

**STUDENT  
LEARNING  
CHARTER**

NIDA graduates are characterised by their skills, commitment, imagination, entrepreneurship and openness to their craft.

During your study at NIDA, you will be held to high professional standards and expected to engage with the broad scope of cultural contexts and course content. You will be immersed in eye-opening, inspiring and life-changing experiences that may challenge you at times, but will equip you with the skills, attributes, work ethics and adaptability needed for a successful career in the performing and creative arts.

The work is rigorous, and you are expected to work hard. However, everyone will be focused on supporting your development as a person and artist, working to ensure you achieve the best possible outcomes and demonstrate exemplary practice.

Complementing our NIDA Code of Conduct, this charter helps you to understand your responsibilities in the learning environment at NIDA, to enhance your opportunities for success in your studies, and to feel welcome as an integral member of our NIDA community.

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The NIDA Student Learning Charter is built on our embedded principles of honesty, mutual respect, integrity, shared rights and responsibilities, professionalism and support.

We embrace collaboration, diversity and inclusion and exploration within our approach to learning:

**Collaboration:** The collaborative ensemble is key in the NIDA learning framework. Collaboration is a powerful vehicle for creativity and requires you as an artist to place value on the individual's responsibility to the group and on the group's responsibility to the individual. The goal is for you to develop your unique artistic self while working with others in the ensemble.

**Inclusion and Diversity:** NIDA is a creative arts tertiary education and training institution. We embrace a diverse population of students and staff in our community, and we promote inclusion and diversity in all of our activities. This means that we work creatively and critically with materials, texts, plays and ideas that express the broad diversity of social, cultural and political histories, beliefs, views and values that exist in our societies and communities.

NIDA has adopted a First Nations First approach to student learning, that supports and encourages students through a culturally informed and respectful approach to learning. NIDA's First Nations team, Manager of Inclusion and Equity, counsellors and student services team and teaching staff are all available to help you to develop the strategies and the resilience that will allow you to engage productively with any challenges that may arise.

As emerging practitioners, your education and training seek to build your confidence and capacity to be open and willing to engage with issues that may be emotionally confronting, or personally or physically challenging to the values, belief systems or sense of identity and self that you may have. Consequently, you are expected to engage with all learning opportunities, working through tasks and ideas, while being comfortable in asking for support as needed.

**Exploration:** NIDA fosters an environment in which creativity can thrive and key to this is the ability for you to feel safe in taking creative risks acquiring new skills and exploring your practice.

Training in all disciplines will demand of you to fully engage emotionally, intellectually and physically - with the world around you and with all the learning experiences available to you during your time at NIDA.

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You will find below a range of expectations that you will need to meet as part of your studies at NIDA. We will work with you to achieve these expectations, including through the support services available at NIDA, to help you to perform your practice at a professional level.

**As a NIDA student, your charter is to:**

#### **Outlook and commitment**

- face the challenges and uncertainties inherent in the artistic process and in the performing arts and entertainment sectors.
- engage with opposing points of view and opinion, and be able to acknowledge, consider and discuss them in a professional and open manner, with sensitivity and cultural awareness.
- work with themes that may be personally challenging and/or confronting.
- demonstrate respect for and value the diversity of the NIDA and broader artistic community.
- value and support the ensemble or creative collective, while pursuing your individual artistic endeavours.
- commit to rigorous work and long hours, manage pressure, and continue to function in an intense training environment.
- develop and evidence effective time and project management skills and the self-discipline necessary to meet rigorous academic and performance schedules, including engagement, punctuality, thorough preparation, application and collaboration.
- accept open and honest feedback about your work in terms of encouragement, correction and criticism from staff.
- maintain health and wellbeing habits to support a professional standard of performance.

## Communications

- develop skills in negotiation and learn to compromise, both key skills in the collaborative environment of the arts.
- be open to professional critique about the development of your practice and respond in a professional manner.
- learn and use the language of your own discipline to coherently express your practice and ideas, and to communicate professionally with artists in other disciplines with whom you are collaborating.

## Imagination and Intellect

- demonstrate curiosity, integrity, empathy, and adaptability.
- be courageous and push through to your best creative self.
- take creative risks and challenge prior opinion/beliefs.
- learn and create work within the timeframes established by the curriculum.

## Self -Awareness

- reflect on your technique, skills and knowledge and be open to innovative approaches to training and to letting go of previous practices that interfere with progress.
- seek to understand your unique artistic abilities and develop skills to integrate and collaborate with an ensemble.
- observe, reflect and learn from teachers and fellow students, and develop and embody the emotional, intellectual, physical, artistic and technical skills required in your practice.

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NIDA is committed to providing an environment that prepares talented artists for careers in their respective professions by providing high quality learning and teaching, support and services.

### **Students can expect that NIDA will provide:**

- Instruction and guidance from motivated staff who are fair in dealing with academic matters.
- Guidance and support from well informed staff who are fair in dealing with personal and administrative matters.
- A safe and secure environment that is free from discrimination, bullying or harassment.
- Appropriate access to facilities, resources and materials that will support student engagement and learning and that meet Work Health and Safety (WHS) requirements.
- A program of study that is relevant, student centred, fulfils specified aims, and which is fairly and consistently assessed.

- Timely, transparent and fair responses to concerns and complaints.
- Timely access to accurate information about programs of study, support services and student opportunities.
- Respect for the legal rights of students including privacy and confidentiality.
- A dynamic and supportive learning and teaching and research environment that respects and responds to their needs.
- Access to information that outlines the individual's rights and responsibilities as a student including NIDA codes, policies, rules and procedures.
- Opportunities at various levels for student participation in the NIDA's decision-making processes.
- An environment that embraces opportunities leading to effective, life-long learning.
- Access to Work Integrated Learning opportunities which may include industry placements, internships, simulated workplace environments such as productions and writers' rooms, and other professional activities. Crucially they seek to support your career goals through the alignment of activity with your studies at while enhancing your personal development.
- Approachable access to counselling and advice regarding: health and wellbeing, accommodation, finance etc.
- Sustained contact with industry as a fundamental feature of all its programmes of study, supported by embedded, proactive and discipline-specific careers guidance.
- An annual student handbook that provides signposts to the academic guidance and learning support services available in the school, fair and equitable appeals and complaints procedures, and NIDA policy and procedures.
- Accurate information regarding tuition fees, payment options and deadlines, and an estimate of necessary additional costs.
- Student representation at boards and meetings, and other channels.

# NIDA Student Code of Conduct

## 1. SCOPE OF CODE

The NIDA Student Code of Conduct ('the Code') underpins all student-focused policies and procedures at NIDA.

The NIDA Student Code of Conduct applies to the conduct of a person while they are enrolled at NIDA in accredited courses including international students and students in higher education, and vocational courses. The Code applies to conduct in all aspects of student experience and learning including, classes, collaborations, projects, performances, study travel and industry placements.

## 2. RESPONSIBILITIES

The Code sets out the five core responsibilities that should guide the work of all students. The Code sets out five equal core responsibilities fundamental to good professional practice for students.

1. Respect all people.
2. Act with honesty and integrity.
3. Use NIDA's resources responsibly.
4. Comply with all policies and procedures.
5. Comply with the laws of the land.

All NIDA policies and procedures applicable to students expand and reference the core responsibilities of the Student Code of Conduct.

<https://www.nida.edu.au/study/students/policies>

### 2.1 Respect for all people

All students are expected to:

- Treat everyone with respect and courtesy and without coercion, bullying and/or harassment and/or discrimination of any kind.
- Contribute to an equitable and inclusive culture.
- Respect, support and engage with your own practice, be it professional and/or creative, as well as the practice of others, and engage with the collaborate nature of all phases of the ensemble learning environment.
- Respect the privacy of others in the NIDA community and maintain an appropriate level of confidentiality when dealing with any sensitive information.
- Maintain professional standards of communication and behaviour.
- At all times when engaged in NIDA related activity, both onsite and offsite, behave in a way that upholds NIDA values and the integrity and the good reputation of NIDA.

## **2.2 Act with honesty and integrity**

All students are expected to:

- Act in an honest and trustworthy manner.
- Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment/enrolment.
- Not engage in vexatious or malicious complaints.
- Not knowingly provide false or misleading information in response to a request for information or an application, including avoiding falsely signing or forging documents and or signatures.
- Not make improper use of inside information, status, power or authority in order to gain or seek to gain a benefit or advantage for yourself or another person.
- Appropriately acknowledge the work, ideas and practice of others, not engage in plagiarism, academic misconduct or breach of copyright.

## **2.3 Responsible use of resources**

All students are expected to:

- Be mindful of NIDA's resources and use them responsibly, ethically and sustainably, taking into account - where feasible – NIDA's Green Plan.
- Respect the rights of others to share space and have equal and fair access to resources and facilities.
- Make effective use of NIDA's resources. These include:
  - Financial related resources (e.g. purchasing goods and services).
  - Physical resources (e.g. computers, email/internet (for personal use)).
  - Information resources provided to support your study.
- Respect NIDA's intellectual property and not to use the NIDA name, logo or resources for private gain or the gain of a third party, for private business or commercial purposes, without prior permission.

## **2.4 Comply with policies, regulations and procedures**

As a NIDA student you are expected to:

- Make yourself familiar with all policies and procedures relevant to undertaking your course.
- Comply with any relevant industrial and administrative requirements and any lawful direction made by a person with the authority to give such a direction.
- Not make any public comment on NIDA's behalf unless authorised to do so, including social media presence where activity could be regarded as public comment.
- Take reasonable care for the health and safety of yourself and others during NIDA activities and cooperate with NIDA so far as reasonably practicable, to enable compliance with WHS legislation.
- Observe the security and access requirements at NIDA.

- Ensure you do not take part in any NIDA activities while intoxicated by alcohol or under the influence of illicit drugs.
- Access notices and correspondence communicated via your NIDA email address, NIDA Learn, the student system account, SMS and/or mail
- Respond to communication from NIDA within a suitable time frame.
- Notify Student Services or nominee) of any change in your contact details as soon as possible.
- Comply with and complete all the requirements associated with admission, enrolment, assessment and academic progression including but not limited to obligations and/or restrictions that may apply under relevant legislation.

### **2.5 Comply with the laws of the land.**

All students are expected to:

- Make yourself familiar with any relevant laws of the land.
- Not engage in any illegal activity when studying at NIDA or otherwise associated with NIDA.
- Report any allegation made against you regarding a breach of the law to your Course Leader or Student Services as soon as possible.

### **3. COMPLIANCE WITH THE CODE**

Failure to:

1. comply with the NIDA Codes of Conduct, policies, procedures, directives, guidelines and any other form of NIDA regulation or relevant external authorities; or
2. maintain a standard of conduct acceptable to NIDA; or
3. comply with conditions set by the NIDA CEO or their nominated delegate; or
4. comply with any reasonable directives from a NIDA staff member,

may be an act of misconduct and may be dealt with as per the Misconduct Policy and Procedures and the relevant Grievances and Appeals policy and procedure.

If the NIDA CEO or their nominated representative reasonably considers that a student's conduct or behaviour may interfere with the freedom of other persons to pursue their studies, participate in NIDA student life or otherwise negatively impact NIDA, the NIDA CEO or their nominated representative may, separate to any action that may be taken under the Misconduct Policy, require the student to comply with specific attendance or participation conditions as notified to the student in writing.



## **NIDA Training Code of Conduct**

### **As NIDA students you undertake to:**

- Follow the NIDA Code of Conduct with respect to your behaviour and your behaviours towards others.
- Follow and engage fully with the provided programme of study as specified for the year.
- Attend and be punctual for every timetabled session or obtain agreement from Head of Course, in advance, for any essential absences or notify illness as outlined in the Attendance Policy.
- Keep informed by a) regularly checking your NIDA e-mail account, b) reading the student handbooks, and c) consulting School notice boards and MyNIDA.
- Take responsibility for managing your own learning: actively engaging in the programme, spending sufficient, regular time in independent study and practice, informing the relevant staff of timetable clashes, illness, changes to address or other changes of circumstance.
- Attend all scheduled assessment events and submit course work by the stated deadlines, and actively and professionally engage with the resulting feedback in accordance with the Assessment Policy
- Be appropriately attired for the timetabled session at the beginning of that session.
- Be respectful to all involved parties including, facilitators, other students or guest lecturers and tutors.
- Assist in improving the quality of programmes, facilities and services by giving full and constructive feedback on your experience via the Learner Engagement Questionnaire or other surveys run by Learning and Innovation, or through student advocacy on Academic Board forums.
- Talk to a member of staff if you are experiencing problems or lodge a complaint using the [online complaint form](#).
- Be respectful of the learning spaces, facilities and equipment at all times – vandalism, graffiti and theft are grounds for immediate cancellation of enrolment.
- Take responsibility for the prompt and timely payment of tuition fees.
- Take responsibility for being proactive in attending support sessions with study skills tutors, mentors and other support staff.
- Not smoke anywhere on campus other than in the designated smoking area/s see Alcohol, Drugs and Smoking Policy. You may not smoke in costume at any time.

- Observe the zero tolerance rules on being under the influence of recreational drugs and / or alcohol. Any student whose appearance or behaviour suggests that you may be under substance abuse will immediately be referred to senior management for investigation and follow up action. [See Alcohol, Drugs and Smoking Policy.](#)
- Not bring food or drink, other than water, into learning spaces unless cleared with the individual tutor. If food or drink are allowed, you are responsible for cleaning up after yourselves.
- Ensure the room space is restored to the state it should be in for the usual running of the space (see wall maps in each rehearsal room). This includes reporting broken or faulty equipment via iHELP ([Help.Facilities@nida.edu.au](mailto:Help.Facilities@nida.edu.au)), returning furniture, door frames, props and other objects to the original locations and the removal of all personal items and trash from the rehearsal room.
- Be responsible for restoring tutorial rooms, rehearsal rooms and studios to the NIDA specified set-up (as indicated on the wall) at the end of each session.
- Return props and costumes to you assigned storage locations at the end of a rehearsal.
- Refrain from disruptive use of any electronic devices.
- Refrain from photography, recording or broadcasting of any kind without permission of the facilitator.
- Not post or distribute beyond the company images or digital files of any sort (see Intellectual Property and Copyright Policy on policies page of the NIDA website) without the express permission of NIDA.
- Agree that class and production work at NIDA often requires physical interaction and touching. All students must have completed the Consent Matters module on commencing at NIDA, and all requisite Intimacy training must be undertaken as directed by the relevant Course Leader or Head of Discipline.

This may include but is not limited to:

- Partner dancing
- Combat exercises
- Voice and Body partner work
- Rehearsal and improvisation
- Costume measurement and fitting
- Dressing and costume changes in performance
- Hair cutting, styling and makeup application.
- Microphone and body microphone fitting and adjustment
- Harness fitting and adjustment
- Props and effects fitting and adjustment
- Body cleaning in performance and rehearsals settings

- Agree that your acceptance of this Code of Conduct signifies affirmative consent to appropriate physical contact in the context of the training, however, you and other students have the right to speak out if you feel that the contact has been inappropriate or has put you at risk. Speak to your Course Leader immediately or refer to the Sexual Misconduct Policy and Sexual Misconduct report form should you wish to make a complaint.
- You have the right to request an adjustment in behaviour from a work or student colleague in the case of any discomfort or distress arising from physical contact.
- Agree and respect that consent to appropriate physical interaction and touching as part of the training in a class or rehearsal does **not** give consent or carry over outside the class.

## **In Addition:**

### **Rehearsal Conduct**

#### **If you are involved in a NIDA production, you undertake to:**

- Read daily schedules / call sheets.
- Be on time to every rehearsal.
- Actors are to be in appropriate rehearsal clothing at the start of each rehearsal.
- Be prepared and ready to work. Students will have appropriate equipment and documents suited to your role within the production such as scripts, pencils, notes.
- Be engaged in the rehearsal process and give your full attention to the task at hand following directions from the Director and Stage Manager
- Be quiet during rehearsal and use the opportunity to listen to feedback and directions of others in order to learn.
- Stand by for cues and entrances at all times.
- Be on time and be courteous at any costume fitting or props and sets consultations.
- Refrain from bringing food or drink into a rehearsal in a theatre, backstage or eating while in costume. Food and drink in rehearsal rooms is at the discretion of the director. If eating and drinking is allowed students are responsible for cleaning up and removing all rubbish
- Recognise and respect that rehearsals are workshop extension of the curricula classroom work. Missing class because of rehearsal or performance related activities is unacceptable.
- Students who miss classes on the morning of a rehearsal will not be allowed to attend the afternoons/evenings rehearsal.
- Refrain from leaving rehearsals for any reasons without the permission of the director and / or stage manager.
- Not take photographs, recordings or broadcasts of any kind without the permission of the Director and the NIDA Producer.

### **Performance Conduct**

#### **Performances form part of the learning and assessment for students and NIDA expects that you undertake to:**

- Recognise that rehearsals and performances contribute to your learning and assessment and respect the process and rights of other students to a quality learning and assessment process.
- Be present and signed in for all half hour calls.
- Advise the Stage Manager as soon as possible and before the half hour call, if you are running late for any reason.
- Be warmed-up, dressed and ready for cues and entrances at the beginning of each performance.
- If performing in a play, provide at you own expense, all make-up required to conceal any, and all visible tattoos, and other basic makeup requirements.
- Costumes are not to be worn in public spaces outside the venue.

- Treat costumes, props and make-up with care. Hang and return costumes and props in the way you have been instructed in a consistent and respectful way. Do not make any unauthorised changes to them or any other production equipment.
- Maintain the performance as directed.
- Remain quiet in all backstage areas.
- Cooperate with the Stage Manager and Assistant Stage Manager and all specialists assigned to a production; refer all issues of concern with the Stage Manager.
- Understand and respect that the Stage Manager is obligated to report any misconduct. All students should report any serious mistake or breach of professional conduct to the Stage Manager
- In line with NIDA's non-smoking policy, not smoke or vape in dressing rooms, rehearsal spaces, backstage areas, theatres or anywhere inside the NIDA building.
- Not eat or drink in theatres or backstage (water being the exception).
- Not leave a performance for any reason without the permission of the Director and/or Stage Manager.
- Ensure dressing rooms are left neat and tidy at the end of each day. All rubbish must be removed and facilities left in an orderly manner.

In addition to the Code of Conduct, NIDA has a framework of policies and procedures that support the student experience: <https://www.nida.edu.au/study/students/policies>