Academic integrity is essential to your creative and scholarly practice. It means completing and presenting your own work honestly across written, practical, creative, and performance-based tasks.

A. When Fitness to Study May Apply

Fitness to Study may apply in the following situations:

- your physical or mental health impacts your ability to participate.
- your behaviour suggests you are struggling to engage safely.
- you may be at risk of harming yourself or others.
- your wellbeing affects academic progress or the learning environment.

Concerns may be raised by staff, other students, or yourself.

B. Support & Adjustment Options

Where Fitness to Study applies, support and adjustment options may include:

- reasonable adjustments.
- access to support services.
- temporary changes to your study load.
- time to seek medical or professional advice.

You may bring a support person to any meeting. All information is treated sensitively.

C. Possible Outcomes

Depending on your circumstances, possible outcomes may include:

- continuing with supports.
- taking a short break from study.
- withdrawing from a subject or activity.
- returning with medical clearance.

You have the right to appeal through NIDA's Academic Complaints and Appeals process.

International students: if recommended adjustments affect your study load or progression, NIDA must report these changes to the Department of Home Affairs through PRISMS.

20. ASSESSMENT, ACADEMIC INTEGRITY & COPYRIGHT

1. Academic Integrity and Plagiarism (Including AI Use)

Academic integrity is essential to your creative and scholarly practice. It means completing and presenting your own work honestly across written, practical, creative, and performance-based tasks.

Plagiarism means presenting someone else's ideas, words, images, designs, creative work or performance as your own.

This includes, but is not limited to:

- copying text or work from any source.
- submitting AI-generated work without proper acknowledgment.
- failing to reference ideas, quotations or materials you have used.
- presenting collaborative or shared work as individual work.

Always check with your Course Leader before using generative AI for any assignment, exercise, or assessment. Some tasks may allow limited AI use (such as idea generation or early drafting), while others may prohibit it entirely.

You must:

- acknowledge all sources.
- avoid plagiarism, fabrication, collusion, and cheating.
- follow NIDA's guidelines on the appropriate use of generative AI.

A. Generative AI

Always check with your Course Leader before using generative AI for any assignment, exercise, or assessment. Some tasks may allow limited AI use (such as idea generation or early drafting), while others may prohibit it entirely.

Using AI without permission, or in a way that replaces your own learning, judgement, or creative contribution, is considered misconduct.

For detailed guidance, refer to:

- the [NIDA's Academic Integrity and Plagiarism Policy](#).
- the [UNSW Academic Integrity resources](#).

Breaches of academic integrity may result in penalties under NIDA policy.

2. Copyright and Use of Materials

Copyright exists to protect creators and ensure work is used legally. As a NIDA student, you must follow Australian copyright law when using material in your training and assessments. Copyright applies to scripts, music, images, designs, recordings, media, and teaching materials.

A. Using NIDA Material

NIDA retains the rights to all recordings, photographs, documentation, and teaching materials generated as part of training and productions.

If you wish to use NIDA-owned material outside your enrolled subjects (for example, showreels, applications, social media), you must request permission from Student Services and obtain a written permissions agreement.

B. Using Material NIDA Does Not Own

If you use copyrighted material in a production, design task, publication, recording or assessment (for example, songs, scripts, artworks, images, media clips), you must ensure you have permission or that the material is licensed for educational use.

Students are responsible for:

- checking copyright status.
- seeking advice early from Library staff.
- ensuring material is used legally.

C. Photocopying and Written Material

Under the Copyright Act 1968, you may copy:

- one article from a journal issue.
- up to 10% of a book, or one chapter.

If you need more than this, you must:

- purchase the book.
- check with Library staff whether more copying is permitted.

Assessment is a core part of your learning at NIDA. It helps you develop and demonstrate the skills and knowledge required for your course.

D. Audio-visual Copyright

NIDA holds a Screen rights licence, which allows staff and students to copy and use broadcast TV and radio content for educational purposes.

This licence does not permit copying commercially available films, music, or DVDs.

3. Assessments

A. Why We Assess

Assessment is a core part of your learning at NIDA. It helps you develop and demonstrate the skills and knowledge required for your course and provides opportunities to:

- apply what you've learned in practical and creative contexts.
- show your progression towards industry-ready standards.
- receive meaningful and constructive feedback.
- identify areas for further growth.

All assessments are designed to support your learning and ensure you meet the required learning outcomes of your subject and course.

B. Assessment Types & Requirements

All assessment requirements for each subject are outlined in your Subject Outlines, including:

- task descriptions.
- due dates.
- assessment criteria.
- learning outcomes.

C. Moderation & Feedback

Moderation of assessment is undertaken using appropriate methods to ensure fairness and equity of assessment. This could include internal, external or peer review. The specific type of moderation used for each assessment task is noted in the subject outline for each subject.

You will receive feedback on your assessment in a timely manner to support you in your learning experience. You will normally receive feedback on a submitted assessment task no later than three weeks from the submission date. This feedback will identify strengths and weaknesses, give guidance and advice, and encourage you to reflect on the feedback to determine areas for development.

The following grade descriptors explain the standards used to assess Higher Education subjects at NIDA.

4. Grading

BFA & MFA students

The following grade descriptors explain the standards used to assess Higher Education subjects at NIDA.

Grade	Percentage Range	Description
No Attempt (NA)	—	No work submitted or does not meet minimum requirements.
Fail (F)	0–49%	Does not meet minimum standard.
Pass (P)	50–64%	Meets minimum standard.
Credit (C)	65–74%	Above minimum; competent and clear performance.
Distinction (D)	75–84%	Superior performance with strong insight and originality.
High Distinction (HD)	85–100%	Exceptional performance demonstrating outstanding creativity, precision, and critical understanding.

No Attempt (NA)

No work was submitted, or the work does not meet the minimum requirements for assessment.

Fail (F): 0–49%

Performance does not meet the minimum standard.

Fails to demonstrate adequate attainment of learning outcomes and shows insufficient evidence of:

- basic knowledge and understanding of fundamental concepts.
- application of relevant skills, techniques, or methods.
- clear communication of ideas or information.

Pass (P): 50–64%

Performance meets the minimum standard. Demonstrates satisfactory attainment of learning outcomes and provides evidence of:

- basic knowledge, understanding, and application of fundamental concepts.
- adequate communication of information and ideas using disciplinary conventions.
- application of relevant skills, techniques, or methods with limited levels of creativity, precision, or accuracy.

VET courses use competency-based assessment, which means you are assessed on your ability to demonstrate required skills to industry standard. Most VET assessments are practical demonstrations observed by qualified assessors, with some short-written tasks where required.

Credit (C): 65–74%

Performance exceeds the minimum standard. Demonstrates competent attainment of learning outcomes and provides evidence of:

- a comprehensive understanding of fundamental concepts, extending beyond replication.
- ability to apply concepts effectively in varied contexts.
- clear and coherent communication using appropriate disciplinary language.
- regular and effective application of skills, techniques, or methods with high levels of creativity, precision, or accuracy.

Distinction (D): 75–84%

Performance demonstrates a superior standard. Provides strong evidence of attainment of learning outcomes and demonstrates:

- rigorous integration and evaluation of critical ideas, principles, concepts, and/or theories.
- perceptive insight and advanced ability in applying skills, techniques, or methods in complex or varied contexts.
- frequent originality in analysing issues or problems and proposing creative solutions.
- fluent, thorough communication using precise disciplinary language.
- consistent application of skills, techniques, and methods with superior levels of creativity, precision, or accuracy.

High Distinction (HD): 85–100%

Performance demonstrates an exceptional standard, with consistent and compelling evidence of outstanding attainment of learning outcomes, demonstrated by:

- deep and critical understanding of complex ideas, principles, concepts, and/or theories.
- significant originality and insight in identifying, analysing, and solving problems.
- critical evaluation of problems, solutions, and their broader implications.
- creative and innovative application of knowledge, skills, and techniques.
- fluent, sophisticated, and nuanced communication demonstrating expert disciplinary language.
- consistent application of skills, techniques, and methods with outstanding creativity, precision, or accuracy.

VET students

VET courses use competency-based assessment, which means you are assessed on your ability to demonstrate required skills to industry standard. Most VET assessments are practical demonstrations observed by qualified assessors, with some short-written tasks where required.

Outcomes are recorded as:

- Competent (C).
- Not Yet Competent (NYC) – with opportunities for further training or reassessment.

Reassessment opportunities are provided as outlined in your course schedule and may involve repeating part of the task, submitting additional evidence, or

Special Consideration is available if unexpected, serious, or short-term circumstances affect your ability to complete an assessment or attend a required class or assessment event.

demonstrating the required skill again. Your assessor will provide feedback to support your development.

Reassessment must occur within course timeframes, and additional attempts may not be available if you do not engage with required training or feedback.

5. Special Consideration

Special Consideration is available if unexpected, serious, or short-term circumstances affect your ability to complete an assessment or attend a required class or assessment event. Special Consideration is intended for circumstances that are unexpected, serious, and outside your control, such as illness, injury, bereavement, or unpredictable personal emergencies.

Applications must be submitted via the Special Consideration Form, with supporting evidence. Submission does not guarantee approval.

Click [here](#) for Special Consideration request form.

6. Late Submission

Late submissions without approved Special Consideration will incur penalties as outlined in the Assessment Policy. The penalty is 5% of the total available mark per day for up to ten working days after the due date (including weekends) or after an approved extension date.

Assessments will not be accepted more than ten working days after the due date without approved Special Consideration. In these cases, the assessment will receive a mark of zero and a result of Fail.

Some assessments (particularly practical, performance-based, or in-class tasks) cannot be submitted late.

7. Appeals for Assessment Decisions

You may appeal an assessment outcome. The Academic Appeals Committee considers appeals relating to academic decisions directly affecting you, including:

- the outcome of a grade review after consultation with the Director of Learning and Innovation.
- an academic decision impacting your enrolment.
- findings of academic integrity breaches. You must appeal within the timeframe stated in the Complaints and Appeals Policy .

For full details, see the Complaints and Appeals Policy on the NIDA website [here](#).

21. ATTENDANCE & WORK INTEGRATED LEARNING (WIL)

1. Work Integrated Learning (WIL)

Many NIDA courses include Work Integrated Learning such as productions, placements, rehearsals, and industry projects. WIL assessment may include:

- professional behaviour, teamwork, and collaboration.
- application of skills in real or simulated industry contexts.
- achievement of subject learning outcomes.

Attendance at NIDA is governed by the official Attendance Policy, which is available on the NIDA website.

Attendance, preparation, and active participation are essential components of WIL assessment.

For full details, refer to Industry Placement Policy and Guidelines on the NIDA website [here](#).

2. Attendance

Attendance at NIDA is governed by the official Attendance Policy, which is available on the NIDA website.

Below is a summary of key expectations for all students.

A. Your Attendance Expectations

To meet attendance requirements, you must:

- attend all scheduled classes, rehearsals, and learning activities, including any online or remote sessions.
- meet professional standards of the performing arts industry, including arriving on time and signing in where required by your course.
- notify the relevant staff member, Course Leader, or Course Coordinator as soon as possible if you expect to be late or absent, and provide a reason if requested.

International students: must maintain satisfactory attendance in accordance with student visa requirements.

B. Consequences of Unsatisfactory Attendance

Unsatisfactory attendance may result in the following:

- absences without an adequate reason may lead to a Performance Management Plan or a requirement to show cause.
- full-time students who are absent for more than eight days (full or partial) in a semester (or the proportional equivalent for shorter study periods) may be asked to show cause.

International students: must maintain satisfactory attendance to meet student visa requirements. Unsatisfactory attendance may result in formal warnings and could affect visa status under the ESOS National Code. If your attendance is reported, the Department of Home Affairs will make the final decision regarding your visa status.

C. Exceptional Circumstances

For attendance purposes, NIDA recognises three types of exceptional circumstances:

- short-term circumstances such as illness.
- essential commitments such as jury duty or religious obligations.
- long-term illness or recurring conditions.

You may be required to provide a medical certificate or statutory declaration if your absence exceeds one day, or if documentation is requested.

If you believe your situation meets the definition of exceptional circumstances, speak with your Course Leader or Student Services for guidance.

Productions bring together students from all disciplines, including acting, design, costume, props and effects, technical theatre, stage management, set construction technologies and VET programs, to create work to industry standards.

PART 8—MAKING WORK

22. PRODUCTIONS & PERFORMANCE PROJECTS

NIDA productions and performance projects are a key part of your training. They allow you to apply your skills in real creative environments, collaborate across disciplines, and work to industry standards.

Projects vary in scale, format, and creative focus. They include full-scale public productions, class showings, cabarets, and industry showcases. Each project is designed to support the learning outcomes of your course, and many are formally assessed.

For more information, visit the [NIDA Productions page](#) on Canvas.

1. What Productions and Performances Projects Are

Productions bring together students from all disciplines, including acting, design, costume, props and effects, technical theatre, stage management, set construction technologies and VET programs, to create work to industry standards.

Each project is both a creative work and an assessed learning opportunity. Students contribute in different ways depending on their course and role, including performing, designing, building, crewing, operating, managing, or supporting creative development.

2. Your Responsibilities During Production Seasons

Productions rely on collaboration, communication, and professionalism across all departments.

You are expected to:

- work respectfully and professionally with all members of the company.
- be punctual, prepared, and reliable for all calls that apply to your role.
- follow rehearsal, technical, and production room etiquette.
- maintain safe practices and follow all WHS directions.
- communicate clearly with your collaborators and Stage Manager.
- attend scheduled rehearsals, technical sessions, and performances when you are called.

These expectations apply to everyone involved in a production.

3. Casting and Production Roles

Casting and production roles are assigned to support your learning. Decisions consider the needs of the group, the requirements of the production, and a fair distribution of opportunities across the year.

Allocations are approved by Course Leaders and relevant staff to ensure students can meet learning outcomes and progress in their training.

If you find the content of a production personally distressing or challenging and wish to request reassignment, contact the Counselling Service for support and guidance.

4. Requesting Reassignment from a Production

If you find the content of a production personally distressing or challenging and wish to request reassignment, contact the Counselling Service for support and guidance.

The Counsellor will meet with you to discuss your circumstances and assess whether continuing in the role may pose a risk to your wellbeing. Any decision to reassign will be made in consultation with your Course Leader and guided by considerations such as:

- the nature of the content.
- your personal experience or past trauma.
- any serious mental health considerations.
- complex Post-Traumatic Stress Disorder (PTSD).

Decisions also consider the Student Charter, which recognises that students are expected to:

- work with themes that may be personally challenging.
- face the uncertainties and demands of creative practice and the performing arts industry.
- engage with diverse perspectives in a professional and culturally aware manner.

All discussions with the Counselling Service are confidential in line with the NIDA Counselling Policy. Records of approved arrangements will be stored securely in your student file.

The official procedure can be found on the NIDA [website](#).

23. SAFETY, CONSENT & COMPLIANCE IN PRODUCTIONS

Productions may include physical, technical, or creative elements that require special approval, planning or supervision. These guidelines ensure that all activity is safe, respectful, and professionally supported.

1. Smoking Depictions

You will never be required or permitted to smoke in any production or course project. A depiction of smoking may only be considered for artistic reasons and is not preferred by the Artistic Planning Committee. If approved, only simulated actions are allowed; actual smoking is prohibited.

A. Permitted simulated actions:

- rolling a cigarette.
- carrying a cigarette or pack.
- placing a cigarette in the mouth.
- using non-functional prop cigarettes.
- lighting a match or striking a lighter.
- miming lighting a cigarette without ignition.

Some productions may include the simulation of intimacy, violence, or other sensitive material. These moments are always approached with clear structure, consent-based processes, and professional standards.

B. Not permitted under any circumstances:

- lighting a cigarette.
- using Puff-Puff prop cigarettes.
- using vapes or e-cigarettes.

C. Approval process:

Requests can only be made by the Director to the NIDA Producer. Approved actions must be followed exactly in rehearsals and performances.

2. Working Safely with Intimacy and Sensitive Content

Some productions may include the simulation of intimacy, violence, or other sensitive material. These moments are always approached with clear structure, consent-based processes, and professional standards.

Where required, qualified staff such as an Intimacy Coordinator, Movement Specialist or Fight or Violence Coordinator will support the creative team. Their role is to ensure that all staged content is safe, repeatable, and respectful for everyone involved.

If you have concerns, raise them early with your Course Leader, Stage Manager, or the Counselling Service.

3. WHS & Production Safety

All creative and technical activity must follow NIDA's WHS Policy and risk assessment procedures, including:

- safe work in studios, workshops, and theatres.
- correct supervision for technical tasks.
- safe use of tools, chemicals, and equipment.
- reporting hazards, incidents, and near misses.

Production-specific safety plans are developed by the relevant Course Leaders, the WHS Manager, and the Production Stage Manager.

24. INTELLECTUAL PROPERTY & COPYRIGHT

Creative work produced as part of your studies at NIDA is subject to NIDA's Intellectual Property Policy. Ownership and usage rights depend on the nature of the work and the level of institutional support involved.

Students should review the full Intellectual Property Policy to understand:

- how ownership is determined.
- how NIDA-supported work may be used.
- when permissions or acknowledgements are required.
- how recordings, archival materials and digital content are managed.

For more information, visit NIDA's Policy and Procedures [webpage](#)

Your voice matters. Sharing your experience helps ensure NIDA continues to evolve, respond to student needs, and maintain high standards in teaching, learning, and student support.

PART 9—FINISHING UP

25. GRADUATION & BEYOND NIDA

1. Repaying loans

All loans must be repaid before you graduate. Academic transcripts and testamurs cannot be released until the outstanding amount has been paid.

2. Graduation

Once you have successfully completed your course, you will be invited to attend NIDA's annual graduation ceremony. Graduations are usually held on a Friday. A save the date email is sent around six months in advance, and your official invitation will arrive once all course requirements have been confirmed.

If you cannot attend the ceremony, you will graduate in absentia. Your certificate, academic transcript and, for Higher Education students, your Australian Higher Education Graduate Statement will be posted to your most recent mailing address by registered mail.

Costs associated with the graduation ceremony can be found in the Fee Schedule for your course on the NIDA website.

3. After You Graduate

Completing your course marks the beginning of your life as a NIDA graduate. There are a few ways to stay connected and continue contributing to the creative community.

A. Graduate Feedback

As you finish your training, you'll be invited to complete NIDA's Graduation Feedback survey. This is an important way for you to share your experience of your course, the support you received, and the training environment as a whole.

Your feedback helps NIDA:

- understand the strengths and challenges of each course.
- identify areas for improvement.
- meet national quality assurance requirements set by TEQSA.
- shape future training for the next generation of students.

Your voice matters. Sharing your experience helps ensure NIDA continues to evolve, respond to student needs, and maintain high standards in teaching, learning, and student support.

B. Alumni Library Access

When you finish your course, you can still stay connected to NIDA's Rodney Seaborn Library. As a graduate, you're eligible to apply for alumni library membership, which gives you ongoing access to the library's resources.

You can choose the level of access that suits you, including options for borrowing physical items, accessing online resources, or both. If you prefer not to

Once you graduate, you become part of NIDA's alumni network. This is a community of artists and creatives working across theatre, film, television, and the wider cultural industries.

join as a member, you're still welcome to visit the library by appointment, but you won't be able to borrow items.

Alumni membership is a great way to keep engaging with scripts, research materials, and performance resources as you continue your creative career.

C. Alumni Community

Once you graduate, you become part of NIDA's alumni network. This is a community of artists and creatives working across theatre, film, television, and the wider cultural industries. Alumni may receive updates about opportunities, industry events and ways to stay connected with NIDA's creative community.

You are encouraged to keep your contact details up to date so you can continue to receive invitations, news, and opportunities that support your creative practice.

D. Staying Connected with NIDA

Day to day access to campus facilities ends once you complete your course. However, NIDA regularly welcomes alumni back to campus for events, exhibitions, performances, and engagement opportunities.

Graduates can also make use of NIDA's public offerings, including attending shows, engaging with NIDA Open programs, and reconnecting with staff and peers through industry events.

KEY CONTACTS

1. Course Leadership and Teaching Teams

Bachelor of Fine Arts (BFA)

Acting	Course Leader / Head of Acting John Bashford	john.bashford@nida.edu.au 02 9697 7622
	Senior Course Coordinator Bianca Wilson	acting.administration@nida.edu.au 02 9697 7544
Costume	Course Leader Corinne Heskett	corinne.heskett@nida.edu.au 02 9697 7664
	Course Coordinator Anna Mullan	anna.mullan@nida.edu.au 02 9697 7683
Design for Performance	Course Leader Bob Cousins	bob.cousins@nida.edu.au 02 9697 7546
	Senior Course Coordinator Rebecca Paling	rebecca.paling@nida.edu.au 02 9697 7569
Properties and Objects	Course Leader Marcelo Zavala-Baeza	marcelo.zavalabaeza@nida.edu.au 02 9697 7658
	Course Coordinator Anna Mullan	anna.mullan@nida.edu.au 02 9697 7683
Scenic Construction and Technologies	Course Leader Nicholas Day	nicholas.day@nida.edu.au 02 9697 7618
	Course Coordinator Anna Mullan	anna.mullan@nida.edu.au 02 9697 7683
Technical Theatre and Stage Management	Course Leader / Senior Lecturer Nicole Robinson	nicole.robinson@nida.edu.au 02 9697 7619
	Course Coordinator Juliette Amies	juliette.amies@nida.edu.au 02 9697 7600

Master of Fine Arts (MFA)

Dramatic Writing	Course Leader	joe.hepworth@nida.edu.au
	Joe Hepworth	02 9697 7591
<hr/>		
	Course Coordinator	alana.shootingstar@nida.edu.au
	Alana Shootingstar	02 9697 7588
<hr/>		
Directing	Course Leader	benjamin.schostakowski@nida.edu.au
	Dr Benjamin Schostakowski	02 9697 7599
<hr/>		
	Course Coordinator	alana.shootingstar@nida.edu.au
	Alana Shootingstar	02 9697 7588
<hr/>		
Cultural Leadership	Course Leader	amanda.mcdonaldcrowley@nida.edu.au
	Amanda McDonald Crowley	02 9697 7645
<hr/>		
	Course Coordinator	natanyah.forbes@nida.edu.au
	Natanyah Forbes	02 9697 7608
<hr/>		
Common Subjects (BFA and MFA)	Course Leader	belinda.hoare@nida.edu.au
	Belinda Hoare	02 9697 7567

Vocational Education and Training (VET)

Diploma of Live Production and Technical Services	Course Leader	loretta.sancataldo@nida.edu.au
	Loretta Sancataldo	02 9697 7578
<hr/>		
Diploma of Screen and Media (Specialist Make-up Services)		
<hr/>		
Diploma of Musical Theatre	Head of Musical Theatre and Stage and Screen Performance	darren.yap@nida.edu.au
	Darren Yap	02 9697 7582
<hr/>		
Diploma of Stage and Screen Performance	Academic Administrator	rhiaan.marquez@nida.edu.au
	Rhiaan Marquez	02 9697 7516
<hr/>		
	Manager	govinda.roser@nida.edu.au
	Govinda Röser	02 9697 7516

2. Student Services and Learning Support

Learning and Innovation Leadership	Director, Learning and Innovation Andrew Comrie	andrew.comrie@nida.edu.au 02 9697 7545
	Deputy Director, Learning and Innovation (VET) Mark Gaal	mark.gaal@nida.edu.au 02 9697 7573
	Deputy Director, Learning and Innovation Jack Thomson	jack.thomson@nida.edu.au 02 9697 7589
	Head of Academic Development and Research , Learning and Innovation Dr Suzanne Osmond	Suzanna.osmond@nida.edu.au 02 9697 7589

Student Administration and Support	Head of Student Services and Operations Clare Jones	clare.jones@nida.edu.au
	Student Records Officer Brendan Zlatkis	brendan.zlatkis@nida.edu.au 02 9697 7611
	Admissions and Scholarships Officer Liz Burton	liz.burton@nida.edu.au 02 9697 7672
	Student Services Assistant Scarlett Johnson	scarlett.johnson@nida.edu.au 02 9697 7674
	Academic Officer James Marland	james.marland@nida.edu.au 02 9697 7666

Student Counselling and Wellbeing Support	Senior Counsellor Kareena Hodgson	kareena.hodgson@nida.edu.au
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3. Production Department

Production Manager Kate Gandy	kate.gandy@nida.edu.au 02 9697 7543
Producer Di Misirdjieff	diane.misirdjieff@nida.edu.au 0413 043 150

4. Marketing and Communications

Head of Marketing and Communications Amy Goodhew-Banks	amy.goodhewbanks@nida.edu.au
Marketing Enquiries	marketing@nida.edu.au

5. IT and Technical Operations

	Information Technology (IT) Helpdesk	help.it@nida.edu.au
Technical Operations (Tech Ops)	Head of Operations Ben McPharlin	ben.mcpharlin@nida.edu.au 02 9697 7605
	Technical Manager William Yates	william.yates@nida.edu.au 02 9697 7511 (or via CH1)
	Audio Supervisor Lachlan Bensley	lachlan.bensley@nida.edu.au 02 9697 7610
	Lighting Supervisor Ashley Sullivan	ashley.sullivan@nida.edu.au (also via CH1)
	Staging Supervisor Dean Pearson	dean.pearson@nida.edu.au (also via CH1)
	AV Store Technician Octavio Sartoris Llanes	octavio.sartorisllanes@nida.edu.au (also via CH1)
	Tech Ops Helpdesk	help.techops@nida.edu.au
Work Health & Safety (WHS)	WHS Manager Christine Higgins	christine.higgins@nida.edu.au 02 9697 7616

6. Facilities and Campus Operations

Building Services Manager barry.carr@nida.edu.au

Barry Carr

Operations Coordinator freya.jokela@nida.edu.au

Freya Jokela 02 9697 7531

Facilities Helpdesk help.facilities@nida.edu.au

Facilities Duty Manager 0401 599 306

NIDA Building Emergency Number 0422 180 130

PART 10—BUILDING MAP, KEY DATES AND STUDENT CALENDAR

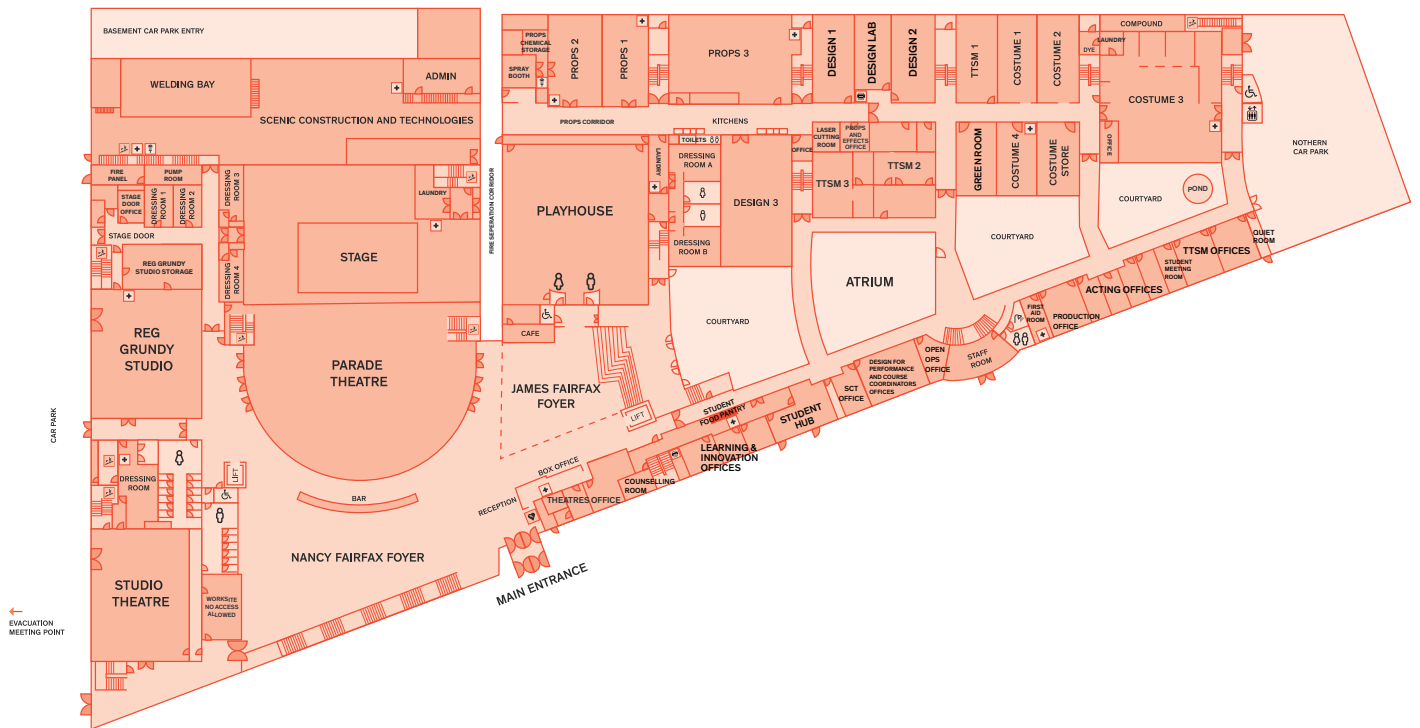
Key Dates

<https://www.nida.edu.au/study/students/student-calendars-2026/>

Student Calendars

In 2026 there are 5 calendars;

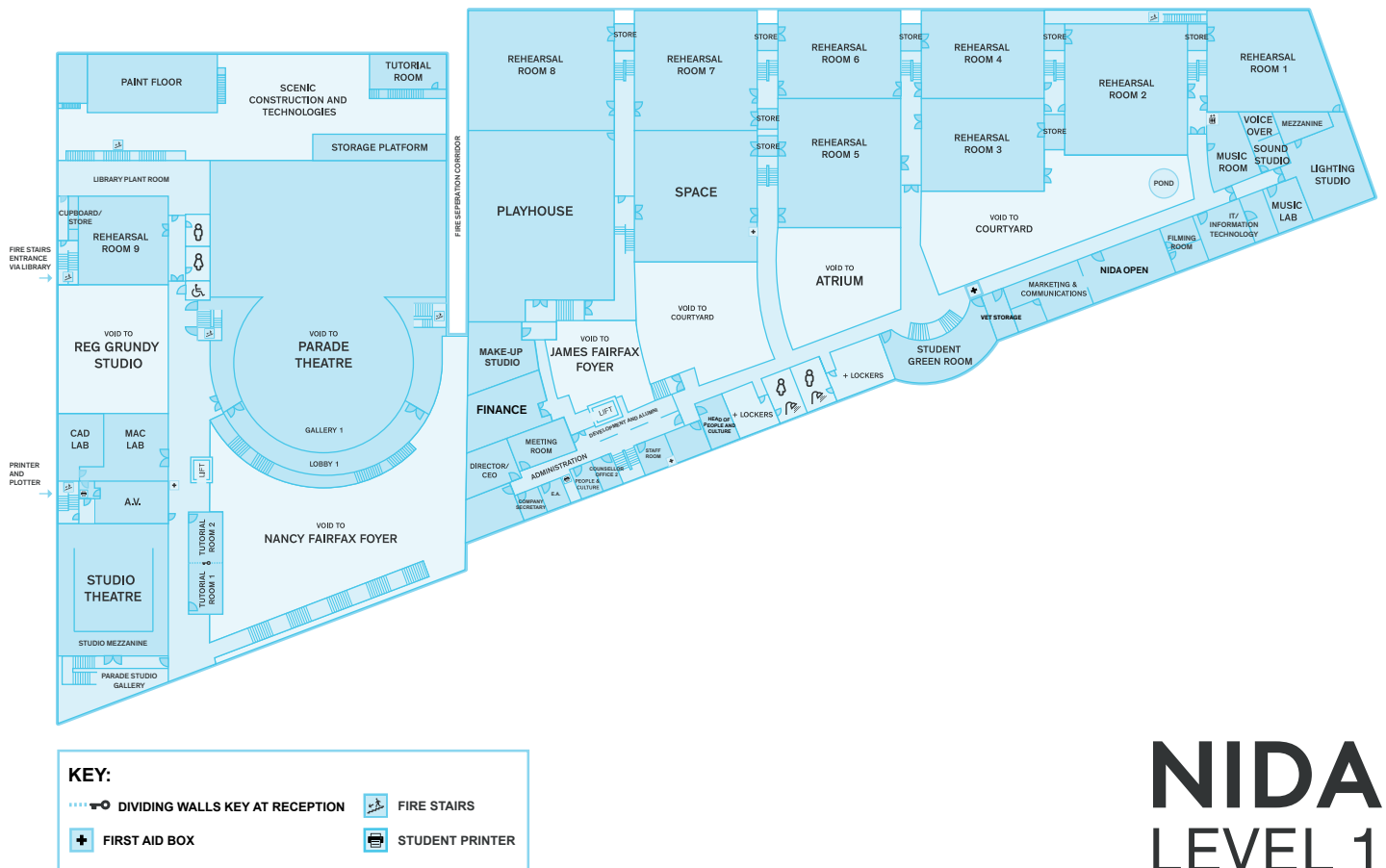
- [VET](#)
- [BFA](#)
- [MFA Cultural Leadership](#)
- [MFA Directing](#)
- [MFA Dramatic Writing](#)



KEY:

DEFIBRILLATOR	EYE WASH STATION	FIRE STAIRS
FIRST AID BOX	FIRST AID KIT	STUDENT PRINTER

NIDA GROUND



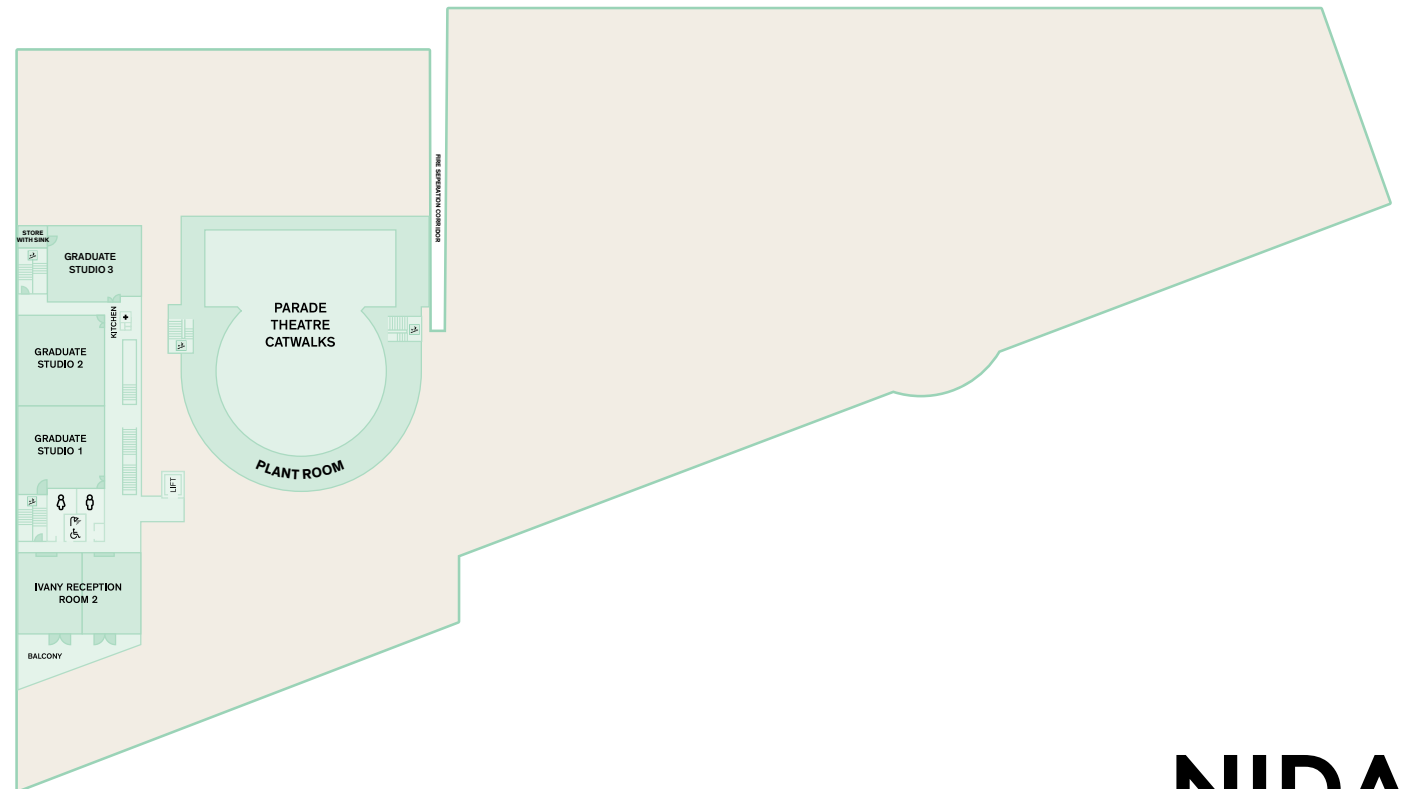
NIDA LEVEL 1



KEY:

- DIVIDING WALLS KEY AT RECEPTION
- FIRST AID BOX
- FIRE STAIRS
- STUDENT PRINTER

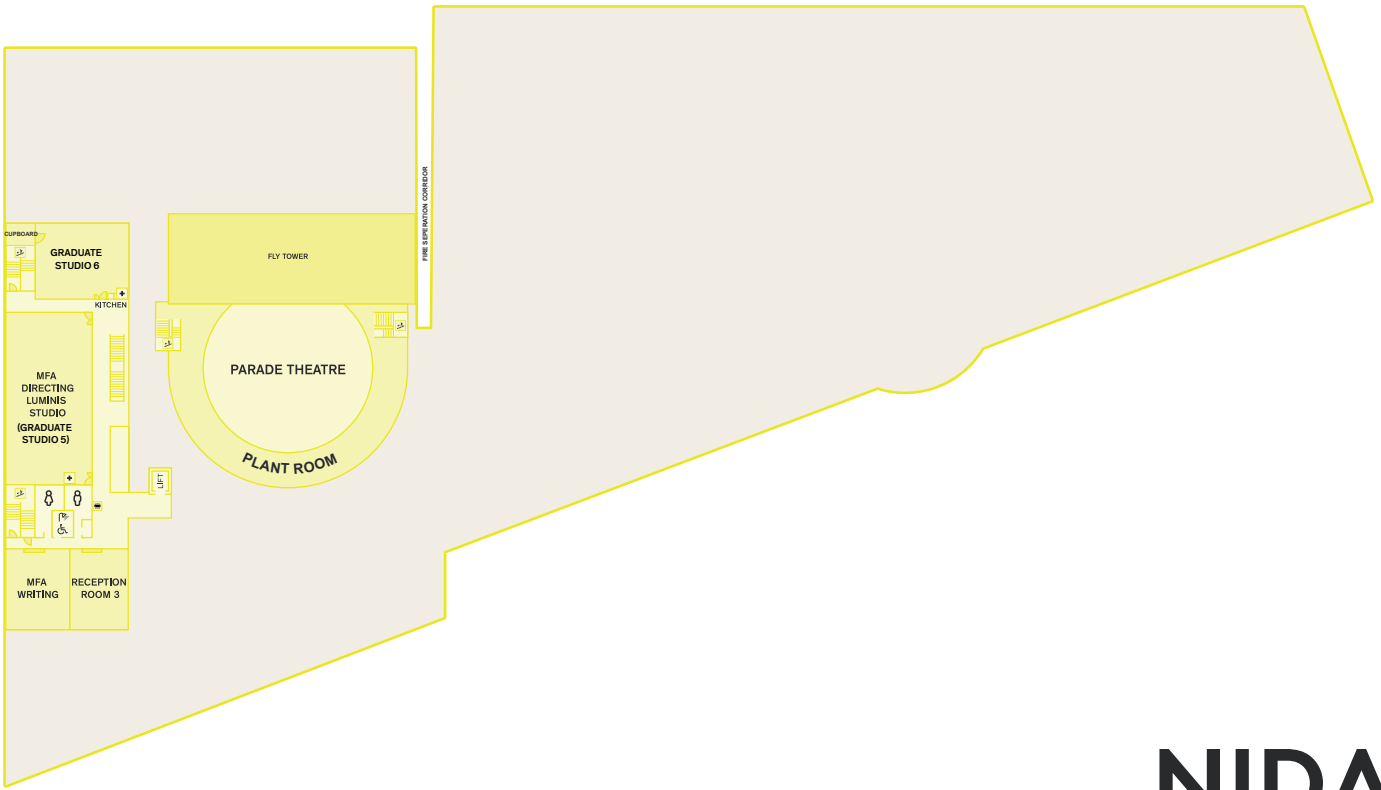
NIDA LEVEL 2



KEY:

- FIRST AID BOX
- FIRE STAIRS

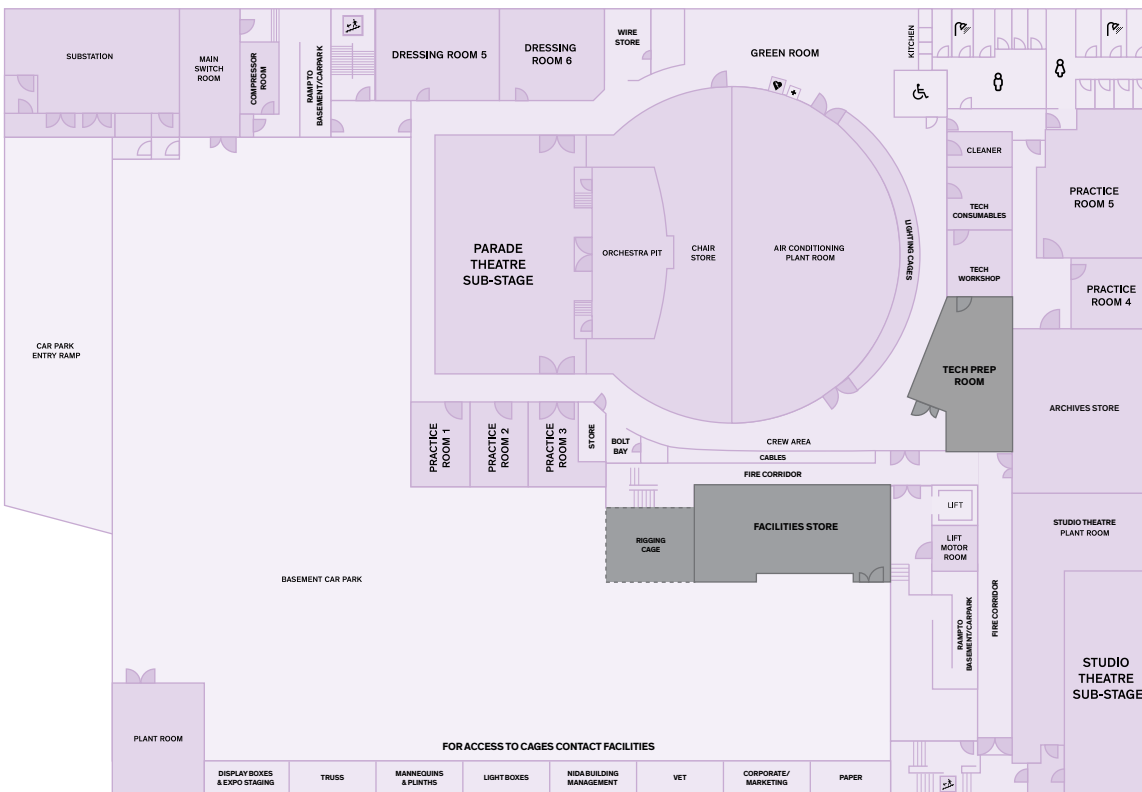
NIDA LEVEL 3



KEY:

- FIRST AID BOX
- FIRE STAIRS
- STUDENT PRINTER

NIDA LEVEL 4



KEY:

- DEFIBRILLATOR
- FIRE STAIRS
- FIRST AID BOX

NIDA BASEMENT

NIDA

National Institute of Dramatic Art