



STUDENT HANDBOOK 2018

HIGHER EDUCATION AND VOCATIONAL STUDIES

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



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National Institute
of Dramatic Art

NIDA

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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

WELCOME TO NIDA FOR 2018



Welcome to NIDA

Everything we do here at NIDA serves to support you in your individual journey to becoming a professional artist. Each person in this vibrant building is an essential part of our wonderful creative community. Our excellence in the dramatic arts places us at the very heart of Australia's creative industries and it is our responsibility to continue leading the way. We are proud of the creative leaders who we have helped to develop and excited to know that the next generation is among us now.

2018 will see a number of exciting partnerships and collaborations, ensuring you have access not only to the best learning resources, most committed teaching professionals and influential guest artists, but also to leading-edge technology and state-of-the-art facilities.

Our mission is to continue to increase the knowledge within each discipline and to support you in becoming a resilient and confident artist – ready to utilise your skills in the professional industry that awaits you. NIDA is a rich ground for collaboration; this will be central to your development and will empower you as individual and collective artists.

Please take time to read this handbook as it offers valuable insight and information about our policies and procedures, and will help you navigate the range of services available to you as a student. Also familiarise yourself with NIDA's Work Health and Safety, the Environment Handbook 2018 and the Student Code of Conduct.

This handbook also contains information about services at the University of New South Wales (UNSW) that are available to NIDA students. While NIDA is not formally part of UNSW, many rights and privileges are extended to NIDA students by UNSW.

We look forward to an exciting year at NIDA and hope that you have a fulfilling and enjoyable year both educationally and artistically.

Kate Cherry
Director/CEO

GENERAL INFORMATION

VISION, PURPOSE AND VALUES

VISION

NIDA aspires to be one of the world's pre-eminent education and training institutions for the dramatic arts and an international creative hub of innovative collaborative practice, knowledge exchange and thought leadership.

PURPOSE

NIDA's purpose is to provide future-focused, practice-led education and training and to inspire a new generation of creative leaders to drive the cultural evolution of Australia and influence international arts practice.

VALUES

- Originality and experimentation
- Collaboration and partnership
- Creative impact and relevance
- Research, scholarship and innovation
- Cultural enterprise and entrepreneurship
- Diversity and mutual respect
- Professionalism and sustainable practices
- Safety and wellness

HISTORY

NIDA was founded in 1958 with the first acting classes commencing in 1959.

Almost 60 years later, NIDA has grown to more than 200 full-time students annually in vocational and higher education programs, approximately 70 full-time staff members and added courses in [acting](#), [directing](#), [writing for performance](#), [design for performance](#), [technical theatre and stage management](#), [costume, properties and objects](#), [cultural leadership](#), [voice](#) and [staging](#).

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. Kate Cherry is the Director/Chief Executive Officer of NIDA.

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

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 and accredited provider of 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).

BOARD OF DIRECTORS

NIDA's Board of Director's 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 the Director/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 arts education generally. Its members are drawn 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, 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 carry out 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
- receive and approve end of year results
- determine the conditions of student contracts and approve examination results.

In addition there is one elected graduate student member of the Research and Scholarship Committee. Elected student members will serve for one year.

EXAMINATION 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).

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. It is also the means by which students may 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.

STUDYING AT NIDA

NIDA welcomes you to join our unique community of performing and creative arts practice. As students at NIDA you will be continually exposed to ideas, practices and experiences designed to enrich, challenge and strengthen your capacity to work in industry and academia.

NIDA graduates are characterised by their skills, commitment, imagination and openness to their craft. They are industry-ready and highly sought after for placements in the performing arts.

By the time you graduate, you will have been immersed in an enormous range of diverse, eye-opening, uncomfortable, inspiring and life-changing experiences throughout your studies.

As a student at NIDA, it won't always be an easy journey and there will be times when you will be personally and professionally challenged by the demands placed on you, the intensity of the course work, and the broad scope of cultural contexts and performing arts content you will be engaging with.

The work is rigorous and at times the hours are long - mirroring the reality of the performing arts industry, and the expectations and requirements needed to achieve exemplary practice.

Students accepted into NIDA programs are held to high professional standards in preparation for successful careers in the dramatic arts. And while you are here with us at NIDA, everyone will be focused on supporting your development as a person and artist, working to ensure you achieve the best possible outcomes.

The NIDA Code of Conduct, is key to helping you understand your responsibilities in the learning environment at NIDA, to enhance your opportunities for success in your studies, and to feel welcome as an integral member of our NIDA community.

CODE OF CONDUCT

By enrolling in a NIDA award course you agree to abide by the NIDA Code of Conduct and to observe the rules, policies and procedures of NIDA.

All members of the NIDA community are required to comply with the organisation's Code of Conduct.

The values that underpin the Code of Conduct are as follows:

- Originality and experimentation
- Collaboration and partnership
- Creative impact and relevance
- Research, scholarship and innovation
- Cultural enterprise and entrepreneurship
- Diversity and mutual respect
- Professionalism and sustainable practices safety and wellness

The following Code of Conduct is incorporated in NIDA's onboarding, enrolment, orientation and induction processes as relevant.

You are required to:

1. treat everyone with respect and courtesy and without bullying and/or harassment and/or discrimination;
2. respect, support and engage with the collaborative nature of the practice based ensemble learning environment;
3. respect, support and engage with your own practice, be it professional and/or creative, as well as the practice of others, including preparatory work for collaborative or production activities;
4. maintain professional standards of communication and behaviour and be familiar and comply with all relevant NIDA policies;
5. at all times when engaged in NIDA related activity, both onsite and offsite, behave in a way that upholds NIDA Values and the integrity and the good reputation of NIDA;
6. disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment/enrolment;
7. respect the privacy of others in the NIDA community and maintain an appropriate level of confidentiality when dealing with any sensitive information;
8. take reasonable care for the health and safety of yourself and others during NIDA activities and cooperate with NIDA so far as reasonably practicable, to enable compliance with WHS legislation;
9. be mindful of NIDA's resources and use them responsibly, ethically and sustainably; respecting the rights of other to share space and have equal and fair access to resources and facilities;
10. not knowingly provide false or misleading information in response to a request for information;
11. not make improper use of inside information, status, power or authority in order to gain or seek to gain a benefit or advantage for yourself or another person;

12. comply with the security and access requirements at NIDA;
13. not use the NIDA name, logo or resources for private gain or the gain of a third party, for private business or commercial purposes, without prior permission;
14. not participate in any NIDA activity under the influence of alcohol or a prohibited substance;
15. respect the academic/professional community and industry that you have drawn on, borrowed from or used/developed in your work by appropriately acknowledging the work, ideas and practice of others and not engaging in plagiarism, academic misconduct or breach of copyright;
16. comply with any lawful and reasonable direction given by someone in NIDA;
17. comply with all applicable laws and any instrument made under such laws.

A-Z OF STUDYING AT NIDA

A

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.

ACCESS

ACCESSING THE NIDA BUILDING DURING NORMAL HOURS

Normal hours for students of access are **8.15am to 8pm, Monday to Friday** in semester/term time. The reception desk is staffed from 8am-4pm, Monday to Friday during semester time. All staff and students are issued with a combined NIDA identification, security and library card, which is required for internal access during normal opening hours.

ACCESSING THE NIDA BUILDING AFTER HOURS

After-hours access times are **8pm–11pm, Monday–Friday and 9am–5pm on Saturday**. Unless prior permission is given by the relevant head of department or representative, access to the NIDA building is not normally permitted on Sundays with the exception of NIDA Open activities. Access to the building after hours is via the security locked doors.

Rooms not being utilised after 8pm will be locked by the Fire Warden if they are not occupied or booked in the venue reservations system (refer to Learning and Teaching Coordinator) or in the after-hours register.

The relevant department is responsible for locking up and securing departmental areas, turning off lights and heaters and ensuring that no hazardous situations exist at the conclusion of normal activities.

After-hours access – projects/exercises and production work including rehearsals

After-hours access in term time for projects/exercises, rehearsals, bump-ins, plots, technical rehearsals, performances and bump-outs will be as detailed in the production schedule prepared by the Production Stage Manager.

Exercise and production-specific schedules will be prepared by the relevant Head of Department/Production Stage Manager and recorded in the venue reservations system by the Learning and Teaching Coordinator.

The Head of Department for a student project or Stage Manager of a production is responsible for scheduling access to the building for all students required, including for rehearsals and associated activities and for ensuring all students involved in the production sign on at the beginning of their 'call'.

The Head of Department/Stage Manager is responsible for locking up and securing theatres and rehearsal areas, turning off lights and heaters and ensuring that no hazardous situations exist.

Work in the Properties, Sets and Workshop areas after hours

After-hours access must be approved by the Production Manager in consultation with the Heads of Courses. The properties and sets workshops are normally available from **9am–1pm and 2–6pm, Monday to Friday** only under supervision.

ACCESSING THE NIDA BUILDING IN HOLIDAY PERIODS

The NIDA building is usually open between **8.30am and 5pm in holiday periods**. Access for full-time students, particularly after-hours access, is subject to the circumstances at the time. NIDA is usually closed to full-time students on Sundays.

It is the students' responsibility to confirm the hours of opening of the NIDA building during holiday periods. NIDA Open and NIDA Corporate have priority for booking of spaces, including rehearsal rooms, over holiday periods.

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 for further information.

Accommodation in the immediate vicinity of NIDA is not usually easy to find at short notice, and can be expensive. During the first three months of the year demand for accommodation close to UNSW and NIDA is very high. Students should allow at least one to two weeks to find accommodation before term begins.

Other NIDA students may have accommodation available in shared houses and many will have provided these details to NIDA. This information is posted to myNIDA.

ATTENDANCE

- 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 (there are two scanners at reception for this purpose).
- Students expecting to be late or absent should email education@nida.edu.au or call NIDA and speak to the Learning and Teaching team advising when they will be in. Learning and Teaching will contact the relevant Head of Course 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 the day prior to their appointment.
- Any student who is consistently late or absent without a satisfactory reason will be referred to the Head of Course or and may be placed on a Performance Management Plan or subject to the Misconduct Procedures.

B

BOOKSHOP – UNSW

The textbooks set for NIDA courses may be purchased from the UNSW bookshop on campus which is open 9am–6pm Monday to Friday and 10am–2pm Saturday (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.

Blockhouse Books, the second hand bookshop is located at the Blockhouse and is open from early February from 10am–5pm, Monday to Friday during session and no set hours during holidays (phone 02 9385 6111 or email on secondhand@bookshop.unsw.edu.au).

The Performing Arts Bookshop, Level 3, Pilgrim House, 262 Pitt Street, Sydney has an excellent range of theatrical publications. Opening hours are 9am–5.30pm Monday to Wednesday and Friday, 9am–6.30pm on Thursday and 9.30am–1.30pm on Saturday (phone 02 9267 2257).

C

CHILD CARE – UNSW

UNSW has two child care 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.

CLEANING OF NIDA PREMISES

Contract cleaners undertake cleaning. Please log on to iHelp to report any cleaning problems. Otherwise please report any problems to reception.

COMPUTERS – STUDENT OWNED

It is recommended that students have a laptop computer or a MacBook with the minimum specifications listed below to access the majority of IT systems and services including myNIDA and iWire (wireless).

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 7 or higher) or a MacBook (running OSX 10.8 or higher) with a minimum of 2GHZ Core i5 processor, 8 GB RAM and DVD burner (for Design students and optional for other students: 1GB graphics card, 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 (iWIRE).

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 98, Windows 2000 and Mac OS 8.x may work with iWIRE but are not supported.

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

CONSUMABLES

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

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 Learning and Teaching 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 Learning and Teaching 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.

COUNSELLING

The counselling service of UNSW provides counselling services to NIDA students, either on the UNSW campus from Monday– Friday for most of the year or at NIDA on Fridays usually from 8.30am–3.30pm during NIDA term time.

Counsellors offer assistance with study problems and with planning, decision making, problem solving, social and emotional development and dealing with grievances.

Appointments are offered at the UNSW campus office (second floor, east wing of Quadrangle Building) between 9am and 5pm Monday–Friday. Appointments may be made on 02 9385 5418.

Appointments requiring urgent assistance are available with bookings taken from 10.45am. The urgent appointment service is available Monday–Friday during UNSW term time.

To make an appointment for the counsellor located at NIDA each Friday, call the counselling service on 02 9385 5418 or email counselling@unsw.edu.au. After 8.30am on Friday, any student wishing to make an appointment with the counsellor for that day can make a note on the schedule on the door of the counsellor's office. The note can be cryptic (initials, etc.).

The schedule will show any available bookings for that day. The counsellor is located in NIDA Learning and Teaching in the office on the left of the photocopy room. Students can access from the office downstairs in Learning and Teaching.

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.

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

Performance Management Plan

The Performance Management Plan may include one or more of the following depending on the student's circumstances:

- meetings with the relevant teaching staff
- specific activities designed to improve areas of learning needs
- additional work or assessment tasks
- support from the UNSW Counselling Services
- support from the UNSW Learning Centre.

D

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.

E

EMAIL ADDRESSES

Following enrolment, all students are provided with a NIDA email address in the format of **firstname.surname@student.nida.edu.au**.

Students are provided with an individual password to access their student email and myNIDA.

Student email accounts are hosted by Google by way of NIDA's G Suite for Education service agreement. This service agreement also allows students to access Google's word-processing, spreadsheet, presentation, video-conferencing and digital storage tools. Further information about the G Suite for Education Terms of Service is available here: gsuite.google.com/terms/education_terms.html

Students must regularly check their student email for notices or set up automatic forwarding to their personal email addresses for any emails sent to their NIDA email.

ENERGY

The costs for electricity and natural gas services are extremely high both in financial and global greenhouse gas emissions terms. 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. At all times, lighting should be held to levels that are minimally appropriate to such activity but without compromising either health or safety.

ENVIRONMENT

Each year NIDA uses renewable and non-renewable natural resources that impact on the environment we all share. Students can contribute to a more sustainable NIDA and environment by helping reduce NIDA's environmental footprint and operating costs. The main targets are recycling and reuse of materials, and reductions in the usage of all forms of energy and greenhouse gas emissions, conservation of natural resources such as water, and waste going to landfill.

Please do not wash chemicals or paints down the drain; use the paint recycling facility made available to you. Help recycle paper, cardboard, glass and PET by correctly using the available facilities. Boxes should be flat packed before being put out for recycling. Used printer, fax and copier toner cartridges should be left in the recycle box in the Learning and Teaching photocopy room. Glass and plastic (PET) can also be recycled in the bins provided adjacent to the Green Room and the bar in the Nancy Fairfax Foyer.

EXTENSIONS FOR ASSIGNMENTS

Students who require an extension to a due date of an assignment must apply for the extension prior to the due date. In fairness to those students who do manage to complete their assignments in good time, extensions to deadlines will normally not be permitted. If an extension is sought, a formal application should be submitted in writing to the Head of Department/Head of Course and supported by any relevant documentation. In the case of Performance Practices (common subjects), students are required to submit all requests for assessment extensions online on myNIDA as early as possible and no later than the set deadline for submission.

Refer to the Late Submission of Assessment Policy available on the NIDA website.

EXTERNAL AND COMMERCIAL HIRES AND OTHER USERS OF NIDA SPACES

NIDA hires out the theatres and other facilities to external users on a commercial basis, when those spaces are not being used for NIDA purposes. When external users hire NIDA facilities, students must be mindful of the hirer's rights to privacy and exclusivity of the hired space. When a hire 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.

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.

There is a set inventory of equipment and furniture for each space. No equipment or furniture should be moved from a space without the permission of the staff member responsible for the space. Any equipment or furniture so removed must be returned as soon as possible. All furniture should be used for its intended purposes only. For example, chairs must not be used instead of a step ladder.

All students are responsible to their Head of Course for maintaining their teaching and workspace in a safe, tidy and clean condition.

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

G

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.

GRADUATION CEREMONY

NIDA holds one graduation ceremony each year in May. Graduating students who have successfully completed a vocational diploma, a Bachelor degree or Master's degree are invited to attend the ceremony, which is usually held on a Sunday, to enable all students with work commitments to attend.

Those unable to attend the Graduation Ceremony graduate in absentia. This means your diplomas, transcripts and for higher education students your Australian Higher Education Graduate Statement will be sent to you 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.

GREEN ROOM

The students' Green Room is located on the first floor of the NIDA Stage One Building. Students are able to prepare food in the Green Room and are also responsible for maintaining the space in a clean and tidy condition, including unpacking the dishwasher when needed. Of particular importance is the need to regularly wash up, clean the catering items and clean the fridge.

Students need to take care when cooking in the Green Room, including using the fan in the range hood above the stove when cooking.

GRIEVANCES/COMPLAINTS

Students who have a concern or complaint should, in the first instance, discuss this with their Head of Course.

Refer also to the Non-academic Grievance Policy and Procedures and the Academic Grievance Policy and Procedures available on the NIDA website and through myNIDA.

Grievance Contact Officers are Melissa Laird or Kylie Black, Learning and Teaching, and Marcelo Zavala-Baeza, Head, Properties.

H

HEALTH SERVICE

The University Health Service is a fully accredited general medical practice located in 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 orthopedic surgeon who see patients on referral.

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

Opening hours: Monday to Friday 8.15am–5.30pm. Phone 02 9385 5425; email unihealth@unsw.edu.au.

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.

INDEBTED TO NIDA OR UNSW

The Executive Director, Learning and Teaching after proper notice, may withhold assessment results, prohibit re-enrolment 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 books and other equipment.

INTERNATIONAL STUDENT SUPPORT

In the first instance contact Learning and Teaching at NIDA

Kylie PH: (02) 9697 7654

E: kylie.black@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 or visit the website international.unsw.edu.au.

IT AT NIDA

Computer laboratories are located on the first floor and comprise:

- Macintosh Lab: a multimedia lab comprising of 17 iMac's installed with Adobe Suite, Final Cut Pro, Logic and Vectorworks software's. 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 Audio and Video Supervisor or the relevant teacher.
- Windows Lab: a Computer-Aided Design (CAD) Studio comprising of 17 PCs installed with relevant theatrical design, Adobe Suite, AutoCAD, Rhino, VectorWorks software's 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 student's own risk. No data can be stored on computer hard drives and NIDA takes no responsibility for loss of data. Any 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. All fulltime students are provided with 15 GB of NIDA server storage and this disk space can be accessed via all Laboratory, Library, Rehearsal Room/AV computers and online from anywhere via iFILE (<https://iFile.nida.edu.au>). Printing is provided to all full time students free of charge in all student areas except for the Library (paid printing service). Printing instructions are available on myNIDA. All students printing is monitored and any large printing jobs are to be notified to IT department in advance.

All Software version upgrades and updates should be requested through the IT Department.

Any problems should be addressed to the Audio and Video Supervisor or the IT Department.

IT help desk

All IT requests are to be submitted through iHELP (<http://helpdesk.nida.edu.au>) prior to visiting IT office in person. iHELP credentials are your student username and password.

IT 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.

Wireless (iWire)

Wireless access is available in most parts of the NIDA building through 55 access points. Compatible Mobile devices (Smart Phones and Tablets etc.) and Laptops/Macbooks (Windows 7 and higher, Mac OSX 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 (iWIRE).

J

JUSTICE OF THE PEACE (JP)

As there is sometimes a need for students to have documents signed by a JP, Denis Fuelling Executive Director, People and Culture is a JP. You can arrange to contact Des Reynolds through reception. If you require certification of a copy of a document, please bring both the copy and the original with you.

K

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.

L

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 or email learningcentre@unsw.edu.au.

LEGAL AID

A solicitor is employed by the UNSW student organisation, Arc, 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 Web: arc.unsw.edu.au

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 inability to afford a solicitor. The centre handles most general legal work and specialises in the area of discrimination. 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 Web: law.unsw.edu.au

LIBRARY

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 25,000 print items in the library of which 20,000 are plays and over 50 journals are received. There is a collection of 5,000 videos (mostly DVD), and 1,200 sound recordings.

LIBRARY HOURS DURING SESSION ARE:

Monday: 8.30am–7pm

Tuesday–Wednesday: 10am–8pm

Thursday: 8.30am–8pm

Friday: 8.30am–6:30pm

Saturday: 11am–2pm

Advance notice is provided for out-of-session opening hours. Opening hours are subject to change at short notice.

Library Facilities

Computers and audio-visual equipment, along with desks, chairs, and charging pods, are provided for use within the library. Printing and photocopying facilities are provided at a small charge, starting at 10c per page for A4. Two meeting rooms equipped with tables, chairs and AV facilities are available for use and can be accessed after hours via the level 2 corridor outside the library.

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.

Borrowing

As a student you may borrow 20 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. The replacement cost 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-enroll 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, australianplays.org, Berg Fashion Library and Bloomsbury Design Central. E-books are available to be read and downloaded from home, through the [library catalogue](#). We encourage students to join the State Library of NSW to access academic databases, such as JSTOR, from home for free. Relevant online resources to NIDA students are listed in the Rodney Seaborn Library page of myNIDA along with their access requirements and passwords.

You will be given a one-hour tutorial showing you how you access and use online resources sometime in first Semester in addition to your orientation tour of the library in the first week of Session.

The library administers [DVC](#), an online video streaming service which is accessible to students within NIDA.

NIDA archival videos may be viewed in the library only. Individuals outside the Institute require permission to access these materials.

Library Card

Your NIDA student card doubles as a library card. Please bring this card with you to the library whenever you wish to borrow. 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've 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 during the course of 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 lodgment 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 30 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 e-books. 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.

LOANS, STUDENT

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.

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 – there is a deposit fee of \$25 for the year and a replacement locker key fee of \$25.

Students must remove all goods from change rooms and lockers at the end of the NIDA year. Graduating students must return their key to Learning and Teaching by the end of their final term or semester. After students have left, any remaining goods will be removed and will be disposed of.

LOST PROPERTY

All initial inquiries regarding lost property should be made to Reception. If NIDA does not have the lost property, then inquiries should be made to the Lost Property Office of UNSW. The office is located in Lvl 2, Mathews Building, Upper Campus. 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.

M

MAIL

Student mail may be addressed to NIDA. The postal address is:

c/- NIDA UNSW
SYDNEY NSW 2052

Mail not addressed as above may be confused with UNSW mail and may not reach its destination. Student mail is placed in alphabetically marked boxes student green room. No responsibility can be accepted by NIDA for lost mail, including packages. Students wanting to mail items out relating to official NIDA business may do so by handing the official NIDA envelope to the staff at reception, for placement in the mailbag. Personal items may only be mailed if they carry a valid Australian stamp.

MAINTENANCE

NIDA is responsible for all maintenance through its annual operating budget. Wherever possible, please log on to iHelp (through your myNIDA account) to report any items requiring maintenance. Otherwise, please report problems to reception.

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 Marketing Manager, Laetitia Shepherd on 02 9697 7521 or at laetitia.shepherd@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 Marketing Manager.

MONEY AND VALUABLES

NIDA is a shared campus and some 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, jewelry 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.

MOTOR VEHICLES

NIDA owns two vehicles available for NIDA business only, a one-ton utility and a long wheelbase Hi Ace van.

Bookings can be made through reception via email, with the email subject heading 'Vehicle Booking'. The email should contain the driver's name, mobile number, date and duration of booking, and must include the production or class project/exercise they're associated with.

Drivers must hold a current driver's license and this must be presented when collecting keys from reception. If applicable, it is the responsibility of the driver to display P plates.

The vehicles contain a log book, which must be completed by the driver at the end of each booking, and a fuel card for the purchase of petrol. The fuel card is valid at any service station displaying the orange and black Fleet Card symbol. When purchasing fuel you will be required to quote the odometer reading and you will receive a receipt which you should return to the Production Manager.

Any fines for traffic or parking offences are the responsibility of the driver. All incidents, mechanical problems or damage must be reported to the Production Manager as soon as possible.

MUSIC LAB

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 production and editing. Students can check availability and book a station by using the student room booking folder at reception. The lab is generally accessible to students after 2pm. Should a student wish to use the lab before 2pm they must first consult Learning and Teaching to ensure it is not being used for classes. The Music Lab can be unlocked using a student security card but if access to the equipment locker is needed students will need to sign for a key at reception.

MUSIC PRACTICE ROOM

There are five music practice rooms located in the Parade Theatre basement. These small rooms are used mainly for voice tutorials but can be booked by students if available. To check availability and make a booking please see Learning and Teaching. The rooms are kept locked when not in use and keys must be signed out at reception to gain access.

myNIDA

myNIDA 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 myNIDA login and orientation to the system on commencement of their studies at NIDA.

Technical assistance can be accessed by emailing learn.support@nida.edu.au.

N

NURA GILI CENTRE FOR INDIGENOUS PROGRAMS

Nura Gili provides support and information for Aboriginal and Torres Strait Islander students at UNSW. NIDA students are able to access the support provided by Nura Gili. Nura Gili Centre for Indigenous Programs is located at UNSW at Balnaves Place, Level LG, Electrical Engineering Building G17. Visit nuragili.unsw.edu.au.

P

PARKING

Bicycles

There is a bicycle storage compound at the northern end of the building near the service station. Anyone using this facility should provide his or her own padlock and chain to secure their bicycle. Students need a key to access the compound. This can be requested from Learning and Teaching. NIDA cannot be held responsible for the theft of bicycles.

Motor vehicles and motor cycles

There are no parking spaces available for student motor vehicles on NIDA property. UNSW does not allow any vehicle to park without a permit and does not issue parking permits to students, with the exception of a permit for a motorcycle.

Of particular importance is the forecourt area of NIDA adjacent to the northern car park, and the access road to the South. These are the only access points for emergency services as well as the day to day deliveries of goods to NIDA and access by maintenance contractors. No vehicle is to be parked at any time in these areas.

Student must not park in the NIDA loading docks or the laneway that runs along the southern side of the building. These parking restrictions apply 24 hours a day seven days a week regardless of the posted parking signs. Any vehicle parked in the laneway will be subject to a parking infringement notice and/or towing without warning.

Vehicles are permitted in the laneway only for the purpose of promptly loading or unloading goods. If a student requires access to the laneway to load or unload goods, permission must first be obtained from the Venue Coordinator prior to the parking of the vehicle. Offending students will be subject to disciplinary action, in accordance with NIDA's Misconduct Procedures.

Any student with a motorcycle who wishes to park on the University Campus can apply for a permit from FMASSIST, Lvl 2, Mathews Building, Upper Campus, University of New South Wales, 8am–4.30pm Monday–Friday, to park in allocated UNSW bays.

PIANOS

NIDA owns a number of grand and upright pianos for classroom, rehearsal and performance use.

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.

- For work health safety reasons no piano is to be moved unless supervisory staff are present.
- No food or drink should be consumed while using a piano.

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 in the NIDA library during library hours. 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 Marketing Manager.

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 2016. Photographer: Jo Bloggs (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.
- In order 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, 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.

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 website <https://student.unsw.edu.au/plagiarism> is a useful resource for explaining what constitutes plagiarism, and includes helpful advice about how to avoid it. Refer to the NIDA website and myNIDA for NIDA's Plagiarism Policy and Procedures.

PRODUCTIONS AT NIDA

See the section dedicated to Productions [page 24](#).

PRODUCTION EQUIPMENT

Borrowing

- Production equipment should be booked through the NIDA booking system at least seven days in advance to ensure that the equipment is available and operational.
- Bookings need to include all necessary cables and ancillary equipment; approval may be required from the Head of Course.

- It is preferred that all requests for Audio visual equipment to be set- up are booked at least five days in advance to av@nida.edu.au.
- Students are required to sign when receiving the equipment.
- Students borrowing equipment are responsible for its return and the equipment will not be deemed to have been returned until it has been signed back in.
- Equipment, including video equipment, must not be used outside NIDA without the permission of the Head of Course; 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 from the Technical Services Department, listing the equipment that is standard for each venue; additional equipment in store may be available for productions but needs to be requested and booked.
- Standard equipment for each theatre must not leave that venue without the permission of the Technical Manager.
- No equipment will be supplied without a booking.
- In the allocation of equipment, third year productions will generally take precedence over second year productions.
- It is the student's responsibility to report immediately any damaged or faulty equipment to the Technical Manager.

PROFESSIONAL PRACTICE

Creating theatre, other productions and events as well as film and television, is a cooperative, group activity involving artists, technicians, crafts people and managers. The work of each group impinges heavily on all the other groups. No student works in isolation, hence 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 of importance 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 currently enrolled at NIDA.

Students are expected not to continue with, or enter into, 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.

If permission is granted by NIDA 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.

R

ROOM BOOKINGS FOR AFTER HOURS USE

Students may book rehearsal room, tutorial rooms and studios after hours for individual preparation of class work, project work and presentations. The teaching program, approved after hours rehearsals, outside hirers, movement pieces, NIDA Open and NIDA Corporate have priority over student bookings.

If available rooms may be booked by students in term time:

Monday–Friday: 6–10pm

Saturday: 9am–5pm

There is a limit of two hours for each booking to maximise availability. All bookings are to be made through Learning and teaching, VET office or the MFA Course coordinators. Students making a booking must leave their name and a contact telephone number on the schedule.

S

SECURITY

Heads of Courses and teaching staff are responsible as delegated 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 and sound systems, securing windows, moving chairs and tables to the side walls, ensuring that no hazardous situations exist and locking doors when they leave.

This also includes securing the appropriate crossover door and securing the green room, staff room and change rooms as required. UNSW Security Service provides random patrols in the evenings and on weekends. Students are reminded to carry NIDA identification cards at all times as the security guards may require proof of identity after hours. Any problems concerning security or keys should be referred to the Director, Operations.

Random patrols are conducted by Operations 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.

SECURITY - PERSONAL

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 University Security Service provides a range of security services including a Security Shuttle Bus service, which operates Monday–Friday between 6pm and 11.30pm with stops on campus and routes through Randwick. There is a bus stop for the Security Shuttle Bus Service on Day Avenue, close to NIDA.

For more details on the night shuttle bus go to:

<http://www.facilities.unsw.edu.au/node/118/#nightshuttlebus>

UNSW Security provides a safety escort at night service for staff and students to bus stops and cars in nearby locations. The 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. The shuttle bus timetable is available at reception. 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. Alternatively, use the free call number 1800 626 003 or 02 9385 6000.

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 different types of 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.

STANDARD ROOM SET-UP

NIDA has a standard room set-up for each rehearsal and tutorial room and the Lighting Studio. In order to ensure the efficient use of shared space, students and staff must return the room to the set-up in which it was found.

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. This card will be programmed to provide access from 8.00am–10.50pm Monday–Friday and from 8.30am–5pm on Saturdays.

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.

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 in regard to any disciplinary or assessment disputes;
- promote friendship, respect and support among students at NIDA through organising events that bring the student body together.

Enquiries: SCON President

STUDENT SUPPORT

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

Financial Support

Bursary Program for eligible BFA and MFA students
Short term small loan Program for emergencies

Welfare Services

UNSW counselling Service 9 at NIDA or at UNSW
EAP Counselling Services

Academic Support

Your Head of Course
NIDA Library
UNSW Learning Centre
Learning and Teaching office at NIDA

Enrolment Support Questions about fees, grades, enrolment, Centrelink, concessions

Learning and Teaching office at NIDA
education@nida.edu.au

Aboriginal and Torres Strait Islander Support Services

Nura Gili
Learning and Teaching office at NIDA

Anything else?

Any questions large or small
Come and see us in Learning and Teaching

CONTACT FOR STUDENT SUPPORT

Head of Course

Manager Learning and Teaching

International Students Contact Officer

Executive Director, Learning and Teaching

Director, Vocational Studies

Undergraduate Course Coordinator (Acting)

Course Coordinators, Graduate Studies:

Kylie Black

Kylie Black

Dr Melissa Laird

Mark Gaal

Amy O'Brien

Elizabeth Shearer

Mahsa Foroughi

UNSW Health Services

02 9385 5425

UNSW Student Counselling

02 9385 5418

The NIDA Learning and Teaching office is on the ground floor. Office hours are 8.30am–5pm, Monday–Friday. Students can also make an appointment through the office to meet with the Executive Director, Learning and Teaching or the Manager, Learning and Teaching or a member of the Learning and Teaching team.

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 marketing@nida.edu.au.

If students have further questions about NIDA's social media policy, they should contact their Head of Course or the Marketing Manager Laetitia Shepherd at laetitia.shepherd@nida.edu.au.

T

TELEPHONES

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

Telephones are not for personal use. As a general rule, telephones in teaching areas can be used to reach other extensions within the system, but cannot make outside calls. In addition, these phones are programmed so that incoming calls cannot be received to avoid disturbance of classes and rehearsals.

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

TICKETS TO PROFESSIONAL PRODUCTIONS IN SYDNEY – The Green Book

Professional performing arts companies in Sydney are generous with offers of complimentary or concession tickets for their productions. Details of these offers are held in the green folder at reception.

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 the last minute, you must advise the box office of the theatre company. The dress code for attendance at these productions is smart casual.

TIMETABLES

Timetables are posted on the student pages of myNIDA and on the timetable noticeboard each Friday for the following week's schedule.

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.

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.

Step 3: NIDA confirms your eligibility.

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

U

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.

UNSW FACILITIES AND SERVICES

NIDA is not part of, but has a close relationship with, UNSW. NIDA students can access services at UNSW, some of which are included in the following pages.

A map of the UNSW campus can be found at facilities.unsw.edu.au/node/50.

V

VISITORS AT NIDA

Any requests from non-staff or students of NIDA to (a) take photos, (b) observe (c) document, (d) do work experience or (e) anything else that involves them in any form of NIDA activity (classes, rehearsals, production work, technical or dress rehearsals) must be referred for permission in writing in advance to the Director, Education.

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 Head of Course who will then refer the matter to the Director, Education.

All visitors to NIDA beyond the public foyers must be escorted. This is for safety, security, insurance and emergency purposes. Do not leave visitors unattended. Escort visitors from the premises should an emergency arise.



NIDA productions are primarily concerned with the exploration of contemporary performance contexts and the pursuit of artistic excellence. They follow professional procedures, in particular, involving careful pre-planning. Plays and projects are chosen with regard to the educational needs of the course and students, as well as workshop facilities and public interest. The plays are presented to the public and 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 Designer, Stage Manager, Lighting Designer, Sound Designer, Deputy Stage Manager, 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 Head of Course.
- 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 the Stage Manager or Deputy Stage Manager; if permission is granted, all rubbish must be removed.

OPEN DRESS REHEARSALS

Attendance at open dress rehearsals is only available for NIDA staff and students. As an open dress rehearsal is in fact a performance, punctuality is important and the normal courtesies of theatre attendance are to be observed.

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 general 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 permission is given 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 not assume that they can wander in and out of the theatre 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; actors and technical 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.
- Cast and crew at all times 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 actors and technical crew are responsible for making sure that all rubbish is put into the bins provided backstage.
- There is to be no writing of any description on dressing room mirrors.
- The above procedures will also apply in any other venue being utilised 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 Wednesday and on Fridays and at 6.30pm on Thursdays. 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 safety guidelines developed in 2001 by the Australian Entertainment Industry Association and the Media Entertainment Arts Alliance. The relevant Head of Department is responsible for the safety of his/her students including classes, exercises, productions and other activities. In regard to safety, the respective Heads of Department are responsible for the timely, competent and authorised supervision of their students, staff and contractors.

The principal responsibility for safety during productions and performances is the NIDA Production Manager supported by the respective Heads of Department. During NIDA performances the designated Stage Managers, under the supervision of the Head, Technical Theatre and Stage Management are responsible to take 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.

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, NIDA Theatres 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 accidents are reported according to the guidelines set out in the Work, Health, Safety and Environment 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.

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 at all possible and, if approved, only electronic cigarettes will be considered. Approval is usually only granted if smoking is specifically mentioned in the text. Smoking of cigars or pipes is not permitted.

A student actor will only be required to smoke in character if he/she consents 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 he/she 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, NIDA Theatres.

A student actor may be required to smoke in character for screen work only if he/she consents 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 in the NIDA Work, Health and Safety Handbook 2016.

PHOTOGRAPHS OF PRODUCTIONS

Students are granted access to an online photo store, 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 (Stage Managers, Lighting Designers, Supervisors, etc.) may request their complimentary tickets for opening night, subject to availability, but they should expect that these will not be available in the smaller venues (Playhouse, Space, Studio Theatre).

All company ticket requests must be submitted to the production's Stage Manager by the specified date. Box office only accepts student complimentary ticket requests from the Stage Manager. 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 problems. It is also recommended that company members distribute these tickets in advance to any family or friends that may be using them to avoid queuing at the box office on the night.

Occasionally additional tickets to performances of productions become available that students may access. If this is the case Venue Management 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.

STUDENT TICKETS FOR PRODUCTIONS ON WHICH STUDENTS ARE NOT WORKING

Students are timetabled to attend the second and third year productions on which they are not working, and in most instances this will be a ticket to attend an open dress rehearsal. Only one ticket per student is available. This information will be published on notice boards, including on myNIDA. Students must attend the performance allocated to them. If students are unable to attend their allocated performance, changes of dates (subject to valid reasons) must be approved in writing on the appropriate form by the Head of Course. Students must take their signed form to box office. 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. If this is the case, information will be published on notice boards etc. as set out in the paragraph above.

TICKET COLLECTION

For open dress rehearsals/closed NIDA performances 'Admit One' tickets are available for collection from reception from 6pm on the evening of a performance. For all other performances Ticketek tickets are distributed during class and rehearsal time during the week before the performance. If a student is unavailable to take delivery of their tickets, these will be available from the box office for collection from two hours prior to the commencement of the performance. If collecting tickets on the performance night, students are strongly encouraged to collect no later than 30 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 or exchanges. It is the responsibility of students to ensure that dates and performance times selected are correct. Only in extraordinary circumstances will an exchange be made. Once tickets are processed, any exchange will incur a \$2 handling fee per ticket, payable to the box office. If students are unable to attend performances for which tickets are held, it is requested that they be courteous and advise box office at least 48 hours in advance.

Open dress rehearsals are closed to the general public.

USHERING

All NIDA students including Masters students are required to work as ushers on NIDA productions at various times in the year. Information and training will be given at the appropriate time.

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.

SUMMER PROGRAM

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 at this time.

TERM CLASSES FOR CHILDREN AND YOUNG PEOPLE

Eight-week classes are held on weekday afternoons and Saturdays and Sundays each term in Sydney, Brisbane and Melbourne.

HOLIDAY COURSES

During the autumn, winter and spring school holidays, NIDA Open conducts workshops at NIDA and across Australia.

SHORT COURSES FOR ADULTS

These are held on evenings and weekends at NIDA and in Brisbane and Melbourne.

STUDIO COURSES

12 and six month part-time Studios are held on weekends.

SCHOOLS

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 and private coaching are also available as part of this program. Courses are held at NIDA and around Sydney, 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 the Archives and Records Manager julia.mant@nida.edu.au.

The NIDA Archives is located at Unit 2, Century Estate, 476 Gardeners Road, corner of O'Riordan Street, Alexandria.

EXTERNAL RELATIONS

External Relations is responsible for all aspects of fundraising, events and donor engagement, working to support the activities of the NIDA Foundation Trust and to raise additional income for NIDA. The External Relations department is a point of contact for NIDA's alumni.

There are a number of ways that family and friends of NIDA students can support the work of NIDA and enjoy exclusive access to special events. Please visit the 'Support NIDA' section of the website for full details.

External Relations also offers help and guidelines to students who need to secure the support of businesses for student productions.

THE NIDA FOUNDATION TRUST

The NIDA Foundation Trust 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, Foundation Trust 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.

IMPORTANT CONTACT DETAILS

NIDA

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 Web: 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

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
Email: abcontact@agd.nsw.gov.au

CENTRELINK

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

EAP

Counselling Services
Web: www.eapdirect.com

Make an online booking with the following details:

- Organisation name: National Institute of Dramatic Art
- Organisation token: nida
- Organisation password: usrkey

or call your EAP on 1300 360 364 to book an appointment.

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

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
Email: 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

STUDENT COUNCIL OF NIDA (SCON)

Contact SCON President for 2018

UNSW EQUITY AND DISABILITIES UNIT

Phone: 02 9385 4734
Address: Ground Floor, The Goodsell Building, UNSW
Email: seadu@unsw.edu.au
Web: equity.unsw.edu.au

UNSW HEALTH SERVICE

Phone: 02 9385 5425
Address: Ground Floor, Quadrangle Building, UNSW
Email: unihealth@unsw.edu.au
Web: healthservices.unsw.edu.au

UNSW INTERNATIONAL STUDENT SERVICES

Phone: 02 9385 5333
Email: international.student@unsw.edu.au
Web: international.unsw.edu.au

UNSW LEARNING CENTRE

Phone: 02 9385 2060
Address: Lower Ground Floor, North Wing, Chancellery Building
Email: learningcentre@unsw.edu.au
Web: lc.unsw.edu.au

UNSW STUDENT COUNSELLING SERVICE

Phone: 02 9385 5418
Address: Level 2, East Wing Quadrangle Building, UNSW
Email: counselling@unsw.edu.au
Web: counselling.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

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.

HIGHER EDUCATION COURSES AND STUDENT INFORMATION

BACHELOR OF FINE ARTS AND MASTER OF FINE ARTS



The information in this section of the handbook is specifically for students enrolled in the **Bachelor of Fine Arts** programs and the **Masters of Fine Arts** programs at NIDA in 2018.

BACHELOR OF FINE ARTS KEY DATES 2018

Commencement of Semester 1 and Term 1	MON 5 FEB
Census Date for BFA Students Semester 1	MON 5 MAR
End of Term 1	FRI 13 APR
Start of Mid Semester Break	MON 15 APR
Commencement of Term 2 And Second Half Semester 1	MON 30 APR
Graduation Ceremony	SUN 20 MAY
Commencement of Term 2 and Semester 1	MON 24 APR
Queen's Birthday Holiday	MON 11 JUN
End of Semester 1 and Term 2	FRI 29 JUN
Commencement of Semester 2 and Term 3	MON 23 JUL
Census Date for BFA Students Semester 2	MON 13 AUG
Commencement of Semester 2	MON 17 JUL
Census Date for BFA Students Semester 2	MON 13 AUG
End of Term 3	FRI 7 SEP
Start of Mid-Semester Break	MON 10 SEP
Commencement of Term 4 and Second Half Semester 2	MON 17 SEP
Labour Day Holiday	MON 1 OCT
End of Semester 2 and Term 4	FRI 16 NOV
Directors' and Designers' Productions Rehearsals	MON 19 NOV
Directors' and Designers' Productions Closing Night	SAT 15 DEC

MASTER OF FINE ARTS KEY DATES 2018 (This is a guide – dates are subject to changes)

Intensive 1 for first year Cultural Leadership	MON 29 JAN–SAT 3 FEB
Generating Research through Practice (Intensive) – All full time MFA students	THU 15 FEB–SAT 17 FEB
Intensive 5 for second year Cultural Leadership	THU 15 FEB–MON 19 FEB
Rough Cuts: Writers & Directors Project	FEB–MAR
Adelaide Festival – MFA (Writing for Performance)	SUN 4 MAR–SUN 11 MAR
Contextualising Practice (Intensive) – All full time MFA students	WED 4 APR–FRI 6 APR
The Writer's Well (Bilpin) – MFA (Writing for Performance)	MON 16 APR–FRI 20 APR
Census Date for MFA (Cultural Leadership) students	THU 29 MAR
Census Date for all other MFA students	SAT 21 APR
Anzac Day	WED 25 APR
Generating Research through Practice (Intensive) – All full time MFA students	THU 26 APR–SAT 28 APR
Intensive 6 for second year Cultural Leadership	THU 26 APR–MON 30 APR
Intensive 2 for first year Cultural Leadership	THU 26 APR–TUE 1 MAY
Graduation Ceremony	SUN 20 MAY
Aboriginal Centre of Performing Arts, Brisbane MFA (Writing for Performance)	MON 4 JUN–SUN 10 JUN
Queen's Birthday Holiday	MON 11 JUN
Intensive 7 for second year Cultural Leadership	THU 9 AUG–MON 13 AUG
Intensive 3 for first year Cultural Leadership	FRI 10 AUG–TUE 14 AUG
Edinburgh Festival – MFA (Writing for Performance)	MON 13 AUG–FRI 24 AUG
Labour Day Holiday	MON 1 OCT
Intensive 4 for first year Cultural Leadership	THU 25 OCT–SUN 28 OCT
Intensive 8 for second year Cultural Leadership	THU 25 OCT–SUN 28 OCT
Directors' and Designers' Productions Rehearsals	MON 19 NOV
Directors' and Designers' Productions Closing Night	SAT 15 DEC

ENROLMENT – BFA AND MFA

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 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 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.

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 for studies previously completed and recognition of prior learning. 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 Learning and Teaching.

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-enroll 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

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 Director, Undergraduate or Graduate Studies, who makes a recommendation to the Director/CEO. Approval for leave of absence can only be granted by the Director/CEO.

Withdrawing from NIDA

A student may withdraw from a course at any time by writing to the Director/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 loan for the period.

If a student withdraws after the census date, there will be no refund of fees, and/or a FEE-HELP 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, as long as the withdrawal takes place prior to 31 October of the first year of enrolment. If a student withdraws after that date, the transcript will record a result of 'Fail' for the relevant subject.

Change of address or next of kin

Learning and Teaching 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 his or her 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.

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.

PAYMENT OF FEES

- All students at NIDA are required to pay tuition fees.
- Students can pay tuition fees up-front.
- Eligible 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).
- 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.

The census dates for 2018 are:

- **21 April 2018 (Master of Fine Arts – full time programs)**
- **29 March 2018 (Master of Fine Arts – part-time programs)**
- **5 March 2018 (Bachelor of Fine Arts – semester 1)**
- **13 August 2018 (Bachelor of Fine Arts – semester 2)**

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.

As NIDA is principally funded by the Australian Government, appropriate transition arrangements would be put in place should it be decided to discontinue a course.

FEE-HELP

FEE-HELP is the Australian Government loan scheme that assists eligible students to pay their tuition fees, for eligible courses at approved higher education providers. NIDA is an approved higher education provider.

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. These loans have a lifetime limit. They also have loan fee of 25% applied to them by the government.

For up to date information ask Learning and Teaching for the FEE-HELP information booklet or go to studyassist.gov.au.

ELIGIBILITY FOR FEE-HELP

You are eligible for a FEE-HELP loan if you are either:

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

THE FOLLOWING STUDENTS ARE NOT ELIGIBLE FOR A FEE-HELP LOAN

You are eligible for a FEE-HELP loan if you are either:

- New Zealand Citizens (see www.studyassist.gov.au for a proposed exception for a specific category of NZ citizen).
- Permanent residents (other than holders of a permanent humanitarian visa).
- Overseas students.
- Complete the application form Request for FEE-HELP Assistance, available from Learning and Teaching.
- Complete a form authorising NIDA to obtain a Commonwealth Higher Education Student Support Number (CHESSN) for you or to obtain access to your CHESSN.

ACCESSING FEE-HELP

- Complete the application form Request for FEE-HELP Assistance, available from Learning and Teaching.
- Complete a form authorising NIDA to obtain a Commonwealth Higher Education Student Support Number (CHESSN) for you or to obtain access to your CHESSN.

COMMONWEALTH HIGHER EDUCATION STUDENT SUPPORT NUMBER (CHESSN)

A CHESSN is a unique identifier that will enable NIDA and the Australian Government to manage your FEE-HELP assistance and any other Commonwealth assistance you may receive. You can use your CHESSN to access information on your FEE-HELP balance from studyassist.gov.au.

STUDENT BURSARIES

WHAT IS A BURSARY?

NIDA bursaries are an amount of money given to eligible higher education (MFA and BFA 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 semester and are made available through the generosity of donors and benefactors.

Important information about the NIDA Bursary System:

- Only students enrolled in a Bachelor of Fine Arts or Masters of Fine Arts is eligible to apply for a bursary.
- Bursaries are means tested and are usually allocated as basic level, middle level and maximum level grants. The middle and maximum level amounts may be allocated to those students whose personal, social and economic circumstances justify additional financial support.
- Bursaries 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 bursary for that year.
- Bursary recipients are expected to meet the agreed bursary award terms and conditions. Failure to meet the agreed terms and conditions may result in the termination of the bursary.
- All fees must be paid and all loans repaid before any bursary is awarded as fees and loans cannot be paid from a bursary.
- Bursaries are paid in term time only.
- All bursary payments cease at the end of Semester 2/Term 4, including for MFA students.
- For those students required to work on the Directors' Productions as **part of their course**, bursary payments will continue to the end of the production season.
- Students who volunteer to work on these productions are not entitled to additional bursary payments.
- Bursary payments are stopped if a student defers or withdraws from their enrolled program of study.

APPLICATION PROCESS

Step 1: Apply online

Applications for bursaries open early in the academic year and you apply online using the Bursary Application form – late applications will not be considered.

Second and third year students and MFA students have first priority; other students may also apply .

Your application will ask for financial information as bursaries are means tested. You will be asked to provide information about 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 Bursary committee meets to review the applications and make recommendations.

Guidelines used by the Bursary Committee

The Student Bursary Committee's recommendations are based on the following guiding principles:

- Honouring the agreed intent of the donor.
- Second and third year students of the three year undergraduate courses and to MFA students are prioritised in bursary allocations.
- Funds that are remaining after the needs of these students are met may be awarded to first year student bursary applicants.
- Student responsibility for providing accurate and honest application information.
- Equity of access to available funding.
- Structured funding at three levels – basic, middle and maximum.
- Consultation with Heads of Courses.
- Confidentiality of information.
- Compliance with NIDA Privacy Policy.

Step 3: Notification of the outcome

All students who have submitted a Bursary Application online by the deadline will receive an email notification as to whether or not they have been granted a bursary and if they have what amount they will receive.

When you get your email about the recommendation you will also be given a link that gives you an opportunity for appeal against the Committee's recommendation

Step 4: Letter of thanks to donor/benefactor

All bursary recipients must draft a letter of thanks to their donor – payments will not commence until this letter has been received.

Step 5: Receiving bursary payments

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

AWARDS AND SCHOLARSHIPS

Each year there are some special awards and scholarship opportunities available for students in the bachelors and masters programs. The application process is different for each one and the specific details will be emailed to eligible students when the application process opens.

Information about available awards and scholarship can be found on the NIDA website.

POLICIES, PROCEDURES AND COURSE REGULATIONS

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 including, but not limited to:

- NIDA Code of Conduct
- NIDA Student Charter
- Assessment
- Attendance
- Credit transfer
- Changing your Enrolment Status
- Fee HELP
- 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 can be updated periodically and NIDA will send an email if a policy, procedure or key document is updated – to see the most current version of policies and procedures log on to the NIDA website and go to: nida.edu.au/courses/undergraduate/nida-student-policies.

COURSE REGULATIONS

A 'Course Regulation' is a document that outlines all the rules around the specific 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 Course Regulations for your course – to see the most current version of your Course regulations please go to the NIDA website: nida.edu.au/courses/undergraduate/nida-student-policies.

VET COURSES AND STUDENT INFORMATION



NIDA VOCATIONAL STUDIES

NIDA is a 'dual provider' offering undergraduate and graduate degree courses, and Vocational Education and Training (VET). VET at NIDA enables students to gain qualifications for a range of performing arts employment opportunities and specific skills related to the arts and entertainment industries.

The Australian Skills Quality Authority (ASQA) is the national regulator for VET qualifications. ASQA regulates courses and training providers to ensure nationally approved quality standards are met. Registered Training Organisation (RTO) ID number 90349.

KEY CONTACTS

- Mark Gaal: Director of Vocational Studies mark.gaal@nida.edu.au / 02 9697 7573
- Marnie Campbell: VET Manager marnie.campbell@nida.edu.au / 02 9697 7514
- TBA: Department Administrator TBA@nida.edu.au / 02 9697 7516
- NIDA reception: reception@nida.edu.au / 02 9697 7600
- UNSW Health Services: 02 9385 5425
- UNSW Student Counselling: 02 9385 5418

VOCATIONAL EDUCATION KEY DATES 2018

GRADUATION CEREMONY	SUN 20 MAY
QUEEN'S BIRTHDAY HOLIDAY	MON 11 JUN
LABOUR DAY HOLIDAY	MON 1 OCT

10196NAT Diploma of Stage and Screen Performance

- **Term 1:** Monday 5 February–Friday 13 April 2018
- **Term 2:** Monday 30 April–Friday 6 July 2018
- **Term 3:** Monday 23 July–Friday 5 October 2018

See the Fee Schedule for census date:

https://www.nida.edu.au/_data/assets/pdf_file/0007/26899/Schedule-of-VET-tuition-fees-2018-for-the-Diploma-of-Stage-and-Screen-Performance.pdf

CUA50213 Diploma of Musical Theatre

- **Term 1:** Monday 5 February–Friday 13 April 2018
- **Term 2:** Monday 30 April – Friday 6 July 2018
- **Term 3:** Monday 23 July – Friday 5 October 2018

See the Fee Schedule for census date:

https://www.nida.edu.au/_data/assets/pdf_file/0011/14402/Schedule-of-VET-tuition-fees-2018-for-the-Diploma-of-Musical-Theatre.pdf

CUA51015 Diploma of Screen and Media (Specialist Make-up Services)

- **Term 1:** Monday 30 April – Friday 6 July 2018
- **Term 2:** Monday 23 July – Friday 28 September 2018
- **Term 3:** Monday 8 October – Friday 14 December 2018

See the Fee Schedule for census date:

https://www.nida.edu.au/_data/assets/pdf_file/0015/17520/Schedule-of-VET-tuition-fees-2018-for-the-Diploma-of-Screen-and-Media-Specialist-Make-up-Services.pdf

CUA50415 Diploma of Live Production and Technical Services

- **Term 1:** Monday 30 April – Friday 6 July 2018
- **Term 2:** Monday 23 July – Friday 28 September 2018
- **Term 3:** Monday 8 October – Friday 14 December 2018

See the Fee Schedule for census dates:

https://www.nida.edu.au/_data/assets/pdf_file/0011/35876/Schedule-of-VET-tuition-fees-2018-for-the-Diploma-of-Live-Production-and-Technical-Services.pdf

PAYMENT OF FEES

- Students electing to pay their fees upfront can pay tuition fees in full at the commencement of the course, or in instalments ahead of each term.
- Eligible students may borrow \$10,000 through the Australian Government's VET Student Loans scheme or pay part of their tuition fees upfront and borrow the remainder through VET Student Loans. Payments through VET Student Loans are made in three instalments across the duration of your studies.
- Tuition fees must be paid by the due date on the tax invoice.
- The remaining fees that are not covered by VET Student Loans will need to be paid by the student through instalments made across the duration of their study.

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 their tuition fees, to the amount of \$10,000.

Students do not have to repay the loan until their income is above the minimum repayment threshold for compulsory repayment. For the 2016-17 income year, the threshold is \$54,869.

For further information, visit [Study Assist](#).

COMMONWEALTH HIGHER EDUCATION STUDENT SUPPORT NUMBER (CHESSN)

A CHESSN is a unique identifier that enables NIDA and the Australian Government to manage a student's VET Student Loans assistance and any other Commonwealth assistance they may receive. Students can use their CHESSN to access information on VET Student Loans balance from [Study Assist](#).

ACCESSING VET STUDENT LOANS

- Students need to complete a Request for VET Student Loans Assistance form, available from NIDA Vocational Studies.
- Complete a CHESSN allocation form.

HOW DOES A STUDENT WITHDRAW FROM NIDA?

A student may withdraw from a course at any time by writing to the Director of Vocational Studies. A student who has withdrawn from a course may receive a Statement of Attainment for any subjects (units of competency) he or she has successfully completed prior to withdrawal.

CENSUS DATE (for students who have VET Student Loans)

The census date is the last date that students can withdraw from their studies without incurring a tuition fee liability. There are three census dates across your course of study. Refer to the schedule of fees under the relevant course title below for relevant census dates.

STUDENT 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 utilised. **Equipment which is purchased from NIDA needs to be paid in full before the commencement of the course.**

ASSESSMENT

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 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.

ATTENDANCE

- Students are required to be punctual, and to attend all timetabled classes and rehearsals.
- Students expecting to be late or absent must telephone NIDA Vocational Studies on 02 9697 7516.
- Class attendance lists will be kept for each session.
- Students attending medical appointments should advise the Director of Vocational Studies in advance of their appointment.
- Students consistently late or absent without a satisfactory reason will be referred to the Director of Vocational Studies and may be subject to the **Misconduct Procedures**.

CHANGES TO PERSONAL DETAILS

Students are required to keep NIDA Vocational Studies up-to-date regarding changes to contact, address, and next of kin details by writing to vocational@nida.edu.au.

CHANGE OF NAME

All records held and statements issued by NIDA will be in the name given at enrolment. If a student (or graduate) wishes to change his or her name to something other than their name at the time of enrolment, legal proof of name change or certified documentation must be shown (these include a driver's licence, passport, marriage certificate).

In the case of a 'stage name', NIDA will record this name in the NIDA database and use it when appropriate, however any official NIDA documentation will be in the name provided at enrolment, unless legal proof of name change is provided.

POLICIES AND PROCEDURES

- Fair treatment and equal opportunity.
- Academic grievance policy and procedure.
- Attendance policy.
- Non-academic grievance policy and procedure.
- Statement of VET tuition assurance exemption.
- Tuition fee refund policy.
- Re-crediting FEE HELP balance and removal of FEE HELP or VET FEE HELP debt.
- Privacy policy.
- Plagiarism policy and procedures.
- Misconduct procedures.
- No alcohol, no drugs, no smoking policy.
- Information and communications technology policy.
- Intellectual property and copyright policy for student work.

To read these, visit www.nida.edu.au/courses/vet/vet-student-policies.