



# STUDENT HANDBOOK 2025

## HIGHER EDUCATION AND VOCATIONAL STUDIES

The National Institute of Dramatic Arts  
is supported by the Australian  
Government



**Australian Government**

**Department of Infrastructure,  
Transport, Regional Development,  
Communications and the Arts**  
Office for the Arts

**NIDA** National Institute  
of Dramatic Art

# CONTENTS

WELCOME TO NIDA FOR 2025	2
GENERAL INFORMATION	3
NIDA STUDENT CHARTER	6
IMPORTANT ENROLMENT INFORMATION	7
ENROLMENT AND FEES	9
ORIENTATION	15
COMPLAINTS AND APPEALS	24
SERVICES	26
BUILDING INFORMATION	32
WORK HEALTH AND SAFETY (WHS)	39
ASSESSMENT	41
PROGRESSION	42
VOCATIONAL EDUCATION TRAINING (VET)	44
COPYRIGHT AND GENERATIVE AI	45
NIDA PRODUCTIONS	47
OTHER NIDA PROGRAMS	52
KEY DATES – 2025	54
IMPORTANT CONTACT DETAILS	56
IMPORTANT RESOURCES	60

## IMPORTANT NOTES

The contents of this document are subject to revision at any time. Amendments, corrections, and deletions will be circulated as an addendum to the Student Handbook during the year.

The Student Handbook should be read in conjunction with the NIDA Work, Health, Safety and Environment Handbook.

ABN 99 00 257 741

Higher Education Provider ID: PRV12052

CRICOS Provider Code: 00756M

RTO Code: 90349

*Cover Image*

*An Octoroon*

*Directed by: Timothy Douglas*

*NIDA 2024*

# WELCOME TO NIDA FOR 2025



I would like to begin by acknowledging the Traditional Custodians of the lands on which we learn and tell stories, the Bidjigal, Gadigal, Dharawal and Dharug people.

We pay our respects to Aboriginal and Torres Strait Islander Elders past and present who have cared for land, water, and story on these lands for generations. We also recognise the work and strength of Aboriginal and Torres Strait Islander artists, workers, and creatives within the NIDA community.

Sovereignty was never ceded.

Always was, always will be Aboriginal land.

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. 2024 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 7614 or via email [education@nida.edu.au](mailto:education@nida.edu.au). If you would like to make an in-confidence appointment to speak about anything personal, please contact the NIDA Counsellors, Kareena Hodgson and Helle Luckmann, who can be reached via the online booking form.

On behalf of the NIDA community, I wish you a creative, productive and fulfilling 2024 and I look forward to meeting you all soon.

All the best,  
Liz Hughes, CEO

# GENERAL INFORMATION

## VISION, PURPOSE, AND VALUES

### OUR PURPOSE

Ignite. Create. Connect.

### OUR COMMITMENT

Inspire Transformational Experiences

### OUR PRIORITIES

- Community  
Inclusive & Connected
- Dramatic Art  
Cultivation & Custodianship
- Relevance  
Responsive & Innovative
- Sustainability  
Responsible & Accountable

### OUR FOUNDATIONS

- Lead The Way
- Global Recognition
- Collaborative Storytelling

### OUR VALUES

- Empathy  
Open & Caring
- Generosity  
Value & Support
- Passion  
Energy & Commitment
- Professionalism  
Authentic & Transparent

### HISTORY

The National Institute of Dramatic Art – NIDA - was founded in 1958 as the first professional theatre training school in Australia, with the first acting classes commencing in 1959. Over sixty-five years later, NIDA's annual student intake has grown to more than three hundred full-time vocational and higher education program participants, approximately 100 full-time staff members.

NIDA's educational offering has evolved throughout its history to include degree courses in Acting, Costume, Cultural Leadership, Design for Performance, Directing Properties and Objects, Scenic Construction and Technologies, Technical Theatre and Stage Management, Voice, and Writing for Performance.

Since 2015 NIDA has included vocational courses in its repertoire: the Diploma of Live Production and Technical Services, the Diploma of Musical Theatre, the Diploma of Screen and Media (Specialist Make-up Services) and the Diploma of Stage and Screen Performance. Click the link to learn more about [NIDA's rich creative history](#).

## ORGANISATION AND GOVERNANCE OF NIDA

NIDA is a not-for-profit public company limited by guarantee, with a Board of Directors. The Board of Directors appoints the Academic Board, which is responsible for overseeing NIDA's academic program.

For details of the members of the NIDA Board of Directors and of the Academic Board refer to the [About NIDA](#) pages.

NIDA is supported by the Australian Government through the Ministry for the Arts. NIDA is registered and accredited as a Higher Education Provider for the undergraduate and postgraduate degree programs and is a Registered Training Organisation for Vocational Education and Training (VET).

NIDA is an approved higher education provider under the Commonwealth Higher Education Support Act 2003, enabling eligible NIDA students to apply for FEE-HELP or VET Student Loans (VSL).

NIDA is a dual provider of tertiary education: Higher Education and Vocational Education and Training.

NIDA's BFAs and MFAs are regulated by the Tertiary Education Quality and Standards Agency (TEQSA). NIDA's diploma courses are regulated by the Australian Skills Quality Authority (ASQA). RTO (Registered Training Organisation) code: 90349.

## BOARD OF DIRECTORS

NIDA's Board of Directors controls the business of the Company and acts to promote its objects and interests. The Board of Directors is responsible for:

- directing and guiding the Company's strategic direction
- appointing CEO
- maintaining and enhancing the role of the Company as a centre of excellence in the performing arts
- monitoring and maintaining the financial integrity and viability of the Company.

## ACADEMIC BOARD

The NIDA Academic Board is a standing committee of the Board of Directors. In conjunction with the Board of Directors, it has responsibility for educational policies, the approval of course documentation, the appeals process, course review and monitoring arrangements, and resource acquisition. It comprises members appointed by the Board on the advice of the Director.

The Academic Board is an objective, professional body which takes an overview of the school and its courses of instruction in relation to current and anticipated developments in the arts entertainment industry and in the arts education sector. Its members selected from the arts entertainment industry, as well as related fields of education and educational management.

## STUDENT ENGAGEMENT WITH ACADEMIC GOVERNANCE

There are three student members of the Academic Board, of which one is the President of SCON (a current NIDA undergraduate student), one representing the Graduate student body and one representing the vocational student body.

The Academic Board has the power to:

- convene ad hoc committees to advise on course development or to conduct specific tasks. Such committees will disband on completion of the task
- approve the courses of instruction
- recommend to the Board of Directors those persons who have completed the requirements of a course and are therefore eligible for awards under the seal of the Institute.
- In addition, there is one elected graduate student member of the Research and Scholarship Committee. Elected student members will serve for one year.

## EXAMINATION AND PROGRESS COMMITTEE

The Examination Committee reviews all course results for each student and makes recommendations to the Academic Board as to the student outcomes (failed, pending, special consideration, passed).

## STUDENTS AT RISK COMMITTEE

The Students at Risk is a sub-committee of the Examination and Progress Committee. The purpose of the sub-committee is to consider the academic progress of any students that have additional learning support needs and determine the effectiveness of any special considerations and /or reasonable adjustments that have affected a student's academic performance and recommend to the Examination and Progress Committee any additional actions required.

## THE DIRECTOR'S CONSULTATIVE COMMITTEE

The Director's Consultative Committee includes the Director/CEO, senior staff and SCON representatives. The Director consults with students through this committee on matters such as policy, NIDA activities and NIDA's relationship with the profession. The Committee the pathway by which students can bring matters to the attention of the Board of Directors and/or the Academic Board.

## GOVERNMENT SUPPORT

NIDA is supported by the Australian Government through the Ministry for the Arts

NIDA is an approved higher education provider under the Commonwealth Higher Education Support Act 2003, enabling eligible NIDA students to apply for FEE-HELP.

VET Student Loans is also available for eligible students enrolled in all diploma courses at NIDA.

# NIDA STUDENT CHARTER

## NIDA STUDENT CHARTER AND NIDA STUDENT CODE OF CONDUCT

The [NIDA Student Charter](#) is an important document which you must read and accept in order to be considered compliant with NIDA's learning agreement and requirements. The charter sets out the central principles that are intrinsic to the reciprocal partnership between NIDA and its students. The charter is designed to create a productive, safe, and collaborative learning environment.

The **NIDA Student Code of Conduct** is located within the NIDA Student Charter and can be accessed via the [NIDA Student Charter](#) link. 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 placements.

## GENDER BASED VIOLENCE: PREVENTION AND RESPONSE

Gendered violence has **NO** place at NIDA. NIDA is committed to working to prevent all forms of gendered violence, including sexual misconduct, on the NIDA campus.

NIDA policy frameworks and learning and teaching activities act to:

- Build a safe and respectful teaching and learning environment.
  - Raise awareness of gendered violence.
  - Provide opportunities for reporting gendered violence, including sexual misconduct.
  - Encourage appropriate and safe bystander action.
- It takes courage to reach out, but if you have experienced sexual harm, help is available.

For more information, please look at our [Sexual Misconduct and Gender-Based Violence Prevention and Response Policy](#).

[Click here](#) for more information on how to report, and access support and assistance.



# IMPORTANT ENROLMENT INFORMATION

## ENROLMENT

Please ensure that you accept your offer of a place and complete enrolment by the due date outlined in your letter of offer to ensure your place in the course.

You are a NIDA student from the time you enrol until you complete your course requirements and graduate; withdraw from your course; or are expelled from a course of study.

You can enrol in your course online through your Student Portal once you have accepted your offer of a place in the course. You must pay the fees and enrol by the specified dates, otherwise you will lose your place at NIDA.

You will be re-enrolled for each semester on the successful completion of course work from the previous semester unless you apply to [defer](#)

or notify Student Services of your intention to [withdraw](#) from your course.

## WITHDRAWAL

To leave a course before your course is completed you need to submit a Notice of Withdrawal form. Student services will contact you and advise you of the next steps in the process and will begin an offboarding process which involves ensuring you have:

- no outstanding tuition fees
- no outstanding library loans
- no NIDA equipment, including locker keys
- any scholarship payments stopped
- removing your access to NIDA systems
- and for international students it will mean reporting your change in enrolment status to the Department of Home Affairs via the PRISMS website.

If you believe you are eligible for a refund you will need to apply for a refund via the [Application for a Refund Form](#)

All refunds will be managed through the relevant Fee Policy for domestic and international students.

A VET student may enrol in a part of an approved course at NIDA in circumstances where the student has earlier withdrawn from a part of the course undertaken at NIDA.

## DEFERRAL

Delaying your study if you have a compelling reason you need to take temporarily stop studying.

To request a deferral, you must submit an [Application to Defer](#) form with evidence to support your compassionate and compelling circumstances.

Your application will be reviewed and if your reasons are considered valid you will be granted a deferral. If a deferral is granted you will receive a letter acknowledging:

- the approval of the deferral
  - the length of the granted deferral, and the expected date for you to restart your studies
  - the consequence of not restarting your studies on the nominated date
  - if you are an international student the intention to report a course variation to the Department of Home Affairs via PRISMS.
- If the deferral changes your expected end date from the original CoE you will be advised that your CoE will be cancelled and that you will need to seek advice from the Department of Home Affairs regarding the status of your student visa.

## EXPULSION/ENROLMENT CANCELLATION BY NIDA

NIDA can initiate a cancellation of your enrolment because of:

- breach of NIDA Code of Conduct or policies, including but not limited to the consistent disruption to the learning of others
- misconduct, including repeated academic misconduct
- illegal activities /criminal prosecution
- failure to make academic progress
- non-payment of tuition fees
- poor attendance impacting academic progress



- abandonment of your course

This list should not be considered exhaustive, and the Student Charter Code of Conduct and [NIDA Policies and Procedures](#) should be referenced.

If you are expelled from NIDA, you are eligible to appeal via the appropriate complaints and appeals policy: [Academic Complaints and Appeals Form](#) or;

Non-Academic Matters [Non-Academic Complaints and Appeals Form](#)

**If at the end of any appeals process your expulsion still stands you will:**

- be required to return any NIDA property
- not be eligible for any refund
- receive a statement of results for any completed subjects
- not be eligible to enrol in any future NIDA courses

In addition to the above, International Students will have their enrolment cancellation reported as a course variation against their confirmation of enrolment via PRISMS. International Students will need to urgently seek advice from the [Department of Home Affairs](#) with regards to the status of their student visa.

# ENROLMENT AND FEES

## ENROLMENT – BFA, MFA and VOCATIONAL NEW STUDENTS AND CONTINUING STUDENTS

### YOU MUST:

- if applicable, terminate any agreement you have for representation by an agent; you may choose to resume this arrangement at the end of your course;
- accept your enrolment offer and the terms and conditions of the Student Charter and the Student Code of Conduct by the specified date;
- return the Health Declaration by the specified date (new students only);
- pay your tuition fees by the specified date;
- if you are an international student, make arrangements for your visa issue and obtain Overseas Student Health Cover (OSHC) prior to commencing at NIDA.

### HEALTH DECLARATION

New students are asked to complete a Health Declaration, which is forwarded to successful applicants with the offer of enrolment. Completion of this questionnaire assists NIDA in its duty of care to students.

## ENROLMENT – NEW STUDENTS

Successful applicants are required to accept their offer by the date specified on their offer. Only in the most exceptional circumstances will a place be held for late acceptance. The demand for places at NIDA is such that offers of enrolment not accepted within the specified time are likely to be withdrawn and places offered to other applicants. Deferral of a place is not permitted. Successful applicants unable to take up places must re-apply for admission the following year. There is no guarantee of re-admission.

There is provision for incoming students to apply for credit transfer or recognition of prior learning for studies previously completed or documented relevant professional experience. Applications must be received prior to commencement of teaching. Refer to the NIDA website for the Credit Transfer Policy and related application form.

International students must provide evidence of their student visa, evidence of Overseas Student Health Cover (OSHC) for the period of study at NIDA and passport number to Student Services.

## ENROLMENT – CONTINUING STUDENTS

Students who have successfully fulfilled all the requirements of their year or semester (as applicable) of the course, as determined by the Academic Board, are required to confirm their continuation of enrolment in the subsequent year or semester (as applicable) of their course by a specified date and through the payment of tuition fees by the due date. If a student fails to re-enrol in accordance with the specified enrolment procedures, he or she will be considered to have relinquished his or her offer of re-enrolment.

## CHANGING ENROLMENT STATUS

### 1. Deferral

Enrolled students may be permitted to defer their studies under exceptional circumstances. Exceptional circumstances may include:

- protracted illness,
- family reasons,
- obligations to military or extended jury service.

Application must be made in writing with reasons and accompanying documented evidence to the Head of Course for consideration by the Head of Student Services who makes a recommendation to the Director/CEO. Approval for extended leave of absence can only be granted by the CEO.

### 2. Withdrawing from NIDA

A student may withdraw from a course at any time by writing to the CEO indicating that he or she wishes to do so. All fees, loans and fines need to be paid, all borrowed books and journals returned to the NIDA Library and the University of New South Wales Library, and all equipment returned.

The relevant course census date is the last date for students to withdraw from NIDA and receive a refund of tuition fees or without incurring a tuition fee liability for a FEE-HELP or VET Student Loan for the period.

If a student withdraws after the census date, there will be no refund of fees, and/or a FEE-HELP or VETSL Debt will be incurred.

An undergraduate student will have 'Withdrawn' registered on his/her academic transcript providing the withdrawal takes place no later than one calendar month after the census date in the relevant semester. If a student withdraws after that date, a result of 'Fail' will be recorded on the transcript for the relevant subject/s.

A Master of Fine Arts student, who wishes to withdraw from a course after the census date, will have 'Withdrawn' recorded on his/her transcript, provided the withdrawal takes place prior to the stipulated date in the first year of enrolment. If a student withdraws after this date, the transcript will record a result of 'Fail' for the relevant subject.

Vocational Studies students will receive a Statement of Attainment for any Units of Competency completed during their enrolment on the course.

## CHANGE OF ADDRESS OR NEXT OF KIN

Student Services and the Vocational office for VET students, must be notified in writing, as soon as possible, of any change of address while at NIDA. Failure to do so may lead to important correspondence (including results of assessment) being delayed in the mail or going astray. NIDA cannot accept any responsibility if official communications fail to reach students who have not given written notice of a change of address.

As per the conditions of their visas international students must notify the Education Department at NIDA within 7 days of changing address. Details of next of kin are to be provided in writing.

## CHANGE OF NAME

All records held and statements issued by NIDA will be in the name given at the time of first enrolment. If a student (or graduate for purposes of NIDA's database) wishes to change their name to something other than their name at the time of enrolment, photo ID or certified documentation of legal proof of name change must be shown. Updates can be provided using the [Notice of Change to Personal Details](#) form.

Accepted primary documentation: driver's license, passport, birth certificate (with photo ID), and marriage certificate, certificate from Registry of Births, Deaths, and Marriages. Overseas photo ID cards can be accepted if required information is shown and is clear. Credit cards, Medicare cards, student cards, etc. are not acceptable as primary proof.

In the case of a 'stage name', NIDA will record this name in the NIDA database and use it when appropriate, but any official NIDA documentation will be in the name provided at enrolment, unless legal proof of name change is provided. Updates can also be provided using the form above or by emailing [marketing@nida.edu.au](mailto:marketing@nida.edu.au)

For instances in which a student would like their NIDA email address to reflect their preferred name, please email the Student Services team at [education@nida.edu.au](mailto:education@nida.edu.au).

## SCHOLARSHIPS

### WHAT IS A NIDA SCHOLARSHIP?

NIDA Scholarships are an amount of money given to eligible higher education (MFA, BFA and Diploma of Live Production and Technical Services only) students to supplement the cost of their living expenses. They are aimed at encouraging and enabling students to devote themselves full-time to their NIDA studies during the semester and are made available through the generosity of corporate partners, Trusts and Foundations and donors.

Important information about the NIDA Scholarship System:

- Only students enrolled in a Bachelor of Fine Arts program, a full time Master of Fine Arts program or the Diploma of Live Production and Technical Services are eligible to apply for a NIDA scholarship.
- Scholarships are available for domestic students (those who are citizens or permanent residents of Australia, a citizen of New Zealand or the holder of an Australian humanitarian visa).
- Scholarships are available to students who can demonstrate financial need and are means tested. There are some scholarships available specifically for students from rural or remote areas, female-identifying students, Aboriginal and Torres Strait Islander people, and people who are Culturally and Linguistically Diverse (CALD).
- There are two kinds of NIDA Scholarships. Future Student Scholarships which are awarded prior to arriving and commencing studies at NIDA, and Enrolled Student Scholarships which are available at the beginning of each academic year.
- Please see the NIDA Scholarships [website](#) for further information.

- Scholarship funds are limited and vary from year to year. They are not guaranteed from year to year, and they will not cover full living costs, so we strongly advise all students to secure external financial assistance by undertaking employment during the vacation periods.
- It should not be assumed that successful entry into the second and third year of the course implies that a student will continue to receive a scholarship for that year.
- NIDA Scholarship recipients are expected to meet the agreed scholarship award terms and conditions. Failure to meet the agreed terms and conditions may result in the termination of the scholarship.
- All fees must be paid, and all loans repaid before any scholarship is awarded as fees and loans cannot be paid from a NIDA Scholarship.
- Scholarships are paid fortnightly in term time only.
- All Scholarship payments cease at the end of Semester 2/Term 4, including for MFA students.
- Students who volunteer to work on the Festival of Emerging Artists Productions in December productions are not entitled to additional Scholarship payments.
- Scholarship payments are stopped if a student defers or withdraws from their enrolled program of study.

## APPLICATION PROCESS – SCHOLARSHIPS

Future scholarships can be applied for at the time of Applying for NIDA BFA and MFA and Diploma of Live Production and Technical Services courses. Please see the NIDA website for updates on these applications.

## ENROLLED STUDENT SCHOLARSHIPS

### Step 1: Apply online

Applications for Scholarships open early in the academic year, and you apply online using the Scholarship [application form](#) – unfortunately, late applications cannot be considered. Second- and third-year students and MFA students have priority; other students may also apply.

As many of the scholarships are means tested your application will ask for detailed financial information. You will be asked to provide disclosures regarding all allowances you receive including Youth Allowance, Austudy or ABSTUDY and any support from family/friends. We expect all students to be honest in their applications.

### Step 2: Your application is reviewed

The Scholarship panel meets to review the applications and make recommendations.

Guidelines used by the Scholarship Committee

The Student Scholarship panel recommendations are based on the following guiding principles:

- Honouring the agreed intent of the donor or corporate partner and meeting the criteria for the Scholarship.

### Step 3: Notification of the outcome

All students who have submitted a Scholarship Application online by the deadline will receive an email notification as to whether they have been granted a Scholarship and if they have what amount they will receive.

### Step 4: Letter of thanks to donor/benefactor

All Scholarship recipients must draft a letter of thanks to their donor or corporate company supporter. Payments will not commence until this letter has been received.

### Step 5: Receiving Scholarship payments

Scholarship awards are paid directly into the student's bank account in fortnightly instalments. The application form asks you to provide NIDA with your bank account details.

## FEES

### PAYMENT OF FEES

All students at NIDA are required to pay tuition fees.

Students can pay tuition fees up-front.

Eligible higher education students may borrow the full tuition fees through FEE-HELP or pay part of their tuition fees upfront and borrow the remainder through a FEE-HELP loan through the Australian Government's Higher Education Loan Program (HELP).

Eligible Vocational Studies students may borrow all or part of their tuition fees through VET Student Loans and/or pay part of their tuition fees upfront. VET Student Loans is available for all Diploma courses at NIDA. Tuition fees must be paid by the due date on the invoice.

### CENSUS DATES

The census date is the last day to withdraw from NIDA without incurring a fee liability for relevant period of the course.

If a student has paid their fees upfront and withdraws before the census date, they are entitled to a refund of the full amount of tuition fees paid.

Census dates can be found in the right-hand column of the Tuition Fee summaries. To find the correct Census Dates for your chosen course of study please click on the links below:

#### BFAS (Domestic and International Students – all BFA courses)

- [BFA Fee Schedule and Census Dates 2025](#)

#### MFAS (Domestic and International Students – all MFA courses)

- [MFA Fee Schedule and Census Dates 2025](#)

### VOCATIONAL STUDIES

- [Diploma of Live Production and Technical Services](#)
- [Diploma of Screen and Media \(Specialist Make-up Services\)](#)
- [Diploma of Musical Theatre](#)
- [Diploma of Stage and Screen Performance](#)

### STATEMENT OF TUITION ASSURANCE EXEMPTION

Under the Higher Education Support Act 2003 (HESA) and the Higher Education Provider Guidelines, approved Higher Education Providers must have arrangements in place to protect students if the Provider is unable to continue to offer a course for any reason, unless the Provider has been exempted from this requirement. As required under 2.5.1.5 of the Higher Education Provider Guidelines of 23 November 2006, NIDA advises that, under section 16–30 (2) of the HESA, NIDA has been granted an exemption from the tuition assurance requirements of HESA. The reason for the exemption is that NIDA is in receipt of funding from the Australian Government.

### VET STUDENT LOANS TUITION PROTECTION

As an approved provider under the VET Student Loans Act 2016, The National Institute of Dramatic Art is automatically covered by the Australian Government's Tuition Protection Service (TPS), whereby VET Student Loans (VSL) students are eligible for tuition protection. For more information regarding TPS please click the [link](#)

### FEE-HELP AND VET STUDENT LOANS

FEE-HELP and VET Student Loans are Australian Government loan schemes which assist eligible students to pay their tuition fees, for eligible courses at approved higher education and Vocational providers. NIDA is an approved higher education provider for FEE-HELP and VET Student Loans for all degree and diploma course offerings.

## HOW IT WORKS

The Australian Government pays the amount of a student's loan directly to NIDA. Students repay their loan through the tax system once their income is above the minimum threshold for compulsory repayment. Government loans come with additional loans fees; FEE-HELP attracts a 25% loan fee; VET Student Loans attract a 20% loan fee.

## FEE-HELP

[Study Assist - Help Publications](#)

## ELIGIBILITY

You are eligible for a loan if you are either:

- an Australian Citizen; or
- hold a permanent humanitarian visa.

## THE FOLLOWING STUDENTS ARE NOT ELIGIBLE FOR A LOAN

You are not eligible for a loan if you are either:

- New Zealand Citizens (see [Study Assist for Non-Australian citizens](#)).
- Permanent residents (other than holders of a permanent humanitarian visa).
- Overseas students.

## ACCESSING THE LOAN

Upon enrolment, notify NIDA of your intention to apply for a loan.

For Higher Education courses, complete the application form, available from Student Services.

Students need to check if they have a USI (Unique Student Identifier). If not, obtain a USI and provide their USI to NIDA when requested.

For more information, please visit this link: [Australian Government - USI](#)

After your course start date, apply for Commonwealth Assistance online through the eCAF portal. You will receive further details about how to access your eCAF via email.

## VET STUDENT LOANS

NIDA is an approved VET Student Loans provider. Eligible students may be able to obtain an Australian Government student loan for part of or their full tuition fees. Please refer to the corresponding course fee schedule in your specific course page which can be found via the website [here](#)

Students do not have to repay the loan until their income is above the minimum repayment threshold for compulsory repayment. For further information, visit [Study Assist](#)

## STATEMENT OF COVERED FEES

Vocational Studies students who wish to access the VET Student Loan will be emailed a Statement of Covered Fees prior to the commencement of the course. This statement provides details of the total course fee and how much will be covered by the loan amount. Further information can be found in the VET Student Loans information booklet

[VSL Information Booklet v7.0.pdf](#)

## STUDENT LOANS

Short term loans of up to \$100 are available for students in case of emergencies. Loans must be repaid within one month. NIDA is not able to provide long-term loans unless there are very exceptional circumstances.

Students apply for a short-term loan using the online form available on the website. Applications should be made at least 24 hours in advance of when the funds are required. Students may not request a second loan until the first loan has been repaid.

Students who are in receipt of a NIDA bursary will have the amount of their loan re-payment automatically deducted from this income should the loan not be re-paid by the due date.

Students with an outstanding loan at the time of graduation will not receive any academic transcripts or testamurs until the outstanding loan has been repaid.

## UNIQUE STUDENT IDENTIFIER (USI)

A USI is your individual education number for life, it is required for entry to study for all degree and diploma courses at NIDA. A USI provides an online record of tertiary and VET training undertaken in Australia, it also provides access to Commonwealth financial assistance, qualifications, or statements of attainment. Further information about USI's and how to apply can be found [here](#)

## COMMONWEALTH HIGHER EDUCATION STUDENT SUPPORT NUMBER (CHESSN)

The CHESSN is a unique identifier/identifying number that stays with you for the whole of your student life. Your CHESSN helps providers, and the Australian Government provide you with information about any Commonwealth assistance (scholarships, HELP loans or VET Student Loans) you may have used. You can use your CHESSN to access information on your FEE-HELP balance from [studyassist.gov.au](http://studyassist.gov.au).

## ELECTRONIC COMMONWEALTH ASSISTANCE FORM (ECAF)

An eCAF is required to be completed by eligible students wishing to use FEE-HELP or VET Student Loans for the payment of their tuition fees. Students are sent an email from the Australian Government after the course commencement date with details about how to access the eCAF portal. A valid Tax File Number (TFN) is required to complete the form.

## ECAF PROGRESSIONS

Students with VET Student Loans are periodically required to communicate their agreement to the Department of Employment and Workplace Relations that they intend to continue accessing their VET Student Loan to pay for the tuition fees of the course they are undertaking. The engagement and progression process uses the eCAF system, and has three fixed progression points throughout the year, at four-month intervals. Delivery dates are in February, June, and October. Students are allowed two weeks to complete and submit the form.

**NIDA reserves the right to cancel your enrolment in the event that you do not complete your eCAF by the census date.**

## COMMONWEALTH ASSISTANCE NOTICE (CAN)

Students who have selected the option to defer their fees to FEE-HELP or VET Student Loans receive a CAN after each Census Date. The CAN includes important information about enrolment, any HELP debt incurred, and any loan fee incurred. If you notice any errors on the CAN, you have 14 days from the date of the CAN to submit a written request for correction. CAN's should be kept for tax purposes.

## INDEBTED TO NIDA OR UNSW

Head of Student Services after proper notice, may withhold assessment results, prohibit reenrolment, or refuse graduation to any student who is in debt to NIDA and/or UNSW.

Indebtedness includes failure to pay any fee, fine, loan or other charge and failure to return all library materials and other equipment.

## FINANCIAL SUPPORT

See S – Scholarships

See L – Loans, Student

See F – Fee-Help

See V – VET Student Loans

See A – Awards and Scholarships



# ORIENTATION

## STUDENTS PORTAL

Students can access details regarding their enrolment through the student portal provided by Paradigm. Students are provided with log in details upon enrolment. Through the portal it is possible to update your contact details, access fee invoices, access confirmation of enrolment documentation, pay fees, view enrolment and assessment outcomes.

As well as being able to pay course fees, update your contact details and view your published grades in the Student Portal you can now also generate the following documents:

- Results Slip
- Centrelink letter
- Jury Duty Letter
- Academic Record
- Fee Summary
- Confirmation of Enrolment letter

The student portal can be found [here](#)

Students who need assistance have a range of resources depending on the support required.

<p>Financial Support</p> <p>Scholarship Program for eligible BFA and MFA students</p> <p>Short-term small loan Program for emergencies</p>	<p>Wellbeing Services</p> <p>NIDA Counselling</p> <p>Kareena Hodgson and Helle Luckmann</p> <p><a href="#">Students can also book counselling sessions via the QR code located on the back of their student ID card</a></p>
<p>Academic Support Your Head of Course</p> <p>NIDA Library</p> <p>UNSW Learning Centre</p> <p>Student Services Quality Assurance office at NIDA</p>	<p>Enrolment Support</p> <p>Questions about fees, grades, enrolment, Centrelink, concessions</p> <p>Higher Education – Services and Quality Assurance office education@nida.edu.au</p> <p>Vocational Studies at NIDA vocational@nida.edu.au</p>
<p>Aboriginal and Torres Strait Islander Support Services</p> <p>Nura Gili</p> <p>Student Services and Quality Assurance office at NIDA</p>	<p>Anything else?</p> <p>Any questions large or small</p> <p>Come and see us in the <b>Student Hub</b></p>

## CONTACT FOR STUDENT SUPPORT

Director, Learning and Innovation

Deputy Director, Learning and Innovation (VET)

Manager, Learning and Innovation

Manager, Vocational Studies

Andrew Comrie

Mark Gaal

Jack Thomson

Govinda Röser-Finch

Administration and Student Records Officer

Admissions and Scholarships Officer

Administration and Student Engagement Officer

Brendan Zlatkis

Liz Burton

Willa King

## STUDENT COUNCIL OF NIDA (SCON)

The Student Council of NIDA (SCON) is run by a student committee, elected by the student body. The committee comprises second year students from each undergraduate course, one MFA student representative and one Vocational student who represent the student body at meetings with the senior staff of NIDA. It is an association representing all NIDA students. In order to receive all the benefits of SCON, students have the option of joining and paying an annual membership fee. A member of SCON has a position on the NIDA Education Committee.

The tasks and aims of SCON are to:

- allow the student body representatives to participate in any discussions and decisions on behalf of their peers and to keep the student body appropriately informed;
- give students an arena to discuss, confidentially with their peers, any suggestions, problems, grievances, or interests which may arise while a student at NIDA;
- promote a positive relationship between NIDA employees, staff, and students of all courses;
- give students moral, technical, and legal support regarding any disciplinary or assessment disputes;
- promote friendship, respect, and support among students at NIDA through organising events that bring the student body together. And represent the student body on the WHS Committee Enquiries: SCON President.

## STUDENT CARD

All staff and students are issued with a combined security, identification, and NIDA library card, which is required for internal access during term opening hours. **Please keep your student card with you at all times when inside the building.** This card is programmed to provide access in line with the building hours, and the individual's cohort/department. Access is updated throughout the year according to building/school activity. Please refer to the 'Building Information' section of this document for information regarding access hours. Additional access can be requested with course leader approval by submitting a helpdesk ticket to [help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au) with the details of the access required.

Your card is valid for the length of your enrolment at NIDA. Your first card will be issued in your first week at NIDA. If your card has been lost, stolen, or damaged please notify the Facilities Department immediately [help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au). The card is official confirmation of your status as a full-time student at a tertiary institution. Presentation of this card should be sufficient to secure a student concession from appropriate venues and outlets. Please note, however, that the student card will not be accepted as a substitute for the appropriate travel card, nor for a UNSW library card.

## TIMETABLES

Timetables are available through the ASIMUT software. You can access your timetable on your phone via a weblink that will be shared at the beginning of the academic year.

Students are responsible for noting timetable arrangements and any changes. Students should check the noticeboard daily for class time or room changes. Teaching staff may also advise students of minor timetable changes.

## ACADEMIC WRITING – DIAGNOSTIC ENGLISH LANGUAGE NEEDS ASSESSMENT

All students enrolling in the undergraduate (Bachelor of Fine Arts) courses will be required to undertake a Diagnostic English Language Needs Assessment (DELNA) online during the orientation period. Some students will be required to undertake a follow up written test to further assess their skills. The purpose of this testing is to identify students who would benefit from support to further develop their writing skills prior to these being tested through written assignments and assessments. NIDA, through its relationship with UNSW, offers academic writing support to students requiring assistance. NIDA currently uses the Harvard Referencing style. Please refer to NIDA's writing guide.

All Vocational students are required to complete CSPA testing upon enrolment. The CSPA is a tool designed to indicate reading, writing and numeracy/maths skills. Students must gain Exit Level 3 or above to study at diploma level. Vocational students will be given online access to the CSPA testing tool on enrolment and be required to complete the tests prior to the commencement date of the course. NIDA reserves the right to cancel enrolment if a student does not meet the Exit Level 3 requirement for CSPA testing.

## COMPUTERS – STUDENT OWNED

It is recommended that students have a laptop computer or a MacBook with the minimum specifications listed below as this will be needed for full access to most IT systems and services including NIDA Learn and NConnect (NIDA's internal internet service).

Alternatively, it is recommended that students have off-campus access to appropriate computer resources. Computers are available in the library and computer multimedia-lab during open hours. The recommended equipment is a laptop (running Win 10) or a MacBook (running OSX 10.13 or higher) with a minimum of 2GHZ Core i5 processor, 16 GB RAM (for Design students and optional for other students: 2GB graphics card, i7 Processor, 16GB RAM, SSD (Solid state Hard Drive).

Devices that are less than three years old with wireless facility that complies with 802.11a/b/g/n WPA2 enterprise security can access the NIDA wireless network (NConnect).

For file transfers and data backup, a 500GB hard drive or higher and an 8GB USB stick are also recommended.

Legacy operating systems such as Windows 7, 98, Windows 2000 and Mac OS 8.x may work with NConnect but are not supported.

It is mandatory to have authentic anti-virus software on all personal laptops that connect to the wireless network.

For NIDA Learn, the current (or most recent) major release of the following browsers are supported: Chrome, Firefox, Edge, Respondus and Safari. For best compatibility, NIDA recommends students use Chrome to access NIDA Learn, including Mac users.

## IT

NOTE: Computer laboratories are located on the first floor and comprise:

- Macintosh Lab: a multimedia lab comprising of 18 iMac's installed with Adobe Suite, Final Cut Pro, Logic and VectorWorks software. These facilities are used for teaching, to support audio-visual projects and to support the productions and event programs. Student access to these facilities is by arrangement with the relevant teacher.
- Windows Lab: a Computer-Aided Design (CAD) Studio comprising of 19 PCs installed with relevant theatrical design, Adobe Suite, AutoCAD, Rhino, VectorWorks software and a networked print station. Design for Performance, Technical Theatre and Stage Management, Costume and Properties and Objects students have priority access to the CAD Studio. Other NIDA students may access the CAD Studio and print station after hours or when classes are not being held.

Please note: Use of these facilities will be at the student's own risk. NIDA takes no responsibility for loss of data on NIDA Computers and student work to be saved, must be to an external storage medium owned by the student. All Laboratory computers will be erased/ formatted at the end of each month or as required for maintenance purposes without prior notice.

Printing is provided to all full-time students free of charge in all student areas. Printing instructions are available in the 'Information Technology' section on the Student Information Portal page in NIDA Learn. All students' printing is monitored, and any large printing jobs are to be notified to the IT department in advance.

NOTE: While NIDA will make every effort to ensure the availability and integrity of its ICT resources, it cannot guarantee that these will always be available, and/or free of any defects, including malicious software (e.g. computer viruses). NIDA's ICT resources such as Printers, Computers etc. are not to be moved by students without prior authorisation from the ICT department. Student owned devices connecting to the NIDA network is allowed thru the NIDA's WIFI (NConnect) only; connecting any network enabled devices such as "Laptops, modem routers, switches, etc.." to NIDA's ethernet ports is strictly prohibited and is in breach of NIDA's ICT policy. For full ICT Policy, please visit [my.NIDA.edu.au](http://my.NIDA.edu.au).

## EMAIL ADDRESSES

Following enrolment, all students are provided with a NIDA email address in the format of [firstname.surname@student.nida.edu.au](mailto:firstname.surname@student.nida.edu.au). Students are provided with an individual password to access their student email and other NIDA systems.

Student email accounts are hosted by Microsoft via NIDA's O365 for Education service agreement. This service agreement also allows students to access Microsoft's word-processing, spreadsheet, presentation, video-conferencing and digital storage tools online. Students must regularly check their student email for notices.

## WIRELESS (NCONNECT)

Wireless access is available in most parts of the NIDA building through 120 access points. Compatible Mobile devices (Smart Phones and Tablets etc.) and Laptops/MacBooks (Windows 8 and higher, Mac OSX 10.11 and higher that are less than three years old and comply with 802.11a/b/g/n WPA enterprise security can access the NIDA wireless network (NConnect).

## ICT SERVICE CENTRE

All IT requests are to be submitted through iHELP via the [NIDA Helpdesk](#) prior to visiting the IT office in person. iHELP credentials are your student username (firstname.lastname) and password.

## ICT MAINTENANCE

IT Department is available to assist with issues related to NIDA's network and software and minor operational problems. The department is not available to assist with problems associated with students' personal computers.

## NIDA LEARN

NIDA Learn also known as Canvas - is the online portal by which you can access subject information and resources to support your learning and study. It also provides a range of interactive tools to facilitate communication, collaborative learning, assessment, and feedback between students, teachers, and peers. All NIDA students are provided with a NIDA Learn login and orientation to the system on commencement of their studies at NIDA.

To provide suggestions, request group or individual training, or for help with NIDA Learn, please email [help.elearn@nida.edu.au](mailto:help.elearn@nida.edu.au). Support is available during normal office hours, with slower support response times across evenings and weekends.

For help when experiencing problems logging in to NIDA Learn, contact the IT Department by emailing [help.it@nida.edu.au](mailto:help.it@nida.edu.au). For other technical assistance, please email [help.elearn@nida.edu.au](mailto:help.elearn@nida.edu.au).

## NIDA INTRANET

NIDA provides an internal information platform known as the NIDA Intranet. This platform provides access to important information for both staff and students.

## HELDESK

Provides the support and solutions you might need, to quickly resolve problems with IT and Facilities. You can access the helpdesk via <http://helpdesk.nida.edu.au>

You can sign in to the helpdesk with your NIDA Microsoft account (via Single Sign-On) to raise a new ticket or track the status of existing tickets.

## TECHNICAL OPERATIONS

Bookings for Technical Operations (Tech Ops) equipment are to be made through NIDA's booking system [Chegroom](#) and will be approved, declined, or edited with reason.

The AV store is located on Level 1 directly opposite the glass lift. The AV store provides a range of Audio, Lighting, Video and Camera equipment for students and faculty to borrow, as well as common consumables. The AV store is staffed from 08:30am - 4:00pm Monday to Friday as well as extended hours during production seasons.

More information about TechOps including booking procedures, technical guides and venue information can be found on the NIDA Knowledge Base [Technical Operations](#) page.

## BORROWING PRODUCTION EQUIPMENT

- Bookings should be made at least seven days in advance to ensure that the equipment is operational, with an absolute minimum of one days' notice required.
- Bookings need to include all necessary cables and ancillary equipment (any additional items not included in the booking will not be provided)
- Approval may be required from the Head of Course for equipment requests.
- Students borrowing equipment are responsible for its return and the equipment will not be deemed to have been returned until it has been checked back in.
- Equipment, including video equipment, must not be used outside NIDA without the permission of the Head of Course and informing Technical Operation; an insurance notification form must be completed before any video equipment leaves NIDA premises.
- Private/home use of video cameras is not permitted.
- A list of production equipment is available via Chegroom.
- Standard equipment for each theatre must not leave that venue without the permission from the Technical Operations team.
- No equipment will be supplied without a booking.
- It is the student's responsibility to report immediately any damaged or faulty equipment to Technical Operations

## GEAR RETURNS

You must arrange a time to return the equipment with Tech Ops. When returning the gear please notify the Technical Operations team of anything that has broken or isn't working the way it should by following the [Broken Equipment Procedure](#). If there needs to be a

change to the booking, let Tech Ops know immediately to see if the requested change can be made.

Remember when dropping off gear please make sure you do not include any of the following:

- XLR
- DMX
- Power boards
- 240V power cables

These are all to go to their homes in the basement.

## HIGH RISK WORK

For certain activities that occur around NIDA, a member of Technical Operations Staff must be present. These activities include:

- Counterweight Fly Reweighting (Parade Theatre and Reg Grundy Studio)
- Moving of the Orchestra Pit and Sound Wall (Parade Theatre)
- Movement of the Trusses in the Parade Theatre, Atrium and Foyer

If you require assistance with these activities, please reach out to the helpdesk via [help.techops@nida.edu.au](mailto:help.techops@nida.edu.au).

Please Note: Tech ops staff will be required for safety inspection and venue sign offs

## POLICIES AND PROCEDURES

There are a number of [policies, procedures](#) and documents you must be aware of as a NIDA student. These policies, procedures and documents cover important issues that relate to your study. They include but are not limited to : NIDA Student Charter, including the NIDA Code of Conduct

- Assessment
- Attendance
- Credit transfer
- Changing your Enrolment Status
- Fee HELP and VET Student Loans
- Refunds
- Grievance Processes – Academic and Non-Academic
- Intellectual Property and Copyright
- Misconduct Procedures
- Course Progress
- Plagiarism
- Privacy
- Special Consideration and more.

It is your responsibility to read the policies and be aware of the procedures. These documents are subject to change and as such may be updated periodically. NIDA will communicate with students by email should a policy, procedure or key document is updated – to see the most current version of policies and procedures, go to [Policies and Procedures](#)

## HARASSMENT

At NIDA harassment is covered by the Anti-Discrimination and Harassment Policy and Misconduct Procedures. The most recent versions of these policies are available [here](#).

No student should be harassed whilst at NIDA – please refer to the policy and procedures on the website for how to take action.

## ALCOHOL

Alcohol consumption, illegal, illicit or prescription drug use is not permitted by any NIDA staff, students, or guests of NIDA in any circumstances where safety may be affected (unfit for duty).

NIDA promotes the Responsible Service of Alcohol in compliance with the NSW Liquor Act 2007.

Alcohol consumption on the premises is only permitted in the licensed areas and under the authorization and supervision of the Responsible Service of Alcohol Manager and delegated RSA staff holding a valid Competency Card.

Students and teaching staff cannot bring alcohol onto the premises in any circumstances. Students are to refer to the Alcohol, Drugs and Smoking Policy for more information.

For any information about NIDA Liquor License, alcohol consumption on the premises or authorization, please contact NIDA Responsible Service of Alcohol Manager Monica Scagliarini on 02 95977585 or [monica.scagliarini@nida.edu.au](mailto:monica.scagliarini@nida.edu.au).

## PROFESSIONAL PRACTICE

Creating theatre, productions, and events, as well as film and television, is a cooperative, collaborative, group activity involving artists, technicians, crafts people, and managers. The work of each group impinges heavily on each of the other groups. No student works in isolation; as such all students must acquire a high degree of professional discipline, preparation, punctuality, reliability, acceptance of industry procedures, respect for others and an understanding of the creative process. These professional attitudes are critical within the arts entertainment industry and affect every aspect of a student's class work and practical work at NIDA. Failure to adequately comply with these professional practices will place a student in breach of the Code of Conduct and could result in being suspended from NIDA or failing the course.

## PROFESSIONAL WORK BY STUDENTS

Students must receive the written permission of the Director/CEO before accepting any offers of professional theatrical, film, television, radio, or photographic engagements. This policy applies to both semester/term time and holiday periods while a student is enrolled at NIDA. Students are expected not enter into, or continue with, any agreement with an agent or agents while they are enrolled at NIDA.

During the course of their final year of study, students may request permission from the Director/CEO to apply or to audition for work due to commence after the final day of the teaching year.

Final year students may also request permission to audition for, and undertake, work that occurs during the NIDA term and holiday periods, provided:

The timing of any such engagement occurs during a period when there is no conflict with NIDA coursework.

The absence of the student on an outside engagement does not interfere with the work or activity of other students.

- Such an outside engagement does not entail any additional expense for NIDA as a consequence; should additional costs be incurred by NIDA as a result of permission being granted to a student to undertake outside work, such permission shall only be granted if the student's employer agrees to meet all such costs in full.
- The engagement must, in NIDA's opinion, be of particular significance to the artistic and educational development of the student; and NIDA must be convinced that the engagement could not be satisfactorily undertaken by any other member of the profession.

Should NIDA grant permission to undertake outside work, NIDA will negotiate contractual arrangements on behalf of the student, until such time as the student engages the services of an agent. NIDA may, in consultation with the student and the Media Entertainment and Arts Alliance (MEAA), engage the services of an agent or other third party to assist in undertaking such negotiations.

## MEDIA AND PUBLICITY

Publicity and media play an important role in building NIDA's public profile in the arts and entertainment industries as well as in the broader community.

Students may be contacted by staff members about opportunities to be interviewed, photographed, or filmed by media. Media opportunities may involve interviews (in person, over the phone or via email).

Students may also be asked to provide brief biographical and personal information about themselves for online, media and publicity purposes.

Students must not give interviews to the media – including online print, radio, and television – without first seeking permission.

If approached for interview, photo or filming requests, students should contact our Head of Marketing and Communication, Amy Goodhew-Banks. [amy.goodhewbanks@nida.edu.au](mailto:amy.goodhewbanks@nida.edu.au), as soon as possible.

In any interaction with the media, students must conduct themselves responsibly and in a way that will not bring NIDA, its staff, or other students into disrepute.

If students have further questions about the publicity process or do not wish to participate in media opportunities, they should contact their Head of Course or the Head of Marketing and Communications.

## SOCIAL MEDIA

What you do online matters. Always remember the three R's of social media: **Representation, Respect and Responsibility**.

NIDA uses social media to provide information and encourage interaction with external followers, staff, and students. When using social channels, NIDA requests the following rules of engagement are adhered to.

Only disclose and discuss information about NIDA or its activities that is not confidential and is publicly available.



Take reasonable steps to ensure that content published is accurate and not misleading.

- Ensure that the use, including content published, complies with all relevant rules and policies of NIDA.
- When making a statement on a matter of public interest, expressly state that the views expressed are those of the student and not those of NIDA (unless they are officially authorised by NIDA).
- Be respectful and courteous in communications.
- Adhere to the Terms of Use of the relevant social media provider.
- Comply with the law, including laws about copyright, privacy, defamation, contempt of court, discrimination, and harassment.

Inappropriate use of social media can violate privacy and harm the reputations of NIDA, other students and/or staff and as such may be determined as misconduct, resulting in action under NIDA's misconduct procedures.

Students may not use the NIDA logo or NIDA images without permission from the NIDA marketing team.

Students are encouraged to submit photos, videos and stories via the NIDA community social channels as a private message or via email to NIDA Marketing [marketing@nida.edu.au](mailto:marketing@nida.edu.au)

If students have further questions about NIDA's social media policy, they should contact the Head of Marketing Amy Goodhew-Banks at [amy.goodhewbanks@nida.edu.au](mailto:amy.goodhewbanks@nida.edu.au)

## PERSONAL PROPERTY AND STORAGE

Items of your personal property (including clothing, footwear, bags, and paperwork) must not be left lying around the building, either in classrooms, shared spaces or on the corridors.

Student lockers are available for storage of your personal belongings. Please do not allow your property to accumulate throughout term – bring in only what you need for classes and take your belongings home on a regular basis.

Storage areas are high traffic areas and have limited space, so they must be kept tidy and free of obstacles.

For reasons of fire safety, placing items on top of lockers is strictly prohibited, and nothing is to be left on the floor of the cloakroom or locker areas. Items left on the floor or on top of lockers are liable to be disposed of at any time.

Coats, bags, towels, and other items should be hung up on coat hooks whilst shoes, extra clothing and any valuable personal belongings should be kept in your locker.

## MONEY AND VALUABLES

NIDA is a shared campus, and certain spaces are open to the public. NIDA can take no responsibility for any losses or theft of money or possessions.

Students are encouraged to carry money, purses, wallets, jewellery, and other valuable possessions with them. These items should not be left in lockers, class or changing rooms. Clearly label all items, have equipment engraved, if possible, record any serial numbers and if possible, do not bring valuable items with you.

## LOCKERS

Do not leave valuables in change rooms or place valuables in lockers. There are lockers available to students on request and a key will be provided during the first week of term.

Please avoid keeping perishable food or items in your locker.

NIDA is used for a wide variety of events and short courses outside of term time, so it is essential that storage and communal areas are cleared in a timely fashion at each term end.

Students must remove all goods from change rooms and lockers at the end of the NIDA year. Graduating students must return their key to the Student Hub by the end of their final term or semester. You will receive a notification in advance asking you to empty your locker and clear your personal belongings from the student storage areas on the last day of the academic year.

NIDA will not retain or store any remaining items once students have finished their training. Any such goods or items left in lockers or communal student areas will be removed and disposed of.

## LOST PROPERTY

All initial inquiries regarding lost property should be made to Reception.

If a student wishes to report the loss to the police, the nearest station is Maroubra at 136 Maroubra Rd, Maroubra, phone 02 9349 9299. Any person finding property, which is assumed to be lost or stolen, should hand it to Reception without delay.

## MAIL



Student mail may be addressed to NIDA.

The postal address is:

NIDA  
UNSW SYDNEY  
NSW 2052

Mail not addressed as above may be confused with UNSW mail and may not reach its destination. Student mail can be collected from the Student Hub during office hours.

No responsibility can be accepted by NIDA for lost mail, including packages.

Students wishing to mail official NIDA business items out may do so by handing the official NIDA envelope to the staff at reception.

Personal items can only be added to the outgoing mailbag if they carry a valid Australian stamp/postage.

## KEYS

Students will be issued with keys as appropriate via Reception. Keys should not be lent to other individuals under any circumstances. Keys, which are lost by students, must be reported immediately to reception. Lost keys incur a \$25 replacement fee. Any student who fails to return keys or fails to pay the replacement fee will not be permitted to borrow further keys until the matter of the lost keys is resolved.

Students must sign keys out and provide their mobile number.

Technical Theatre and Stage Management students are provided with certain equipment by the Production Department, which must be returned before the end of the year. Replacement value may be charged for the loss of any of these items.

## MATERIALS KITS AND OTHER REQUIRED EQUIPMENT

Students may be required to purchase equipment relevant to their course. This is clearly detailed before the commencement of the course, so the necessary equipment is purchased and ready to be used.

Equipment Lists are found in the Fee Schedules for the year on the NIDA website.

Equipment purchased from NIDA must be paid in full before the commencement of the course.

## MOTOR VEHICLES

NIDA owns two vehicles for NIDA business use only: a one-ton ute and a long-wheelbase HiAce van.

Vehicle booking is managed by reception. from by completing the booking form on the Intranet, emailing a request to reception with the subject line ""Vehicle Booking,"" or filling out a booking form in person at reception. The email must include the driver's name, mobile number, booking date and duration, and the associated production or class project/exercise.

Drivers must hold a current driver's license, which must be presented when collecting keys from reception. Drivers with a provisional licence may drive the vehicles and are responsible for displaying P plates. Drivers with a learner's licence are not permitted to drive the vehicles under any circumstances.

Each vehicle contains a logbook to track carbon emissions, which the driver must complete at the start and end of each booking, as well as a fuel card for petrol purchases. The fuel card is valid at any service station displaying the orange and black Fleet Card symbol. The PIN number for the fuel card is located on the back of the card. There is no need to keep fuel receipts.

Any fines for traffic or parking offenses are the responsibility of the driver. All incidents, mechanical issues, or damage must be reported to Facilities as soon as possible [help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au)

In an emergency (breakdown, collision, etc), please contact

- NRMA Roadside Assist - 13 11 22, Quote rego number and business name (The National Institute of Dramatic Art)
- Your Course Leader
- Monday - Friday, 8am - 5pm, NIDA Reception 9697 7600
- After Hours, NIDA Duty Officer - 0401 599 306

## STUDENT VEHICLE BOOKING HOURS

Vehicle bookings can only be made between Monday - Friday while reception is staffed. **No bookings can be made on weekends.**

Bookings cannot exceed a 4-hour duration without prior approval from the Facilities Manager and Course Leader.

Vehicles can only be in use within the following hours:

Mon - Friday - 8am - 1 hour before building close (please refer to the Building Hours Summary of the Student Handbook)

Saturday - 9am - 4pm

Sunday - 9am - 4pm, requires prior approval from the Facilities Manager and Course Leader.

Strictly **NO OVERNIGHT USE**. The vehicles must be parked in their designated parking spots onsite overnight.

## VISITORS AT NIDA

Written permission from the Director of Learning and Innovation **must** be sought in advance for requests from non-staff or students of NIDA to engage in any form of NIDA activity (classes, rehearsals, production work, technical or dress rehearsals). This included but is not limited to requests to (a) take photos, (b) observe (c) document, (d) do work experience or (e) participate in any aspect of the NIDA enterprise.

Issues of copyright, legal liability, and insurance, amongst others, are considered before permission is determined. Students should, in the first instance, direct their request to their Course Leader who will then refer the matter to the Director of Learning and Innovation.

For safety, security and emergency purposes, all visitors to NIDA beyond the public foyers must sign in at Reception using the QR Code.

### Visitors must:

- \* Be escorted at all times
- \* Display their visitor lanyard at all times

### This helps to:

- \* Track who is on campus
- \* Ensure visitors are accounted for
- \* Maintain a safe and secure environment for students, staff and visitors

Visitors must not be left unattended and in an emergency situation, should be escorted from the premises

## WORKING AT NIDA

Whilst there are no guarantees of employment by NIDA there are opportunities available for eligible, suitably qualified and interested individuals at peak times of the year.

Students can put their name down for ushering and bar work with NIDA Venues – for this work a current RSA (Responsible Service of Alcohol) qualification is required.

Students can also put their name down with NIDA Open for administrative work, tutor work or tutor assistance work. Students interested in working for NIDA Open must have or be willing to get their [Working with Children Check](#)

*International Students who hold a Student Visa are reminded that in semester time they are not allowed to work more than 20 hours per week.*

## TELEPHONES

Telephone messages for students will not be taken at the NIDA switchboard except in cases of emergency.

Telephones are not for personal use. Telephones in teaching areas can be used to reach other extensions within the system but cannot make outside calls. To avoid disturbance of classes and rehearsals, these phones are programmed prevent incoming calls.

Emergency calls to police, fire and ambulance can be made from internal phones by dialling 888 or dial **'0'** to get an external **line, then '000'**.

## TICKETS TO PROFESSIONAL PRODUCTIONS IN SYDNEY

Professional performing arts companies in Sydney are generous with offers of complimentary or concession tickets for their productions. Details of these offers are emailed to students.

NIDA is very fortunate to secure these tickets, so as a matter of professional courtesy, students **must** attend the performance for which they have submitted their name. If you are unable to attend at short notice, you must advise the box office of the theatre company. The dress code for attendance at these productions is smart casual.

# COMPLAINTS AND APPEALS

NIDA is committed to ensuring transparent processes for appeals and complaints handling. Our frameworks are to ensure that appeals and complaints are dealt with fairly, consistently, promptly, and respectfully.

## NIDA HAS TWO TYPES OF COMPLAINTS AND APPEALS

### Academic Complaints and Appeals

Academic Complaints and Appeals are those matters that relate to grades, assessment practices and other academic processes, including but not limited to special consideration, readmission following exclusion, recognition of prior learning and reasonable adjustment, and academic intervention.

Academic Complaints and Appeals Policy and Procedure

[Academic Complaints and Appeals Policy](#)

### Non-Academic Complaints and Appeals

Those matters that relate to conduct, behaviours and issues and breaches of policy that are not academic in nature and or may be criminal in nature. Matters including, but are not limited to, work health and safety, alcohol, drugs, smoking, privacy, discrimination, harassment, bullying, sexual harassment, sexual offences, equity and diversity, IT resources, parking, grounds, and maintenance, working from home, counselling and mental health resources, disability and mobility resources, and student fees.

Non Academic Complaints and Appeals [Non-Academic Complaints and Appeals Policy](#) .

General Complaints process for both types of appeals are similar.

For time limits and evidence requirements please refer to the relevant policy and procedure.

### Informal Appeal

If a student feels dissatisfied with a NIDA-related experience or feels they have been treated unfairly or adversely affected in some way, NIDA recommends that they raise the matter directly with the person or department most concerned or with the appropriate supervisor of that person.

If a student is unsure who to contact or how to deal directly with a person to resolve an informal complaint, they can seek assistance from the Director Learning and Innovation via ([education@nida.edu.au](mailto:education@nida.edu.au)), who will identify an independent Investigator to handle the complaint.

If a person has attempted to resolve a complaint through the Informal Academic Complaint process and is not satisfied with the outcome, or if the complainant is unable or unwilling to approach the person or area concerned, they may lodge a Formal Academic Complaint.

Formal Complaints can be submitted:

- for Academic Matters - via the NIDA [Academic Complaints and Appeals Form](#)
- for Non-Academic Matters – via the NIDA [Non-Academic Complaints and Appeals Form](#)
- by email to [education@nida.edu.au](mailto:education@nida.edu.au) or
- in writing to the Director Learning and Innovation, NIDA, UNSW, Sydney, 2052; or

- phoning (02 9697 7654), or
- in person at the NIDA Student Hub (Student Services - NIDA, 215 Anzac Parade Kensington)

If a student is not satisfied with the outcome of a Formal Complaints and Appeals process, they can apply for an external appeal:

- by using the relevant Academic or Non-Academic e-form; or
- by email to [education@nida.edu.au](mailto:education@nida.edu.au) or
- in writing to the Director Learning and Innovation, NIDA, UNSW, Sydney, 2052

External appeals will be at minimal or no cost to the student. NIDA is not responsible for any legal fees a student may incur as part of the process.

If all internal procedures have been exhausted, and the appellant or complainant does not feel the problem has been resolved or does not feel they have been dealt with fairly, they may lodge an external [complaint](#) with the NSW Ombudsman

Or

Commonwealth Department of Education, Skills, and Employment - [www.education.gov.au](http://www.education.gov.au)

Or

For International Higher Education Students, the [Commonwealth Ombudsman](#) is the nominated contact.

#### Anonymous Complaints

NIDA will accept anonymous complaints. The fact that the complaint is anonymous does not prevent corrective action or decisions being implemented, however, it will be difficult to pursue matters without the cooperation of the individual making the complaint.

Anonymous complaints can be submitted via:

- email at [education@nida.edu.au](mailto:education@nida.edu.au)
- the Feedback Form on the NIDA [Policies and Procedures](#) page
- the postal service, ATT: Student Services NIDA, UNSW, Sydney, 2052
- or delivered to the NIDA Campus at 215 Anzac Parade Kensington

#### Support and Advice on Appeals

Support and advice about Academic appeals are available from NIDA Student Services at the following email address: [education@nida.edu.au](mailto:education@nida.edu.au)

# SERVICES

## INDIGENOUS SERVICES

NIDA has adopted a First Nations First approach to student learning, supporting, and encouraging students through a culturally informed and respectful approach to learning. NIDA's First Nations team are available to help students develop the strategies and the resilience that will allow them to engage productively with any challenges that may arise. For information, please contact the NIDA First Nations Team at [FirstNations@nida.edu.au](mailto:FirstNations@nida.edu.au)

As a further resource available to NIDA students, UNSW's Nura Gili provides valuable support and information for Aboriginal and Torres Strait Islander students. NIDA students can access the support provided by visiting the [Nura Gili Centre for Indigenous Programs](#), located at UNSW at Balnaves Place, Level LG, Electrical Engineering Building G17.

## INTERNATIONAL STUDENT SUPPORT

In the first instance please contact Student Services in-person via the Student Hub, by phone (02) 9697 7686, or by email at [education@nida.edu.au](mailto:education@nida.edu.au)

UNSW support services are also available to NIDA students to help international students adjust to living and studying in Australia. The Service is located at Ground Floor, John Goodsell Building F20.

Phone 02 9385 5333, fax 02 9385 6369, email [international.student@unsw.edu.au](mailto:international.student@unsw.edu.au)

Please find links to some additional information [here](#).

## COUNSELLING

Book a session with the NIDA Counsellors Kareena Hodgson or Helle Luckmann via the [Counselling Link](#),

by scanning the QR code on the back of your Student ID Card, or by calling the counselling service directly on +61 2 9697 7566.

Counselling sessions run for 50 minutes each, and students have access to 10 (ten) sessions each per year. If you need more support or specialised therapeutic treatments the Counsellor will help connect you to a suitable service.

If you need help now, you can contact the UNSW After Hours Mental Health Support Line on 1300 034 141 and Text Support 0485 826595.

You can also access immediate support at Lifeline (24 hour) 13 11 14

Wellbeing Hotline: 1800 959 500

Mental Health Line: 1800 011 511

In an immediate, life-threatening situation, please contact 000 or attend the closest public hospital emergency department.

## STUDY ACCESS PLAN (SAP)

NIDA makes all reasonable efforts to support all students individual learning needs. The Study Access Plan (SAP) is available to students with diagnosed learning needs or an evidenced condition. The Study Access Plan is designed to support students by implementing reasonable adjustments and is a tool for students to negotiate arrangements in support of their academic and environmental needs. Study Access Plans do not contain diagnostic information regarding a student's condition and all discussions regarding SAP, diagnoses and personal information will remain strictly confidential

For students in the process of actively seeking a diagnosis, a conditional SAP can be organised in order to offer the appropriate level of support in the interim. It is important to note that students will need to provide supporting evidence of their engagement with the diagnostic process. This can be in the form of a medical practitioner's referral letter, specialist appointment or GP supporting statement. A SAP created under the above circumstances will be reviewed at the point of a formal diagnostic outcome.

Students can discuss their eligibility for a Study Access Plan with the Student Engagement Officer or Counselling service.

Students with a SAP in place will work with the SEO on their SAP with regular reviews or updates available either via a scheduled meeting or on an ad-hoc basis.

Students can opt to request a new SAP, an updated SAP, or the discontinuation of their SAP (if they feel there is no longer a requirement to be on a plan) at any time.

Please come to the Student Hub to request a SAP discussion.

## ACCOMMODATION

Students are responsible for arranging their own accommodation. Students requiring off-campus accommodation may use the range of accommodation options available through UNSW. Students may also seek on-campus accommodation in colleges and apartments of UNSW. Go to [www.rc.unsw.edu.au](http://www.rc.unsw.edu.au) for further information.

During the first three months of the year demand for accommodation close to UNSW and NIDA is very high so students should allow at least two weeks to find accommodation before term begins. Accommodation in the immediate vicinity of NIDA is often expensive and can be difficult to secure at short notice. It is advisable to carefully consider both budget and commuting time when selecting suitable accommodation.

Other NIDA students may have accommodation available in shared houses and may have provided these details to NIDA. This information is posted on the Student Council of NIDA ([SCON](#)) Facebook group.

## LIBRARIES

### RODNEY SEABORN LIBRARY

The Rodney Seaborn Library is a specialist library providing a service for students, graduates, and staff of NIDA. Individuals or organisations outside the Institute may access the library for reference by appointment.

The collection is focused around the needs of our BFA, MFA, VET and Open Studio courses. There are some 20,000 print items in the library of which 12,000 are plays and over 30 journals are received. There is a collection of 5,000 videos (mostly DVD), and 1,200 sound recordings.

#### LIBRARY HOURS DURING SESSION ARE:

Monday: 10am–7pm

Tuesday–Thursday: 10am until 7.30pm

Friday: 12:00pm–6.00pm

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

#### LIBRARY FACILITIES

Computers and audio-visual equipment, along with desks, chairs, and charging pods, are available for use within the library. Printing and photocopying facilities are free for currently enrolled students. One meeting room equipped with tables, chairs and AV facilities is available for use and can be accessed after hours via the level 2 corridor outside the library. Bookings for the meeting room can be made through NIDA's room-booking platform ASIMUT.

The library has a standalone self-checkout machine where you can borrow items automatically without needing to attend to the circulation desk. The machine also allows you to renew items and check what you currently have out on loan. A phone app is also available which allows students to borrow items at the shelves, and to check and renew borrowed items anywhere from your phone.

#### BORROWING

As a student you may borrow 20 (twenty) books for a period of \*two weeks at a time. These items may be borrowed for a further loan period if not required by another user. You may borrow three videos and three CDs for a period of \*seven days at a time. All items may be reserved if out on loan. Items may be renewed for a maximum of four times before they are required to be returned to the library. You will be prohibited from any further borrowing if you have overdue items out on loan. Overdue items will need to be returned or renewed before you are able to recommence borrowing.

\*MFA students have an eight-week loan period for all books and AV items. Reference books and journals may not be taken out of the library.

#### LOST LIBRARY ITEMS

Lost items should be reported to the library as soon as possible. Replacement cost of the item plus a processing fee will be charged. Any item more than 30 days overdue will be deemed lost. These charges must be paid before borrowing recommences. You may not graduate or re-enrol if library charges are unpaid, or books are not returned at the end of the year.

#### ONLINE RESOURCES

The library holds a significant collection of online resources and specialist databases, including Drama Online, Digital Theatre Plus, Australian Plays Transform, Berg Fashion Library and Bloomsbury Design Central. eBooks are available to be read and downloaded from home, through the library catalogue. We encourage students to join the State Library of NSW and NLA to access academic databases, such as JSTOR, from home for free. Relevant online resources to NIDA students are listed in the Library page of the

NIDA Intranet along with their access requirements and passwords. The library administers ClickView, an online video streaming service which is accessible to students within NIDA. ClickView hosts films, television series and documentaries and can be accessed from home. NIDA's archival videos (Production Archives) are hosted through a separate ClickView database and cannot be accessed outside of NIDA. Individuals outside the Institute require permission to access these materials.

## LIBRARY CARD

Your NIDA student ID card doubles as a library card. Please bring this card with you to the library whenever you wish to borrow from the self-checkout machine or circulation desk. Your card number allows you to log into the catalogue where you can renew borrowed items. Your PIN or password is the last four digits of the card number. You are given the option of changing your PIN to something more secure after you have logged in. These same credentials are used to log in to read e-books via the library catalogue.

## UNSW LIBRARY

As a student you can access the UNSW Library. This library is on the upper campus and adjacent to the Chancellery and the Arts and Commerce Buildings. The library provides a reference and lending service for staff and students and is open throughout the year. Hours of opening vary throughout the academic year. Please check the website for details.

Staff and students normally use a machine-readable identification card for borrowing. New students will need to complete an application form at the Circulation Office of the UNSW Library, showing their NIDA student card and proof of address (either on your phone bill or on a photo ID) as identification. Your library card will then be available for collection at the Circulation Desk of the UNSW Library one to five working days after lodgement of the application. Present your student card as identification when collecting your library card.

Continuing students are required to have their card updated at the beginning of each year, by presenting their library card, photo ID, and validated NIDA student card.

Students are permitted to borrow up to a total of 50 (fifty) books from any UNSW campus library, including UNSW Art and Design in Paddington. NIDA students have access to online databases within UNSW libraries, but do not have access to their eBooks. The UNSW Library card is used for borrowing from UNSW Art and Design and any UNSW intercampus library. Please check for details at this [link](#).

NIDA students are particularly reminded that their continued use of the facilities of the library is dependent upon prompt return of books and the immediate payment of fines incurred through the loss or non-return of books. Such fines and replacement costs may be substantial. Further information is available from UNSW Library.

## BOOKSHOP – UNSW

The textbooks set for NIDA courses may be purchased from the UNSW bookshop on campus which is open 9am–5pm Monday to Friday (phone 02 9385 6622). The UNSW bookshop offers substantial discounts and NIDA students may apply for membership. The website address is [www.bookshop.unsw.edu.au](http://www.bookshop.unsw.edu.au). Blockhouse Books, the second-hand bookshop is located at the Blockhouse and is open from early February from 11am–4pm, Monday to Friday during session and no set hours during holidays (phone 02 9385 6111 or email on [secondhand@bookshop.unsw.edu.au](mailto:secondhand@bookshop.unsw.edu.au)).

## TRANSPORT

You can top up your Opal card balance at the following retailers on the UNSW campus. WH Smith – Newsagent, Shop 4 and 5, Morven Brown Building (C20)  
WH Smith – Newsagent, Shop G035C, The Quadrangle (E15)  
UNSW Post Office, Library Walk, Mathews Building (F22)  
New College Village Convenience Store (H3), New College Postgrad Village, Anzac Pde

## BUSES

There are several bus services running from stops just outside NIDA on Anzac Parade. For more information including service updates, timetables, and maps please click the [link](#).

## SYDNEY LIGHT RAIL

Sydney Light Rail Service has regular rail service outside the NIDA campus that runs from Juniors Kingsford to Circular Quay. Please click the [link](#) for more information.

## TRAVEL CONCESSIONS

Australian students studying fulltime are eligible to apply for a NSW Tertiary Student Concession Card and/or concession Opal card. All students being issued with a travel concession must fill in an online application form which will be provided as part of your enrolment pack or by the Education Department.



You are eligible for a NSW Tertiary Student Concession card if you:

- are an Australian citizen or permanent resident of Australia; and
- reside in New South Wales; and
- are enrolled in an Australian Qualifications Framework, accredited higher education or vocational education and training course, at a tertiary institution authorised by Transport for NSW to issue tertiary student concession cards; and
- are a full-time student enrolled on an internal basis (except where a person, by reason of disability, is enrolled on a part-time basis and/ or on an external basis);
- do not receive any remuneration (scholarships and allowances such as Austudy and Youth Allowance are not counted as remuneration).

**Please ensure you meet the eligibility criteria before signing and returning the form to NIDA. Providing false information or any breach of the conditions may incur penalties.**

When you use your concession travel privilege you must:

- always carry your card, and show it when buying your ticket or when asked by any authorised State Rail, State Transit or Department of Transport staff member
- not give or lend your card to any other person

How to get an Opal concession card (Opal network area only)

**Step 1:** Fill in online form giving consent for NIDA to share your information with Transport for NSW.

**Step 2:** Apply online at [opal.com.au](http://opal.com.au).

**Step 3:** NIDA confirms your eligibility.

**Step 4:** Transport NSW sends out your card to the address you gave them when you applied.

## PARKING

### BICYCLES

There is a secure bicycle shed at the northern end of the building near the service station. Anyone using this facility should provide their own padlock and chain to secure their bicycle. This area is monitored by CCTV; however, NIDA cannot be held responsible for the theft of bicycles.

To request bike shed access on your NIDA pass, please submit a ticket to [help.Facilities@nida.edu.au](mailto:help.Facilities@nida.edu.au)

## MOTOR VEHICLES AND MOTORCYCLES

There are no parking spaces available for student vehicles on NIDA property. UNSW requires a permit for all parking and does not issue permits to students except for motorcycles.

Particular attention should be given to the loading zones and easement on the south side and the contractor parking spots on the north side, as these are critical access points for emergency services, day-to-day deliveries, and maintenance contractors. No staff or student vehicles are allowed to park in these areas at any time.

These restrictions are in effect 24 hours a day, seven days a week, regardless of posted parking signs. Any vehicle parked in the easement will be subject to an infringement notice and/or towing without warning. Vehicles are only permitted in the easement for loading or unloading, and students must obtain prior permission from reception and/or facilities before parking there. Violations will result in disciplinary action in accordance with NIDA's Misconduct Procedures.

Students with motorcycles who wish to park on the UNSW campus can apply for a permit at FMASSIST, Level 2, Mathews Building, Upper Campus, from 8 am to 4:30 pm, Monday through Friday. This will allow parking in designated UNSW motorcycle bays.

## UNSW FACILITIES AND SERVICES

NIDA is not part of, but has a close relationship with, UNSW. NIDA students can access services at UNSW. A map of the UNSW campus can be found [here](#).

## UNSW STUDENT ORGANISATION - ARC

[Arc](#) is the student organisation for UNSW and is responsible for many of the activities that happen at UNSW, beyond teaching and research. Arc's activities and services include food and retail services, student support, student resources and activities, student development, student media, entertainment, clubs, and student representation. NIDA students can become members of Arc. Arc is located at ARC PRECINCT, Level 2, Basser College (off Basser Steps), UNSW. For more information see [arc.unsw.edu.au](http://arc.unsw.edu.au).

## SPORT AND RECREATION

The Fitness and Aquatic Centre, UNSW seeks ways to encourage students and staff to include exercise as an essential part of their daily lives. Recreational programs and facilities are provided for students and staff. The centre provides squash courts, a 50-metre indoor heated swimming pool, basketball court, indoor cycling studio and fitness studio. The program of classes includes a variety of activities including aerobics, pump, circuits, Pilates, swimming, and yoga. NIDA students can join the Fitness and Aquatic Centre at the UNSW student rate. The centre is located on the Lower Campus adjacent to High Street. Phone 02 9385 4881, [unsw-ymca.org.au](http://unsw-ymca.org.au).

## CHILDCARE

UNSW has two childcare centres: The House at Pooh Corner on the lower campus, and Kanga's House at 52 Barker Street Kensington. These facilities may be available to NIDA students on a user-pays basis.

## HEALTH SERVICE

The University Health Service is a fully accredited general medical practice located on the ground floor of the Quadrangle Building. Male and female doctors are available for consultation. There are also part-time psychiatrists and a part-time orthopaedic surgeon who see patients on referral.

Medical consultations for NIDA students and OHSC card holders are bulk billed.

Opening hours: Monday to Thursday, 8am–5pm. Phone 02 9385 5425; email [unihealth@unsw.edu.au](mailto:unihealth@unsw.edu.au). The UNSW Religious centre is provided for all NIDA students and staff.

## PHYSIOTHERAPIST

There is a private physiotherapy clinic, Kensington Physiotherapy and Sports Injury Clinic located on the ground floor of the University Terraces Building at Gate 2, High Street, Kensington. Phone 9385 6482; [www.kensingtonphysiotherapy.com.au](http://www.kensingtonphysiotherapy.com.au).

## DENTIST

There is a private dental surgery on UNSW campus that provides dental treatment for staff and students, located on the ground floor of the Quadrangle Building (enter via University Health Service), phone 02 9313 6228.

Students who have a Health Care Card are entitled to free dental treatment at the Sydney Dental Hospital, 2 Chalmers St, Surry Hills, phone 02 9293 3233.

## LEARNING CENTRE

UNSW has a Learning Centre, which provides help for students who are having either language or other difficulties with their academic work.

A consultant from the Learning Centre is available at NIDA to provide one-on-one advice on preparing written assignments. To make an appointment please contact the Education Coordinator. To get the most out of your session, bring an example of your written work (preferably a current piece of work). For more information on the Learning Centre and its benefits, please visit [www.lc.unsw.edu.au](http://www.lc.unsw.edu.au) or email [learningcentre@unsw.edu.au](mailto:learningcentre@unsw.edu.au).

## LEGAL AID

A solicitor is employed by [Arc](#) (the UNSW student organisation) to provide legal advice to Arc [members](#). To arrange an appointment, contact or visit the Arc office at:

Arc Precinct,

Level 2, Basser College (off Basser Steps), UNSW [Legal and Advocacy Services Online](#)

The **Kingsford Legal Centre** is run by the UNSW Law Faculty and is available to all UNSW students. The resources of the Kingsford Legal Centre may be made available to NIDA students under certain circumstances. It is funded by UNSW and other legal groups and is an attachment of the Law School of UNSW. Eligibility criteria include residence in the area and genuine financial need. The centre handles most general legal work and specialises [discrimination law](#). To arrange an appointment, contact or visit the office at:

The Law Building, Building F8,

Union Road (Access Gate 2 off High Street) Phone: 02 9385 9566

Email: [legal@unsw.edu.au](mailto:legal@unsw.edu.au)

Web: <https://www.unsw.edu.au/klc>

## RELIGIOUS CENTRE

The Centre is attended by Anglican, Buddhist, Catholic, Coptic Orthodox, Islamic, Jewish, Orthodox Christian, Pentecostal, Presbyterian, and Uniting Church.

Full-time and part-time Chaplains conduct worship services, lead Bible Studies, hold prayer meetings and offer spiritual counselling. The Islamic Society has an Imam in attendance with meeting and prayer rooms available for Muslim students. The Buddhist student group, Unibuds, and UNSW Catholics have facilities in the Centre. There are Chaplains supporting each of the faith communities. NIDA students and staff of all faiths will reliably find dedicated spaces to pray and practice their faith, with Interfaith Spaces on UNSW campuses.

More information on the Chaplains is available at <https://www.student.unsw.edu.au/religion>

For chaplaincy enquiries contact

Phone: 02 9065 5476

Email: [culture@unsw.edu.au](mailto:culture@unsw.edu.au)

# BUILDING INFORMATION

## BUILDING HOURS SUMMARY

- **Normal Access:**  
Monday to Friday: 8:00 am – 6:30 pm (during semester/term time)  
Access to classrooms/rehearsal rooms: 8:15 am – 6:30 pm
- **Reception Desk Staffing:**  
Monday to Friday: 8:00 am – 5:30 pm  
Weekends: 8:30am – 1:30pm
- **After-Hours Access:**  
Monday to Friday: 6:30 pm – 11:00 pm  
Saturday: 8:30am – 5:30 pm  
Sunday: By course leader approval only
- **Holiday Period Access:**  
Monday to Friday: 8:30 am – 6:00 pm  
Saturday: 8:30am – 5:30pm  
Sunday: By course leader approval only  
After-hours: Subject to circumstances and course leader approval  
Summer Holidays: The building is closed to NIDA students during the summer break, access can only be arranged with course leader approval.

## ACCESS

### ACCESSING THE NIDA BUILDING AFTER HOURS

After-hours access is available from 6:30 pm to 11:00 pm, Monday to Friday, and 9:00 am to 5:00 pm on Saturdays. On Sundays, access is granted **only** with course leader approval. Requests must be submitted to the course leader by midday Friday, who will inform Facilities and WHS of the approval.

After-hours access is via the security-locked doors. Rooms not in use after 9:00 pm will be locked by the Fire Warden if they are not occupied or booked through the venue reservations system (see Course Coordinator, Student Services, VET office).

The relevant department is responsible for securing departmental areas, turning off lights and heaters, and ensuring that no hazardous situations exist when normal activities conclude.

### AFTER-HOURS ACCESS – PRODUCTION SEASON

During term time, after-hours access for production season or other projects will follow the production schedule prepared by Stage Management. Production schedules will be created by the relevant Head of Department and/or Production Stage Manager (PSM). The PSM of a production is responsible for requesting building/room access for all students and guests involved in rehearsals and associated activities. The PSM is also responsible for locking up and securing theatres and rehearsal areas, turning off lights and heaters, and ensuring a safe work environment.

### ACCESSING THE NIDA BUILDING IN HOLIDAY PERIODS

The NIDA building is typically open between 8:30 am and 6:00 pm during holiday periods. Access for full-time students, especially after-hours, depends on the circumstances at the time. It is the students' responsibility to confirm the building's hours of operation during holiday periods. NIDA Open and NIDA Corporate have priority for booking spaces, including rehearsal rooms, during the holiday period.

The building is closed to students over the summer holidays. Any activity planned in the building requires approval from your course leader, and facilities must be notified. Card access for students is stripped over this period.

### PROPERTIES, SETS, AND WORKSHOP ACCESS HOURS

The Properties and Sets workshops are available from 9:00 am to 1:00 pm and 2:00 pm to 6:00 pm, Monday to Friday, under workshop staff supervision. After-hours access is permitted only for students inducted in these areas and requires approval from the Course Leader or Workshop Manager. Students working in the building past 6:00 pm without workshop staff supervision require course leader approval, must keep all doors closed, inform the Facilities Officer on duty, and notify them when leaving – 0401 599306

## FOOTWEAR / BARE FEET

All those who enter NIDA are required to wear footwear at all times when travelling around the building. This includes going to and from classes where footwear may not be required. (e.g. rehearsal rooms).

Workshops and venues in bump in/tech require close toed shoes at all times. Everyone is strongly encouraged to not to run whilst travelling throughout the building for your own safety and the safety of those around you.

## WINDOWS IN DOORS

Windows are installed in all internal doors throughout the building. These are invaluable for general security and emergencies and the personal safety of everyone at NIDA especially at night and weekends when there is reduced staffing.

WINDOWS ARE NOT TO BE COVERED AT ANY TIME FOR ANY REASON.

If students or teaching staff require the windows in classrooms or rehearsal spaces to be covered for reasons such as sensitive rehearsal (e.g. reduced clothing), Course Leader approval must be provided to Facilities staff. The facilities department will then provide the student or staff member with an approved window covering.

If windows are covered with non-approved coverings, Facilities staff will enter the room and remove these coverings, interrupting the activity.

## ELECTRICAL EQUIPMENT

All electrical equipment throughout the building is required by law to be tested and tagged before use. Every year, facilities arrange a test and tag day for students – usually in the first few weeks of term one. You will be asked to bring any items that you plan on using onsite for testing. Any items failing their test and tag will not be permitted for use in the building.

If bringing in items from outside NIDA outside of the day, please ensure you submit a request to Facilities helpdesk ([help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au)) to arrange a test and tag the device. Any equipment found in use that is not tested and tagged will be removed. This includes any appliances, hair and makeup tools, chargers etc.

## MOVING HEAVY ITEMS

Moving heavy and/or large items should be done safely so fixtures and fittings are not damaged. This means that no items should be dragged across the floor, and WHS protocol should be followed when lifting and carrying items. If you need to move any large or heavy items, you are more than welcome to contact Facilities for assistance. We are always happy to help.

NIDA has **three passenger elevators** onsite. As we do not have a service elevator, protective curtains must be installed before transporting large items. All large items should be placed in the centre of the lift to prevent damage. If you require the lift curtains, please submit a ticket to Facilities in advance [help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au). When transporting heavy items or trolleys via the Nancy Fairfax elevator (glass lift), you must use the loading plates located beside the lift entrance on the ground and basement floor. These plates slot into the opening of the lift and brace the weight of the load to avoid damage.

## STANDARD ROOM SET-UP

NIDA has a standard room set-up for every room and venue. To ensure the efficient use of shared space, students and staff must return the room to the set-up in which it was found. A diagram for the standard room set up is posted in each room at NIDA. Please do not move furniture between rooms. If you require additional furniture (table and chairs) please contact [help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au). NIDA has a standard room set-up for every room and venue. In order to ensure the efficient use of shared spaces, students and staff must return the room to the set-up in which it was found. A diagram for the standard room set up is posted in each room. Do not move furniture between rooms. If you require additional furniture (table and chairs) please contact [help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au).

## ROOM BOOKINGS

Students may book rehearsal rooms, tutorial rooms and studios for individual work. Scheduled classes/rehearsals, external hirers, NIDA Open and NIDA Corporate have priority over student bookings.

The room listed in the 'Bookable Rooms' location group in [ASIMUT](#) are available for students to self-book without contacting a course coordinator withing certain booking horizons (i.e. 7 days/ 5 days/ 24 hours). To book a room that is not specifically listed below or included in the ASIMUT 'Bookable Rooms', please speak to your course coordinator.

## MUSIC LAB – BFA Acting Only

The Music Lab is located on the first-floor corridor near to the Lighting Studio. There are six computer stations which are to be used

for the sole purpose of music and film production and editing. The lab is usually accessible to BFA Acting students after 2pm. Should a student wish to use the lab before 2pm they must first consult the BFA Acting Course Coordinator to ensure it is not being used for classes. The music lab is available from 2pm - 8pm Mon – Fri and 9am – 5pm Saturdays. All BFA Acting students have access to the Music Lab as standard on their student pass.

### MUSIC PRACTICE ROOMS 1-3

There are three music practice rooms located in the Parade Theatre basement. These small rooms are primarily used for voice tutorials and can be self-booked by students if available (up to 5 days in advance). Music Practice rooms 1-3 are available for booking from 8.15am – 10pm Mon-Fri and 9am -5pm Saturdays. To check availability and make a booking please go to ASIMUT Locations 'Bookable Rooms'.

### MUSIC-SOUND SUITE

The Music -Sound Suite is a specialised learning and teaching facility located in the Parade Theatre basement. This facility is used for sound and music tutorials and independent Acting and TTSM student practice. These can be booked by students, if they are available, through either the Acting and TTSM Course Coordinators, the Head of Music, or the Head of Sound Design. This facility is kept locked. Keys must be signed out at Reception to gain access if you have a booking. The Music-Sound Suite is available for booking from 8.15am–10pm Mon-Fri and 9am -5pm Saturdays.

### PIANOS

NIDA owns several grand and upright pianos for classroom, rehearsal, and performance use. There are pianos located in rehearsal rooms 1-8, the Music Room, The Ivory Room, Music Practice rooms 1, 2, & 3, and the Music-Sound Suite.

We expect that students will treat the pianos with respect and care to ensure they continue to provide benefit to all students into the future. Moving of pianos by students and staff is strictly prohibited. Pianos located in Rehearsal rooms 1 – 8 cannot be moved. The moving of any other piano(s) must be approved by the Head of Music and booked with Facilities. No food or drink should be consumed while using a piano.

## BOOKABLE ROOMS IN ASIMUT

All students have swipe access to the rooms in [ASIMUT](#) listed under 'Bookable Rooms'. Bookings must be made in ASIMUT with relevant students added to the booking before accessing the room. Room booking privileges will be removed from students who do not follow the room booking procedure.

On the rare occasion that a room is needed for a priority booker, the students listed in the booking will be contacted, and the booking may be cancelled or moved to another suitable room.

Bookings should be no longer than 2 hours to maximise availability, however if there are no other requests at the time of the booking, this may be extended. As per NIDA's policies, equipment in the rooms should remain untouched unless booked through AV/Facilities or IT.

If available, the Bookable Rooms may be self-booked by students during the following times:

- Monday–Friday: 8.15am – 11.00pm (except for Music Practice Rooms 1-3 which can be booked from 8.15am – 10pm)
- Saturday: 8:30am–5:30pm
- Any Sunday access must be approved by Course Leader with WHS and Facilities informed.
- Evening bookings after 9pm must be entered into ASIMUT by 9pm on the day of the booking.

ROOM CODE	ROOM NAME	BOOKING HORIZON
NKLIBMR	Library Meeting Room 1	7 days
NKMP1	Music Practice Room 1	5 days
NKMP2	Music Practice Room 2	5 days
NKMP3	Music Practice Room 3	5 days
NKGS1	Graduate Studio 1	24 hours
NKGS2	Graduate Studio 2	24 hours
NKGS3	Graduate Studio 3	24 hours
NKGS6	Graduate Studio 6	24 hours
NKRC1	Reception Room 1	24 hours
NKRR9	Rehearsal Room 9	24 hours
NKSD4	Studio 4	24 hours
NKTR1	Tutorial Room 1	24 hours
NKTR2	Tutorial Room 2	24 hours
NKTR3	Tutorial Room 3	24 hours
NKTR4	Tutorial Room 4	24 hours



## SAFETY AND SECURITY - GENERAL

Course leaders and teaching staff are responsible for ensuring that all teaching spaces, studios, and workshops are locked at the end of each use. Any students making after hours use of any space will be responsible for turning off lights, heaters, fans, televisions, and sound systems, securing windows, and resetting the room according to the standard room set up, ensuring that no hazardous situations exist and locking doors when they leave. This includes securing the appropriate crossover door and securing the green room, staff room and change rooms as required.

UNSW Security Service provide random patrols in the evenings and on weekends. Students are reminded to carry their NIDA identification card at all times as the security guards may require proof of identity after hours. Any problems concerning security or keys should be referred to Facilities ([help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au))

Regular, random patrols are conducted by Facilities staff and a comprehensive patrol occurs before 11pm. Failure to observe the rules and regulations concerning access and security will result in withdrawal of access privileges. Video CCTV surveillance cameras are in operation 24 hours a day.

## PERSONAL SECURITY

Security and safety of the NIDA community is of paramount importance and NIDA is committed to maintaining a safe and secure environment for all members of the NIDA community.

Security is a participatory activity and requires the commitment of all community members to be effective. Each member of the NIDA community has an individual responsibility to follow all security policies and protocols and to know how to respond in an emergency.

NIDA staff and students should be aware of issues of personal security when leaving NIDA to travel home, particularly late at night. Students should try to walk as a group, rather than alone in nearby streets at night.

The UNSW University Security Service provides a range of security services including a [Shuttle Bus Service](#). This service operates during the day from Monday–Friday between 7:30 am and 10:15pm, and at night on demand from 10:15pm to 11:30pm (excluding public holidays). This shuttle can pick you up from your location on Kensington Campus and take you to your residence, vehicle or public transport stop within 2km of the UNSW campus. Contact Security on 9385-6000 to request an escort.

You can also track the Shuttle bus via the [UNSW SafeZone App](#)

For more details on the night shuttle bus click the link [here](#) or download the [Shuttle Bus Timetable PDF](#). The shuttle bus timetable is also available at reception.

UNSW Security Service also maintains the Lighted Safety Corridor and a network of Help Points on campus.

These services are available for NIDA students. Do not hesitate to use these services. Call 02 9385 6000 for the safety escort service. The Security Service is available 24 hours per day, seven days a week, with an automatic connection to Security at a Help Point or on your personal device 02 9385 6000.

## GREEN ROOM

The students' Green Room is located on the first floor of the NIDA on the south end of the building. It is equipped with microwaves, fridges, an oven, stove and dishwasher. Please take care when preparing food in the Green Room, including using the fan in the range hood above the stove when cooking. Students are responsible for maintaining the space in a clean and tidy condition, including unpacking the dishwasher when needed and keeping the fridge clean. Facilities regularly conduct fridge clear outs over the weekend. Please label your food with your name and date of expiry. Any expired food will be thrown away, **container and all**.

## CLEANING OF NIDA PREMISES

Contract cleaners undertake cleaning. Please report any issues to Facilities via the helpdesk ([help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au)). Otherwise please report any problems to reception.

## MAINTENANCE

NIDA is responsible for all maintenance through its annual operating budget. Wherever possible, please log a helpdesk ticket with Facilities ([help.facilities@nida.edu.au](mailto:help.facilities@nida.edu.au)) to report any items requiring maintenance.

## EVACUATION

IF THE EVACUATION ALERT IS GIVEN, THE BUILDING MUST BE EVACUATED.

All staff, students, contractors, and visitors must evacuate the building by the safest route and make their way to:

- Main Assembly Area – the southern car park grass area (refer to the diagram inside the front cover of this Handbook), or
- Secondary Assembly Area – the UNSW Mall across pedestrian crossing

## ALARMS

The NIDA building has an Early Warning and Intercommunication Alarm System (EWIS). There are three emergency tones:

1. The **Warning** Alert, **beep...beep...beep** sounds when an alarm sensor triggers the alarm (smoke detector/heat detector/manual alarm). **When you hear this tone, you should stop what you are doing and identify the nearest exit and await further instruction.**
2. The **Evacuation** Alert **whoop...whoop...whoop** tone directs people to evacuate the building now. A recorded announcement accompanies this tone. **If you hear this tone, evacuate the building immediately.**
3. A unique **Lockdown** Alert of a potential internal or external issue.

**FIRE ALARM** – Automatically calls Fire Brigade and trips the mag-lock restrained fire doors to the closed position.

**EMERGENCY ALARM** and **LOCKDOWN ALERT** triggers the same Alert and Evacuation tones but does not call the Fire Brigade.

## EXTERNAL AND COMMERCIAL HIRES AND OTHER USERS OF NIDA SPACES

NIDA hires out the theatres and other facilities to external theatre productions, education institutions and other users on a commercial basis, when those spaces are not being used for NIDA purposes. NIDA Theatres department collaborate and provide services to a wide network of Performing Arts companies and Education institutions. When external users hire NIDA facilities, students must be mindful of the hirer's rights to privacy and exclusivity of the hired space. When an external event is undertaken in a common area of NIDA (such as a function in the Nancy Fairfax Foyer), students are requested to avoid using the hired area if possible. All students and staff should be respectful of the hire in relation to their behaviour and dress whilst in the common areas. NIDA Theatres provide employment for NIDA students and graduates. Other users of NIDA venues include NIDA Open and NIDA Corporate. NIDA Open and NIDA Corporate are an integral part of NIDA and provide employment for many NIDA graduates. It is important that students respect the rights of NIDA Open and NIDA Corporate staff, students, and clients.

**Eating and drinking (apart from water) is not permitted in classrooms, workshops, theatres, rehearsal rooms, or any teaching space.**

## ENERGY

The costs for electricity and natural gas services are extremely high both in financial and global greenhouse gas emissions terms. Staff and students can assist NIDA in reducing its carbon footprint by ensuring that all lights, fans, power, and heaters are turned off immediately after an activity has concluded or a room vacated. When going home, ensure all lights are off, all equipment is powered down, aircon switched off where possible and doors are closed behind you. This simple action, if done by all, significantly reduces our carbon emissions across campus.

## ENVIRONMENTAL SUSTAINABILITY

One of NIDA's key visions is to be a sustainability leader in Australia's performing arts sector and we are committed to providing the next generation of creatives with sustainability skills and practices that are green focused.

We ask that all staff and students engage with the [NIDA Green Plan](#) and become proactive in all areas on campus to reduce landfill, energy consumption, carbon usage and help others recycle correctly in all of our venues and studios.

Waste Streams on Campus:

- Used printer, fax and copier toner cartridges should be left in the recycle box located in the IT office.
- Glass, aluminium, and plastic (PET) can also be recycled in the yellow bins found throughout NIDA, in kitchen areas and all corridors.
- Paper bins (blue) are found throughout the building for clean used paper and cardboard.

- Organic waste incl food can be placed in the green bins found across, in all kitchenettes, NFF foyer and around the Atrium.
- Coffee Cups – look for our specialist Tube bins, near the Café and the foyer lift. Or use the Large Coffee Cup bin outside Student Greenroom, 1st floor.

The NIDA Waste and Recycling Centre is found at the back of the building, opposite the skip bins on southern carpark. The NIDA facilities team currently divert all waste into separated waste streams throughout the building:

- ✓ General Waste (Red bins/Compactor)
- ✓ Paper/Cardboard (Blue bins) - remember to flat pack all cardboard boxes
- ✓ Commingled Recycling (Yellow bins)
- ✓ Soft Plastics (Recycling Centre)
- ✓ Timber Skip – check signs for correct recycling
- ✓ Metals – Next to Compactor
- ✓ E-Waste (Recycling Centre)
- ✓ Light Globes (Recycling Centre)
- Fluro Tubes (Recycling Centre)
- Polystyrene (Recycling Centre)
- ✓ Batteries (Recycling Centre)
- ✓ Old Phones (Recycling Centre)
- ✓ Medical Waste (First Aid Room Only)
- ✓ Sharps (Recycling Centre)
- ✓ Paint and Chemicals (both water and oil based) (Recycling Centre)
- ✓ Organics (Green bins and Garden worm farm)
- ✓ Make Up and Cosmetics – Outside Female bathroom, 1<sup>st</sup> floor

NIDA has been replacing fossil fuels with renewable energy sources wherever possible. Solar panels now power our chillers and air-conditioning. Energy efficient LED lights have been installed throughout the building to substantially reduce our lighting carbon footprint. We have implemented E-waste recycling and are in the process of shifting our theatre spaces from traditional incandescent lighting to LED lighting. Check out the [NIDA Green Plan](#) and get in touch with the Sustainability Manager [nidagreen@nida.edu.au](mailto:nidagreen@nida.edu.au) for more info.

# WORK HEALTH AND SAFETY (WHS)

## ORIENTATION

All new students are required to complete the WHS learning module in [CANVAS](#).

All returning students are required to complete the WHS Induction in the [NIDA Safety Portal](#).

## WORK HEALTH AND

## SAFETY POLICY OVERVIEW

NIDA is committed to the objectives of the Work Health and Safety Act 2011 – NSW ("WHS Act"), and the associated Regulation and Codes of Practice to ensure all staff, students and others work and study in a safe and healthy environment.

The WHS policy applies to all NIDA staff, contractors, volunteers, and students at any workplace of NIDA and a copy can be found on the Intranet under Policies and Procedures.

## PRIMARY DUTY OF CARE

NIDA must ensure the health and safety of workers and others at its workplaces, as far as is reasonably practicable. This includes:

- Exercising duty of care and due diligence
- Complying with WHS legislation, regulations, codes, and standards
- Consulting with stakeholders on WHS
- Managing risks through effective risk management
- Providing a safe environment, resources, and training for staff and students
- Continuously improving health and safety for all

## KEY OBJECTIVE

NIDA's key work health and safety objective is to prevent workplace accidents, injuries, and illness. It applies to all NIDA activity and in all areas of NIDA's operation.

## ROLES AND RESPONSIBILITIES

**NIDA's Board and Executive Team** are responsible for:

- Ensuring NIDA meets its primary duty of care responsibilities
- Implementing and resourcing the Work Health and Safety Policy and Program
- Ensuring compliance with policies, standards, and procedures
- Fostering an organisation-wide safety culture
- Planning, developing, and monitoring work health and safety specific to NIDA's needs
- **Senior Directors, Course Leaders/Managers, coordinators, supervisors, teaching staff, and others with responsibility for students** are responsible for:
  - Identifying, eliminating/controlling risks
  - Providing necessary information, training, and resources
  - Ensuring health and safety in their areas of control

**Staff (workers)** have a duty to

- Take reasonable care for their health and safety and others
- Follow NIDA's work health and safety policies and procedures
- Report unsafe situations, hazards, injuries, or illnesses
- Participate in work health and safety training and discussions
- **Visitors, students, and others (not workers)** must:
  - Take reasonable care for their health and safety and others
  - Follow NIDA's work health and safety policies and procedures
- **Contractors and hirers** must:
  - Comply with the WHS Act
  - Have work health and safety systems in place

- Consult and cooperate with NIDA representatives
- Include NIDA staff, students, and visitors in their safety plans

The Work Health and Safety Committee facilitates participation, representation, and consultation to continuously improve NIDA's Work Health and Safety Program, with student representation from SCON. Visitors, students, and persons other than a worker under the WHS Act are required to take reasonable care for their health and safety and the health and safety of others in the workplace by following NIDA's work health and safety policies and procedures.

Venue hirers, service contractors, sub-contractors, and self-employed persons are also required to comply with the requirements of WHS Act and have in place work health and safety systems, to consult and cooperate with their NIDA representative about safety and comply with NIDA's work health and safety policies and procedures. Contractors and hirers are obliged to work safely and to include the safety of NIDA staff, students, and visitors in their safety plans.

NIDA's Work Health and Safety Committee assists with facilitation participation, representation, and consultation with NIDA's Senior Directors and Leaders/Managers, staff, accredited course students, and other relevant stakeholders in assisting in the continuous improvement of NIDA's Work Health and Safety Program. The student body is represented on the WHS Committee by a member of SCON.

## REPORTING INJURIES, INCIDENTS AND NEAR MISSES

All incidents, injuries and near misses must be reported through the NIDA Safety Portal. This can be accessed through the Intranet or by downloading the ecoPortal Connect App. Both the App and website can be access using your NIDA email address and password.

# ASSESSMENT

## GRADE DESCRIPTORS

The following are the grade descriptors in accordance with which all higher education (not vocational) subjects are marked.

High Distinction	HD	This grade is awarded for outstanding work or performance. This grade is equivalent to a mark of 85–100.
Distinction	D	This grade is awarded for superior work or performance. This grade is equivalent to a mark of 75–84.
Credit	C	This grade is awarded for good work or performance. This grade is equivalent to a mark of 65–74.
Pass	P	This grade is awarded for acceptable work or performance. This grade is equivalent to a mark of 50–64.
Fail	F	This grade is for unsatisfactory work. This grade is equivalent to a mark less than 50.

## ASSESSMENTS

### HIGHER EDUCATION – DEGREES

Details of assessments for bachelor's and master's degree courses are outlined in the subject outlines available on the NIDA Learn eLearning platform.

Assessments, including Late submissions and applications for Special Consideration are governed by the Assessment Policy and Procedure as found on the NIDA website.

### VOCATIONAL STUDIES

Vocational Studies (VET) courses use competency-based training and assessment. Coursework places emphasis on acquiring practical skills, as well as knowledge, in relation to an area of study.

Assessments need to confirm that a student can perform their skills to the standard expected in the arts and entertainment industries. This confirmation results in a student being marked Competent or Not Yet Competent in a particular skill.

If a student is deemed Not Yet Competent, NIDA will offer opportunities for re-assessment.

There will be some written assessments in the form of reports and/or exercises. However, most assessments will require NIDA assessors who hold a current Certificate IV in Training and Assessment, to formally observe students demonstrating their skills.

These assessments will usually take place toward the end of each term. Students will receive information on when assessments will be scheduled, and what the nature of the assessments will be, at the beginning of each term.

If a student is absent during assessment or work placement, a doctor's certificate needs to be provided. This applies to a student being absent for one or more days.

Where practicable, reasonable adjustments are available to students experiencing literacy, numeracy, and digital learning challenges.

### EXTENSIONS FOR ASSIGNMENTS

Students are expected to manage their time to meet assessment task completion and submission but there may be circumstances in which students are unable to meet their deadline. To provide an equitable, consistent, and fair learning experience students who require an extension to the due date of an assignment must apply for the extension prior to the deadline. Students should submit a formal application as early as possible but no later than 24 (twenty-four) hours before their due date via the [Special Consideration](#) form.

Retrospective extension requests will not normally be approved unless a student is able to Show Cause for the delay for the request. Please refer to the [Assessment Policy](#) available on the NIDA website.

### PLAGIARISM

Plagiarism is using the words or idea of others and passing them off as your own. Plagiarism is a type of intellectual theft.

UNSW Learning Centre's [Plagiarism and Academic Integrity](#) pages are a useful resource for explaining what constitutes plagiarism and includes helpful advice about how to avoid it. Refer to the NIDA website for NIDA's [Academic Integrity and Plagiarism Policy](#).

# PROGRESSION

## COURSE REGULATIONS

A 'Course Regulation' is a document that outlines all the rules around the specific higher education degree you have chosen to study. It includes information on:

- Admission requirements
- Course requirements
- Industry placement requirements
- Attendance
- Rules of progression (what happens if you don't pass a subject)
- Maximum length of time to finish a degree
- How to leave/defer

It is your responsibility to read the relevant Course Regulations for your chosen degree. To find the current Course Regulations please click [here](#) and select the relevant course link.

## COURSE PROGRESS

NIDA has intervention procedures in place to support students who are at risk of failing to achieve satisfactory course progress. These students are provided with advice and assistance to improve their performance and results.

Students who are at risk of not making satisfactory progress are identified by the relevant teaching staff and asked to meet with the teaching staff to discuss the remedial action that may be taken and to develop a Performance Management Plan.

Performance Management Plans can also be developed to help support students with additional needs but who do not have a formally diagnosed condition.

In all cases the Performance Management Plan is activated to help support the student in their study and ensure the highest possible likelihood of success.

## PERFORMANCE MANAGEMENT PLAN

The Performance Management Plan is designed to support students achieve a positive outcome in their chosen course of study. To ensure students are offered the best opportunity for success a PMP may be implemented. The PMP can include a variety of bespoke actions and may include one or more of the following depending on the student's circumstances:

- regular / scheduled meetings with relevant teaching staff
- specific activities designed to improve areas of learning
- additional work or assessment tasks to demonstrate progress
- bespoke support for specific learning needs
- support via the NIDA Counselling Service
- support from the UNSW Learning Centre

The Performance Management Plan identifies the key areas for improvement and recommends specific improvement strategies as well as ongoing review dates.

## ATTENDANCE

Attendance is covered by the [Attendance Policy](#) located on the NIDA website. In general terms:

- Students are required to attend all timetabled classes and rehearsals
- Students in undergraduate and vocational programs are expected to meet the requirements of the performing arts profession, including being on time and, for some courses, signing in on arrival at reception as required
- Higher education students who expect to be late or absent, should email their Course Leader and Course Coordinator as soon as possible to advise them either of their anticipated arrival time to their scheduled activity or to provide the reason for an absence
- Vocational education students expecting to be late or absent should email [vocational@nida.edu.au](mailto:vocational@nida.edu.au) or call the Course Coordinator to advise when they will be in. Vocational Studies will contact the relevant trainer/assessor and advise them of the student's absence or late arrival and expected arrival time
- Students attending dental and medical appointments should advise their Head of Course at least 24 hours prior to their appointment



- Any student who is consistently late or absent without a satisfactory reason will be referred to the Course Leader and/ or be placed on a Performance Management Plan or other action as per Misconduct Procedures. **Medical certificates or statutory declarations are examples of acceptable forms of evidence if absence exceeds more than one day.**

## GRADUATION CEREMONY

Graduating students who have successfully completed a Vocational diploma, a Bachelor's or Master's degree are invited to attend the ceremony. Graduating ceremonies are usually held on a Sunday to facilitate attendance for all students with work or other weekday commitments. .

Those unable to attend the Graduation Ceremony will graduate in absentia. This means that diplomas, transcripts and, for higher education students the Australian Higher Education Graduate Statement, will be sent out by registered mail. NIDA will send all correspondence to the most recent postal address provided by graduating students.

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

# VOCATIONAL EDUCATION AND TRAINING (VET)

## REGISTERED TRAINING ORGANISATION (RTO)

NIDA is registered by the Australian Skills Quality Authority (ASQA) to deliver Vocational Education and Training (VET) services. RTO (Registered Training Organisation) code: 90349. <https://training.gov.au/Organisation/Details/90349>

Delivered by NIDA as an RTO:

CUA50420 Diploma of Live Production and Technical Services CUA50220 Diploma of Musical Theatre

CUA51020 Diploma of Screen and Media (Specialist Make-up Services) 10914NAT Diploma of Stage and Screen Performance

## COMPETENCY BASED TRAINING

Vocational Students are assessed on their ability to competently show skills and knowledge in relation to Unit of Competency criteria. Vocational students do not receive grades, they are marked as 'Competent' or 'Not Yet Competent' against areas of assessments.

## VET STUDENT LOANS

VET Student Loans commenced on 1 January 2017, replacing the VET FEE-HELP scheme. The VET Student Loans program offers greater protection for students and focuses on courses that address industry needs, creating better opportunities for employment. VET Student Loans offers income contingent loan support to eligible students studying Diploma level and above Vocational education and training qualifications. Eligible students are entitled for loans up to a capped amount which is outlined in the NIDA Fee Schedule for Diploma courses covered by the loan scheme.

Further information can be found in the [VET Student Loans Information Booklet](#)

## VETSL DEBT

This is the debt accrued by Vocational Studies students who choose to access a VET Student Loan. It includes the loan amount for the course and the loan fee (20%). A person incurs a debt each time a loan amount is used to pay tuition fees for the person. Each of those debts is then incorporated into a single debt called the person's accumulated VETSL debt. An accumulated VETSL debt can be repaid in two ways:

(a) by making voluntary repayments; or (b) by making compulsory repayments (based on the person's income) through the income tax system (ATO).

# COPYRIGHT AND GENERATIVE AI

## GENERATIVE AI

NIDA asks that you confirm with your Course Leader before using generative AI for your assignments and study. It's possible that generative AI tools may not be allowed for certain assessments. If you have permission to use AI to generate drafts, create documents and develop ideas, it is essential to correctly cite any external sources or non-original work included in your assignments. If you use generative AI to produce content when it is not permitted, incorrectly referenced or presented as your own work, you could face penalties for [academic misconduct](#).

## COPYRIGHT – USE OF MATERIAL SUBJECT TO COPYRIGHT

NIDA has the right to document all NIDA productions and teaching programs and to use this material as it sees fit. Use of any NIDA material (such as photographs, teaching material, video footage, and music) by any person or entity outside NIDA must be approved through Student Services and Quality Assurance and granted a written Permissions Agreement.

### MATERIAL FOR WHICH NIDA DOES NOT OWN THE RIGHTS:

Use of any material in any NIDA production or publication for which NIDA may not own rights must be researched by the relevant staff member or student. Information for seeking permission to use the relevant material must be provided to the Producer, NIDA Theatres or Student Services and Quality Assurance with sufficient time prior to the production or publication.

The Copyright Act 1968 (Cth) governs the circumstances under which printed and audio-visual material may be reproduced for the purposes of teaching. Works which were published, broadcast, or performed in the author's lifetime until 70 years after his/her death are protected by copyright. If not published, broadcast, or performed in his/her lifetime, then copyright lasts for a period of 70 years from the date of the first performance publication or broadcast.

Copyright can also reside in a translation or adaptation, or even in the printed form of the published work itself. Please check with the Librarian to be sure of the copyright status of an item before proceeding to photocopy.

### Photocopying limitations on copyright material

For printed material, which is protected by copyright, the following photocopy limitations apply (regardless of whether one copy is required for personal use or multiple copies for students for teaching purposes).

### YOU MAY COPY:

- ✓ one article from a periodical, (or more if all the articles are on the same subject); and/or
- ✓ 10% of a book (or one chapter even if that chapter is greater in length than 10% of the total pages in the book).

If you wish to utilise more than these amounts from a published work, you must not make a photocopy but must purchase the published work. If, however, the published work is not available for purchase within a reasonable time or at an ordinary commercial price, then you may copy the entire work.

Within a reasonable time is regarded as six months for a textbook, 30 days for other books. Ordinary commercial price means that you should be able to source it from local stock and not be obliged to import it by air from overseas.

You may also copy an entire work if it is not published separately (e.g. a play only available in a collection of plays).

Before photocopying more of a copyright protected, published work than you are normally entitled, you must check with the Librarian who will ascertain whether the item is:

- ✓ in print,
- ✓ published separately,
- ✓ available for purchase within the required time (make sure you allow more than a month before the item is required).

### MULTIPLE COPIES

With respect to multiple copies of the same item, NIDA pays a fee to the Copyright Agency Limited which collects copyright royalties on behalf of authors. Under this license, NIDA can make multiple copies for teaching purposes of those items which can be legally copied in accordance with the above provisions.

### AUDIO-VISUAL COPYRIGHT

NIDA also has a license with Screenrights, which permits NIDA to make copies of audio-visual material, in particular radio and television programs, but not commercially available audio or video tape.

## PHOTOGRAPHY/VIDEO/RECORDINGS AT NIDA

### PHOTOGRAPHY/VIDEO/RECORDINGS TAKEN BY NIDA

NIDA productions and activities are photographed and recorded for publicity, marketing, and archival purposes. NIDA is the sole copyright owner of all such images and recordings.

Video recordings of productions or student activities can embody the work of a number of students and professional artists, and as such NIDA does not release these recordings for students' use or copying, and recordings may not be released for viewing outside NIDA.

The recordings are kept for archival purposes and may be viewed within the NIDA campus via ClickView. In all other instances relating to individual student performances, unless a staff member makes a specific request to the Technical Manager, a recording service will not be available.

Any current or future student with questions or concerns about recordings that may be made during their time at NIDA should contact NIDA's Head of Customer Experience and Growth Marketing.

### PHOTOS TAKEN BY STUDENTS

Students are permitted to take photographs of their own work in NIDA projects and productions, subject to prior written permission from anyone whose image or work appears in the photograph.

These photos can only be used for portfolio and personal purposes and are not for general publication.

### USE OF NIDA OWNED PHOTOGRAPHS

All NIDA-owned photographs remain the property of NIDA and are provided to students and graduates under a non-exclusive license for private use and/or use in a professional portfolio, subject to compliance with the following conditions:

- NIDA and the photographer are both credited in accordance with instructions from NIDA Marketing Department, e.g. © NIDA 2021. Photos: Patrick Boland (the name of the NIDA photographer is included in the properties of each photo and can be accessed by right clicking on the image file and selecting 'properties')
- Images of other NIDA students, graduates or artists cannot be used without their prior written permission. You cannot 'photoshop' other people out of a photo as this represents a breach of the moral rights of the photographer
- To prevent anyone from unlawfully reproducing NIDA images from a student's website or social media pages, technical protection measures such as privacy settings must be put in place and only low-resolution images are to be used
- Use of NIDA images without permission is a breach of copyright and of the NIDA Student Code of Conduct.

### PHOTOGRAPHS OF PRODUCTIONS

Students are granted access to an online photo store (Fotoweb), from which they can directly download photographs of any production they have been involved in during their time at NIDA. Photos of productions are loaded as soon as practical after shooting.

### FOTOWEB

Students are granted access to an online photo store (Fotoweb), from which they can directly download photographs of any production they have been involved in during their time at NIDA. Please see the relevant Course Coordinator regarding queries about photography.

# NIDA PRODUCTIONS



*Sandaime Richard* by Hideki Noda, Adapted and Directed by Ong Keng Sen, NIDA 2023

NIDA productions are primarily concerned with the exploration of contemporary performance contexts and the pursuit of artistic excellence. They follow professional procedures involving careful pre-planning. Plays and projects are chosen with consideration for the educational needs of the course and students, as well as workshop facilities and public interest. These plays are presented to the public and it is important to note that critics may be invited.

NIDA productions are also educational and training exercises. Staff from all courses supervise their students during the rehearsal and production process. Staff are present during rehearsals and performances.

Each year there are a number of student productions at NIDA, ranging from full scale productions to class exercises. These productions have different levels of involvement across courses and different levels of production and marketing support, and financial and other resources.

## SELECTING THE CAST AND PRODUCTION STAFFING

Casting of all NIDA undergraduate productions is undertaken following discussions with the Director and the Acting staff, with the final decision taken by the Head, Acting.

Casting seeks to balance:

- the educational requirements of the group
- the requirements of the production
- the appropriateness of a particular student for a particular role
- as far as possible, the achievement of a fair and even distribution of roles over the year.

Heads of Courses also approve all production staffing, including Set and Costume Designer, Stage Management, Lighting Designer, Sound Designer, Lighting Operator, Costume and Properties Supervisors, Assistant Director, and other staff as appropriate.

## COSTUME GUIDELINES FOR CAST AND CREW

- No costume or part thereof may be worn outside the theatre precincts except as directed for purposes of publicity or costume calls.
- Any part of a costume worn by actors while eating or drinking should be protected by a dressing gown or some other suitable covering; during a performance, refreshments cannot be obtained from the FOH facility.
- All actors are responsible for the care of their costumes, wigs, make-up, and personal props in the dressing rooms, and should see that they are cared for in an acceptable manner.
- All costumes should be hung on hangers when not being used and not left on the floor or over the backs of chairs.
- Costume and dressing staff are not always available for each production and their presence to assist does not release the actor from any responsibility.
- Frequently costumes are hired or borrowed from other companies, and it is NIDA's responsibility to return all such items in the same condition as received.
- All sets, properties, and costumes, that have not been hired or borrowed from elsewhere, are owned by NIDA and remain the property of NIDA; no sets, properties or costumes can be taken away from NIDA, including at the conclusion of the production, without the permission of NIDA through the Course Leader.
- If wearing a costume of full length or with a train, lift it clear of the floor in corridors and in the wings.
- Unless directed otherwise, always change out of costume promptly after a performance or rehearsal, especially before note sessions.
- Do not wear or sit in costumes in the auditorium during a rehearsal.
- It is unprofessional to be seen publicly in make-up or costume except on the stage or on set.

## COSTUMES OR PROPS BORROWING FOR CLASSWORK

A selection of rehearsal shoes, accessories and small hand props are available for students for classwork. **The costume store is located in the costume corridor next to Costume 3 and is supervised by Robin Monkhouse.**

Rehearsal costumes remain the responsibility of the individual student, unless of an unusual nature (i.e. corsets, difficult footwear, or military greatcoat) in which case NIDA will supply them.

All loans are to be returned at the completion of the exercise, failure to do so may result in hiring privileges being revoked.

## HAIRDRESSING

NIDA will not meet the costs of hairdressing for students who independently decide to alter their hairstyles or colour for a production. From time-to-time Acting students may be asked to alter their hairstyle or colour for a particular production following consultation between the student and Director of the production, the Designer, Head, Design, Head, Acting and the Production Manager.

In this case the costs will be met by the production budget and the student will be directed to a designated hairstylist. Acting students do not have to agree to change their hairstyle or hair colour.

## NO FOOD OR DRINK

- Backstage, including dressing rooms.
- On stage, except as required by the production.
- In the auditorium except during protracted rehearsals and only with the express permission of Tech Ops Manager or Head of Stage Management; if permission is granted, all rubbish must be removed.

## OPEN DRESS REHEARSALS

Unless permission is sought from the Director and Producer prior, or a general decision is made through the Director or Producer, attendance at open dress rehearsals is only available for NIDA staff and students.

## PERFORMANCE GUIDELINES FOR CAST AND CREW

- All student members of a company (actors and technical crew) must sign the performance attendance sheet, which is posted on the backstage noticeboard no later than the half hour call.
- All actors and technical crew must use the stage door entrance to the theatre. Cast and crew are not permitted in the foyers or other FOH areas from an hour prior to curtain up.
- As a rule, students should not use the foyer areas as a green room during technical rehearsals and on days of performance.
- Cast and crew must remain in the theatre from the half hour call until the curtain is down, unless expressly permitted by the



Stage Manager, or as part of the action of the production.

- Guests and friends may be met only in the theatre foyer after the performance and are NOT permitted in the backstage or dressing room areas at any time.
- Members of the cast are not permitted to go onto the set during a set-up period or prior to a beginners call without the permission of the Stage Manager or Deputy Stage Manager.
- No actor should appear in costume or make-up at any time in the FOH or other public areas unless it is part of the action.
- No Stage Managers, Deputy Stage Managers, Lighting/Sound Operators, or performance crew are to appear in any FOH areas unless suitably attired, and as part of their duties.
- If a dressing room is provided with general ceiling illumination, it is not essential to leave make-up lights turned on continually once made up for the performance; such lights can be turned on again as required.
- No staff or student, unless working on the production currently occupying the theatre, is permitted in the backstage areas, including dressing rooms, at any time, this means before, during and after a performance or dress rehearsal.
- Students NOT connected with a production must refrain from casually accessing theatres to observe technical and/or dress rehearsals, (etc) without permission from the Stage Manager on behalf of the production's Director.
- Announcements will be posted on the notice boards advising when students may attend a dress rehearsal.
- A final dress rehearsal must be treated as a performance; cast and crew must remain in their work areas during this time and not frequent the auditorium or other FOH areas except as required by the production.
- At all times, cast and crew should be aware of the proximity of the dressing rooms to the stage and be quiet during the performance.
- The dressing room should be cleared within 30 minutes of each performance.
- Before leaving the theatre, all cast and crew are responsible for making sure that all rubbish is put into the bins provided backstage.
- No writing of any description is permitted on dressing room mirrors.

*The above guidelines are applicable in any external venue being used for a NIDA production.*

## PRODUCTION MEETINGS

In addition to concept and design meetings, an initial production meeting is held prior to the first rehearsal. The model, working drawings, and costume renderings, will be presented to the crew (and teaching staff) and all settings discussed. The costume designs and props list will be analysed, the Lighting and Sound Designers will discuss matters affecting their departments and anything else relevant to the production will be dealt with. Subsequently, weekly production meetings will be held, usually during the lunch hour or after rehearsal.

## REHEARSALS

The Director of the production will be advised that NIDA has a strict policy on student attendance. Rehearsals finish at 6pm from Monday to Friday. Students must not be late for rehearsals. Students who are late may face disciplinary action. Rehearsals may not be extended without the permission of the NIDA Executive. It is possible to call two Saturday rehearsals, each of four hours duration. This includes technical and/or dress rehearsals.

Rehearsals are scheduled in advance and include wardrobe fittings and certain tutorials. Students of the second and third year of the Acting course are required to attend tutorials in a range of subjects including Music and Voice. Such tutorials may be scheduled during rehearsals and directors will be asked to release students for such tutorials. Tutorials will be scheduled by teaching staff in consultation with the Stage Manager of the production. During the production week, all work (including Directors' and Designers' productions note sessions) will cease by 10.45pm to allow students and staff to be off the premises by 11pm.

During the production week rehearsals and crew calls may be from 9am–11pm. The production schedule will be prepared by the Stage Manager in consultation with the Head, Technical Theatre and Stage Management and the Production Manager. Show crew may work up to ten late nights prior to but not including the open dress rehearsal at the discretion of their Department Supervisor and the Production Stage Manager. In exceptional circumstances, later calls may be made, but only with the permission of NIDA technical and teaching staff. The Stage Manager is expected to schedule all work according to the provisions of current theatre awards.

## SAFETY CODE FOR PRODUCTION AND PERFORMANCE

NIDA has adopted the LPA safety guidelines developed in 2001 by the Australian Entertainment Industry Association and the Media Entertainment Arts Alliance. The relevant course leader is responsible for the safety of their students including classes, exercises, productions, and other activities. Regarding safety, the respective course leaders are responsible for the timely, competent, and



authorised supervision of their students, staff, and contractors.

The responsibility for safety during productions and performances is jointly held by the Seasonal Production Manager, WHS Coordinator, and Contractors with specialities employed for specific practices during the development of safety documentation and risk assessment with the relevant Staff Heads of Departments final approval. During NIDA performances the designated Stage Managers, under the supervision of the Head of Technical Theatre and Stage Management are responsible for taking every reasonable provision for the safety and health of performers and crew working on the production, including through the development of risk assessments for specific situations.

The responsibility for venue, safety, inspections, and any approval of use is completed by relevant Head of Departments and Tech Ops. This must be completed before audiences will be permitted.

Productions may call for activities such as smoking, nudity, simulated sexual acts or demanding physical activities. Regardless of whether or not these are mentioned in the script, the Production Stage Manager or Head of Department is required to report these to the Producer and Seasonal Production Manager who may refer them to the NIDA Executive for consideration as to whether they will proceed.

The Head of Department will ensure that details of all incidents and near misses are reported according to the guidelines set out in the WHS Policy.

## SEX AND VIOLENCE

NIDA does not sanction exploitative drama in any form, but some plays, require the simulation of sex and violence.

Screen work also requires simulation of both sex and violence in a professional context on a 'closed set'. Student involvement is entirely at their individual discretion.

The role of an Intimacy Coordinator is to support the production by providing a safe, professional environment and clear structure and process for the choreography of intimate content. In the same way a stunt coordinator is engaged to realise a scene with physical risk, the Intimacy Coordinator (IC) is engaged to realise a creative, repeatable, and safe intimate scene.

It is NIDA policy not to require students to undertake roles or perform in a way they believe to be unacceptable.

## SMOKING IN PLAY PRODUCTIONS

It may be important for reasons of artistic authenticity, integrity, and a creator's dramatic intent that a student actor smoke in character for a play or other public performance. A written request must be made to the NIDA Executive by the Director of the production, through the Stage Manager, seeking agreement to smoking in performances. The NIDA Executive prefers that smoking is avoided if possible and, if approved, only electronic cigarettes will be considered, and the appropriate Safety Data Sheet (SDS) is provided along with product details. The use of e-cigarettes is subject to changing legislation. Approval is usually only granted if smoking is specifically mentioned in the text.

Smoking of cigars, herbal cigarettes or pipes is not permitted.

A student actor will only be required to smoke in character if they consent and only during a public play or other public performance and final dress/technical rehearsals (but not during the rehearsal period). Where a student actor consents to smoke in character, they will be required to complete a consent and release form. Members of the student company working on the same production, as well as the supervising staff, will also be required to complete a similar consent and release form, which is available from the Producer.

A student actor may be required to smoke in character for screen work only if they consent to do so within a particular scene. The student will be required to complete a consent form provided by the Line Producer. Any other members of the cast involved in the same scene will also be required to complete a consent form. Only electronic cigarettes may be used. The details of the policy are included on the WHS webpage.

## CONSUMABLES

Consumables may be charged to a department or production after negotiation with Course Leader. Production students working on productions must ensure appropriate spares are on hand during a production.

## PHOTOGRAPHS OF PRODUCTIONS

Students are granted access to an online photo store (Fotoweb), from which they can directly download photographs of any production they have been involved in during their time at NIDA. Please see the Undergraduate Course Coordinator regarding queries about photography.

## TICKETS TO NIDA PRODUCTIONS

NIDA follows professional practice in all areas. Tickets are required for attendance at all performances at NIDA including open dress rehearsals. Access will not be permitted without a ticket.

## COMPANY TICKETS – FOR PRODUCTIONS ON WHICH STUDENTS ARE WORKING

Cast and crew members of each production are entitled to two complimentary tickets for the production they are working on for two guests to see a nominated performance, subject to availability.

Tickets are not normally available for opening night, as priority goes to NIDA's invited guests. Senior creative and production team members who are not on crew (Directors, Designers, Supervisors, etc.) may request an additional 2 (two) tickets for opening night, subject to availability, to see their own work.

All company ticket requests must be submitted to the production's Stage Manager by the date specified and sent to the Producer and NIDA's complimentary ticket representative. Tickets are the responsibility of the individual students who ordered them, and it is highly recommended that students check their tickets and advise box office immediately if there are any issues. It is also recommended that company members or their guests collect these tickets early before the performance to avoid last minute queuing at the box office.

Occasionally additional tickets to performances of productions become available to students. If this is the case the Producer will inform the relevant Stage Manager a few days in advance with the details of the number of tickets available, and how they may be booked.

Please remember that productions need audiences – if you accept a ticket, you should use it or request to change it 48 hrs prior to the performance. If you do not use a ticket that you have been allocated, you may lose this privilege.

In addition to complimentary tickets, a Ticketek presale is offered to the company prior to the tickets becoming available to the general public for additional family and friend ticket purchases.

## STUDENT TICKETS FOR PRODUCTIONS ON WHICH STUDENTS ARE NOT WORKING

Companies will be scheduled to see each other's respective shows. Performance dates and times are arranged to allow for this.

Students who are **not** working on the productions will either be timetabled to attend the productions or receive a link to book their own ticket. Only one ticket per student is available.

Students must attend the performance allocated to them. If students are unable to attend their allocated performance, changes of dates are possible provided reasonable notice is given. A new ticket will only be issued subject to availability.

Occasionally additional tickets become available to enable students to see a production for a second time. In these instances, ticket availability information will be circulated to students.

## TICKET COLLECTION

Complimentary tickets are available for collection prior to a performance from the complimentary ticket desk. If an electronic ticket has not been received, Ticketek paid tickets are to be collected from the Box Office. Students are strongly encouraged to collect no later than 20 minutes prior to performance time. Tickets not collected by this time may be released for sale.

## OTHER INFORMATION

Standard industry practice is that there are no refunds available on ticket purchases. Therefore, it is the responsibility of the student to ensure that their selected performance dates and times are correct.

If students are unable to attend performances for which tickets are held, it is requested as a courtesy that they advise the box office at least 48 hours in advance.

Open dress rehearsals are usually closed to the general public.

# OTHER NIDA PROGRAMS

## NIDA OPEN AND NIDA CORPORATE

### NIDA OPEN

NIDA Open provides education and training through short and part-time courses in theatre, film, and television.

Short and part-time courses take place in the evenings, weekends and during school holiday periods. Courses are conducted at NIDA in Sydney, in other state capital cities and territories, and in regional areas across Australia. Fees are payable for all courses conducted by NIDA Open. Details are available on NIDA's website.

NIDA Open offers opportunities for casual employment to NIDA students throughout the year as classroom assistants. Further information about this work is provided in an information session during the first half of the year.

<b>SUMMER PROGRAM</b> During December and January, the summer program offers a wide variety of short courses at NIDA and off-site. All NIDA rehearsal rooms, studios and available theatre spaces are used for teaching during the NIDA Summer Program teaching period.	<b>SHORT COURSES FOR ADULTS</b> These are held on evenings and weekends at NIDA and in Brisbane and Melbourne and include courses as short as 1 day to 6- and 12-month part-time Studio courses for committed individuals seeking intensive training."
<b>TERM CLASSES FOR CHILDREN AND YOUNG PEOPLE</b> Eight-week classes are held on weekday afternoons, Saturdays, and Sundays each term in Sydney, Brisbane, and Melbourne.	<b>STUDIO COURSES</b> 6- and 12-month part-time Studios are held on weekends.
<b>HOLIDAY COURSES</b> During the summer, autumn, winter, and spring school holidays, NIDA Open conducts workshops for students of all ages, utilising NIDA's rehearsal & theatre spaces as well as partnering with venues around the country.	<b>SCHOOLS</b> NIDA Open nurtures the creativity of school students and provides professional development opportunities for teachers. NIDA Open provides drama workshops and tours for school students (both secondary and primary) along with specialised training for HSC students and teachers throughout the year.

### NIDA CORPORATE

NIDA Corporate provides a range of premium courses for business professionals. These courses utilise actor training techniques and equip participants with communication and presentation skills essential for confident and powerful workplace exchanges, persuasive and influential delivery of information and thoughtful and inspiring leadership.

Customised training large-scale seminars and private coaching are also available as part of this program. Courses delivered online are held at NIDA in Sydney and Melbourne, as well as interstate and international locations.

### NIDA ARCHIVES

The NIDA Archives holds records dating back to the establishment of NIDA in 1958. This includes records of the Board of Directors and Board of Studies/Academic Board, as well as correspondence files and other administrative documentation relating to play productions, auditions, training courses, public relations, and outreach and extension programs. There are extensive series of student and production photographs, scrapbooks and press clippings, posters and programs, video and sound recordings, architectural plans and set models. In addition, the NIDA Archives holds the personal and official papers of distinguished directors, staff and practitioners including

Robert Quentin, Tom Brown, Keith Bain, Neil Fitzpatrick, Ron Haddrick and Owen Weingott. The NIDA Archives also holds administrative files, posters, costumes, props, memorabilia and records of the Old Tote Theatre Company and Jane Street Theatre, as well as material relating to students, graduates, and teachers, all of whom have profoundly influenced modern Australian theatre.

The NIDA Archives is charged with responsibility for the care, control, custody, management and use of the archives, manuscripts and personal papers created and acquired by NIDA and making them available for reference and research where appropriate. The NIDA Archives is accessible to students and staff by appointment, please email [nida.archives@nida.edu.au](mailto:nida.archives@nida.edu.au) The NIDA Archives is located on Level 2 Graduate School, adjacent to the Rodney Seaborn Library.

## PHILANTHROPY AND ALUMNI

Strategy and Development (S&D) is responsible for all aspects of fundraising, sponsorship and donor and alumni engagement. S&D also supports the activities of the NIDA Foundation Trust. The NIDA Archives is part of the S&D team.

The S&D team are responsible for:

- being a point of contact for NIDA alumni
- organising the Opening Night of Student Production Seasons
- working with donors, sponsors, and other community members to support the life and study of NIDA's student body.

S&D works with:

- Student Services and Quality Assurance and Centre Directors on the scholarships, bursaries, and awards programs.
- all NIDA staff on cultivating new donors to support the students of NIDA.

S&D is additionally available for:

- contact/introduction with alumni
- thanking donors
- grant writing assistance

Family and friends of NIDA students can support the work of NIDA. Please visit the 'Donate to NIDA' section of the website for full details: [www.nida.edu.au/supporters](http://www.nida.edu.au/supporters). Please contact the Development and Alumni team if you have any questions.

### **Lisa Hamilton**

Head of Development and Alumni

02 9697 7594 [lisa.hamilton@nida.edu.au](mailto:lisa.hamilton@nida.edu.au)

## THE NIDA FOUNDATION TRUST

The NIDA Foundation Trust (NFT) was established in 1984 as an independent body charged with raising funds for projects and activities that are not provided for by regular government funding or by operational income. Since then, NFT funds have been critical in helping NIDA grow, respond to change, and meet the highest educational standards.

The Foundation Trust raises funds through private giving, corporate partnerships, events, and bequests for:

- ❖ bursaries for financially disadvantaged students;
- ❖ community access and outreach programs;
- ❖ equipment and resources for NIDA;
- ❖ play commissions and special projects.

Donations to the NIDA Foundation Trust are fully tax deductible and donors and sponsors are acknowledged in NIDA publications and on the website. The [NIDA Foundation Trust](#) is governed by a Board of Directors, and is chaired by Peter Ivany AM.

# KEY DATES – 2025



*Kindness* by Matthew Whittet. Dir by Jess Arthur  
NIDA 2023



*Cabaret* Diploma Students  
NIDA 2023

## BFA, MFA & VET COURSES KEY DATES 2025

Welcome Week	MON 03 FEB
Commencement of Term 1 – VET	MON 3 FEB
Commencement of Term 1, Semester 1 – BFA and MFA	MON 10 FEB
Ramadan begins	THURS 27 MAR
End of Term 1, Semester 1	FRI 11 APR
NIDA Graduation Ceremony	FRI 11 APR
Start of Passover	SAT 12 April
Start of Mid Semester Break	MON 14 APR
Easter Friday	FRI 18 APR
Easter Monday	MON 21 APR
Anzac Day	FRI 25 APR
Commencement of Term 2, Semester 1	MON 28 APR
King's Birthday Holiday	TUES 10 JUN
End of Term 2, Semester 1	FRI 20 JUN
Start of Semester Break	MON 23 JUN
Commencement of Term 3, Semester 2	MON 21 JUL

End of Term 3, Semester 2	FRI 12 SEP
Start of Mid-Semester Break	MON 15 SEP
Commencement of Term 4, Semester 2	MON 29 SEP
Labour Day Holiday	MON 6 OCT
End of Semester Term 4, Semester 2	FRI 28 NOV
End of Year Break	MON 1 DEC

- Diploma courses at NIDA commence in Term 1 and end in Term 3
- Should students plan to take time off, it is advised that they speak to their Course Coordinator.

### CENSUS DATE INFORMATION

For Course Specific Census Dates please click on the links below

BFAS (Domestic and International Students – all BFA courses)

- [BFA Fee Schedule and Census Dates 2025](#)

MFAS (Domestic and International Students – all MFA courses)

- [MFA Fee Schedule and Census Dates 2025](#)

### VOCATIONAL STUDIES

- [Diploma of Live Production and Technical Services](#)
- [Diploma of Screen and Media \(Specialist Make-up Services\)](#)
- [Diploma of Musical Theatre](#)
- [Diploma of Stage and Screen Performance](#)

# IMPORTANT CONTACT DETAILS

## KEY CONTACTS

COURSE LEADERS	
Course Leader, Acting	John Bashford <a href="mailto:john.bashford@nida.edu.au">john.bashford@nida.edu.au</a> 02 9697 7622
Course Leader, Costume	Corinne Heskett <a href="mailto:corinne.heskett@nida.edu.au">corinne.heskett@nida.edu.au</a> 02 9697 7664
Course Leader, Design	Bob Cousins <a href="mailto:bob.cousins@nida.edu.au">bob.cousins@nida.edu.au</a> 02 9697 7546
Course Leader, Properties and Objects	Marcelo Zavala-Baeza <a href="mailto:marcelo.zavalabaeza@nida.edu.au">marcelo.zavalabaeza@nida.edu.au</a> 02 9697 7658
Course Leader, Scenic Construction and Technologies	Nicholas Day <a href="mailto:nicholas.day@nida.edu.au">nicholas.day@nida.edu.au</a> 02 9697 7618
Course Leader, Technical Theatre and Stage Management	Nicole Robinson <a href="mailto:nicole.robinson@nida.edu.au">nicole.robinson@nida.edu.au</a> 02 9697 7619
Course Convener, Common Subjects	Belinda Hoare <a href="mailto:belinda.hoare@nida.edu.au">belinda.hoare@nida.edu.au</a> 02 9697 7567
Course Leader, Cultural Leadership	Amanda McDonald Crowley <a href="mailto:amanda.mcdonaldcrowley@nida.edu.au">amanda.mcdonaldcrowley@nida.edu.au</a> 02 9697 7645
Course Leader, Directing	Dr Benjamin Schostakowski <a href="mailto:benjamin.shcostakowski@nida.edu.au">benjamin.shcostakowski@nida.edu.au</a> 02 9697 7599
Course Leader, Writing	Joe Hepworth <a href="mailto:joe.hepworth@nida.edu.au">joe.hepworth@nida.edu.au</a> 02 9697 7591
Course Convener, Common Subjects	Belinda Hoare <a href="mailto:belinda.hoare@nida.edu.au">belinda.hoare@nida.edu.au</a> 02 9697 7567
Course Leader, Vocational Education & Training Diploma of Live Production and Technical Services Diploma of Screen and Media	Loretta Sancataldo <a href="mailto:loretta.sancataldo@nida.edu.au">loretta.sancataldo@nida.edu.au</a> 02 9697 7578



## COURSE COORDINATORS

Course Coordinator, Acting	Matt Bartlett <a href="mailto:acting.administration@nida.edu.au">acting.administration@nida.edu.au</a> 02 9697 7607
Course Coordinator Costume Properties and Objects Scenic Construction and Technologies	Anna Mullan <a href="mailto:anna.mullan@nida.edu.au">anna.mullan@nida.edu.au</a> 02 9697 7683
Course Coordinator, Design	Rebecca Palling <a href="mailto:rebecca.palling@nida.edu.au">rebecca.palling@nida.edu.au</a> 02 9697 7569
Course Coordinator, Technical Theatre and Stage Management	Juliette Amies <a href="mailto:juliette.amies@nida.edu.au">juliette.amies@nida.edu.au</a> 02 9697 7600
Course Coordinator, Common Subjects	Maria White <a href="mailto:Maria.white@nida.edu.au">Maria.white@nida.edu.au</a> 02 9697 7660
Course Coordinator, Cultural Leadership	Natanyah Forbes <a href="mailto:natanyah.forbes@nida.edu.au">natanyah.forbes@nida.edu.au</a> 02 9697 7608
Course Coordinator, Directing Writing	Alana Shootingstar <a href="mailto:alana.shootingstar@nida.edu.au">alana.shootingstar@nida.edu.au</a> 02 9697 7588

### EXAMPLES OF COURSE COORDINATOR SUPPORT

- Academic Issues
- Reading Lists
- Room Bookings
- Scripts
- Short Term Absences
- Special Consideration
- Timetables
- Travel/Course Costs

STUDENT SERVICES	
Director, Learning and Innovation	Andrew Comrie 02 9697 7545
Deputy Director, Learning & Innovation (VET) Course Leader Diploma of Musical Theatre and the Diploma of Stage and Screen Performance	Mark Gaal <a href="mailto:mark.gaal@nida.edu.au">mark.gaal@nida.edu.au</a> 02 9697 7573
Manager, Learning and Innovation	Jack Thomson <a href="mailto:jack.thomson@nida.edu.au">jack.thomson@nida.edu.au</a> 02 9697 7589
Manager, Vocational Studies	Govinda Röser-Finch <a href="mailto:govinda.roser@nida.edu.au">govinda.roser@nida.edu.au</a> 02 9697 7516
Administration and Student Records Officer	Brendan Zlatkis <a href="mailto:brendan.zlatkis@nida.edu.au">brendan.zlatkis@nida.edu.au</a> 02 9697 7611
Admissions and Scholarships Officer	Liz Burton <a href="mailto:liz.burton@nida.edu.au">liz.burton@nida.edu.au</a> 02 9697 7672
Administration and Student Engagement Officer	Willa King <a href="mailto:willa.king@nida.edu.au">willa.king@nida.edu.au</a> 02 9697 7612
Student Services Assistant	Scarlett Johnson <a href="mailto:scarlett.johnson@nida.edu.au">scarlett.johnson@nida.edu.au</a> 02 9697 7674
Administration and Academic Officer	James Marland <a href="mailto:james.marland@nida.edu.au">james.marland@nida.edu.au</a> 02 9697 7666

#### EXAMPLES of Support:

- |                                 |                             |                  |
|---------------------------------|-----------------------------|------------------|
| - Accommodation Advocacy        | - Letters (Centrelink etc.) | - Student Cards  |
| - Counselling                   | - Lockers                   | - Student Portal |
| - Feedback                      | - Room bookings             | - Scholarships   |
| - Fees                          | - Opal Concession           | - Sickbay        |
| - Fee Help                      | - Policies and Procedures   | - Visa/CoFs      |
| - Financial Assistance          | - Request to Change         | - Welfare        |
| - Grievances (Academic & Other) | - Enrolment Status          |                  |
|                                 | - School Events             |                  |

IT & TECHNICAL OPERATIONS	
IT	Helpdesk <a href="mailto:help.it@nida.edu.au">help.it@nida.edu.au</a>
Head of Technical Operations	Ben McPharlin <a href="mailto:ben.mcpharlin@nida.edu.au">ben.mcpharlin@nida.edu.au</a> 02 9697 7605 or CH1
Technical Manager	William Yates <a href="mailto:william.yates@nida.edu.au">mailto:william.yates@nida.edu.au</a> 02 9697 7511 or CH1
AV Manager	Brett Valentine <a href="mailto:brett.valentine@nida.edu.au">brett.valentine@nida.edu.au</a> 02 9697 7614 or CH1
Audio Supervisor	Lachlan Bensley <a href="mailto:lachlan.bensley@nida.edu.au">lachlan.bensley@nida.edu.au</a> 02 9697 7610
Tech Ops	Helpdesk <a href="mailto:help.techops@nida.edu.au">help.techops@nida.edu.au</a>
FACILITIES	
Facilities Manager	Matthew Watts
Facilities Administrator	Freya Jokela
Facilities	Helpdesk <a href="mailto:help.facilities@nida.edu.au">help.facilities@nida.edu.au</a> Radio Channel 3
Facilities Duty Manager Mon-Fri 5pm to Building Close Weekends 8am to Building Close	0401 599 306
24/7 Building Emergencies	0422 180 130

# IMPORTANT RESOURCES

## NIDA RECEPTION

Phone: 02 9697 7600

Fax: 02 9662 7415

Street address: 215 Anzac Parade, Kensington NSW 2033

Postal address: NIDA, UNSW, Sydney, NSW 2052 Email: [info@nida.edu.au](mailto:info@nida.edu.au) Web: [nida.edu.au](http://nida.edu.au)

## AMBULANCE, POLICE, FIRE 000

When calling ambulance, police, fire from a NIDA internal phone, dial 888.

## ABORIGINAL MEDICAL SERVICE REDFERN

Counselling service available Phone: 02 9319 5823

Address: 36 Turner Street, Redfern NSW 2016 Email: [amsredfern@amsredfern.org.au](mailto:amsredfern@amsredfern.org.au)

## ANTI-DISCRIMINATION BOARD OF NSW

Phone: Enquiries 02 9268 5544

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

Web: [www.lawlink.nsw.gov.au/adb](http://www.lawlink.nsw.gov.au/adb)

Email: [abcontact@agd.nsw.gov.au](mailto:abcontact@agd.nsw.gov.au)

## CENTRELINK

Youth and Education Services Line: 13 24 90 ABSTUDY: 1800 132 317

## HUMAN RIGHTS AND EQUAL OPPORTUNITY COMMISSION

Complaints Information Line: 1300 656 419

General Enquiries and Publications: 1300 369 711

Address: Level 3, 175 Pitt Street, Sydney NSW 2000 Web: [www.humanrights.gov.au](http://www.humanrights.gov.au)

## NURA GILI – CENTRE FOR INDIGENOUS PROGRAMS

Phone: 02 9385 3805

Fax: 02 9385 3534

Address: Nura Gili, UNSW Sydney NSW 2052

Web: [www.nuragili.unsw.edu.au](http://www.nuragili.unsw.edu.au)

Email: [asknuragili@unsw.edu.au](mailto:asknuragili@unsw.edu.au)

Authorised by Director of Nura Gili, UNSW

## PRINCE OF WALES HOSPITAL

Phone: 02 9650 4000

Address: Barker Street, Randwick NSW 2031

## SUPPORT ACT

First Nations Support Line

Phone: 1800 959 500

Web: [www.supportact.org.au/mental-health/first-nations-mental-health/](http://www.supportact.org.au/mental-health/first-nations-mental-health/)

## UNSW EQUITY AND DISABILITIES UNIT

Phone: 02 9385 4734

Address: Ground Floor, The Goodsell Building, UNSW

Email: [seadu@unsw.edu.au](mailto:seadu@unsw.edu.au)

Web: [equity.unsw.edu.au](http://equity.unsw.edu.au)

## UNSW HEALTH SERVICE

Phone: 02 9385 5425

Address: Ground Floor, Quadrangle Building, UNSW

Email: [unihealth@unsw.edu.au](mailto:unihealth@unsw.edu.au)

Web: [healthservices.unsw.edu.au](http://healthservices.unsw.edu.au)

## UNSW INTERNATIONAL STUDENT SERVICES

Phone: 02 9385 5333

Email: [international.student@unsw.edu.au](mailto:international.student@unsw.edu.au)

Web: [international.unsw.edu.au](http://international.unsw.edu.au)

## UNSW LEARNING CENTRE

Phone: 02 9385 2060

Address: Lower Ground Floor, North Wing, Chancellery Building

Email: [learningcentre@unsw.edu.au](mailto:learningcentre@unsw.edu.au)

Web: [lc.unsw.edu.au](http://lc.unsw.edu.au)

## UNSW

UNSW Security Services

Emergency: 02 9385 6666 or 000

General Enquiries: 02 9385 6000

Toll Free: 1800 626 003

Web: [security.unsw.edu.au](http://security.unsw.edu.au)

## 13 YARN

24/7 Crisis support for First Nations People

Phone: 13 92 76

Web: [www.13yarn.org.au](http://www.13yarn.org.au)

Contact for 24-hour security services including escorts to the car park or bus stop. Also use a Security Help Point located around the UNSW campus. The free shuttle bus operates 7–11.30 pm from bus stops on campus travelling to Randwick Junction and UNSW Randwick Campus.