

## STUDIO PROTOCOLS FOR SHORT COURSES STUDENTS

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This form is to be read, agreed to and signed upon booking a short course.

### General Behaviour:

- Always maintain a professional demeanour and use respectful language.
- Embrace inclusivity and refrain from any form of discrimination.
- The use of drugs or alcohol is not permitted in the studio areas or in class times.
- The studios are communal spaces, please treat the equipment with care and respect.
- Unfortunately, student parking is not available on campus.
- Create a safe and harassment-free environment in the studios for fellow students and staff.
- Respect others' work and avoid behaviour that may intimidate or offend them.
- Student misconduct may lead to penalties, such as warnings, reprimands, or suspension from the course.

### Disruptive Behaviour:

- Kindly keep conversations at a reasonable volume and step outside for phone calls.
- As headphones pose safety risks and are prohibited by Work Health & Safety laws, please refrain from using them in the studio.
- If any noise or disruptive behaviour hinders the course, seek guidance from your lecturer.

### Studio Equipment and Course Content:

- Prioritise your safety by following the studio department's Work Health & Safety instructions.
- No equipment is to be used by students unless they have been inducted into its usage, as part of the course teaching plans as instructed by the lecturer.
- Do not bring additional equipment or materials to the studio, other than specified by the lecturer and listed in the course materials list on the NAS website.
- No processes can be undertaken that are outside the course outline or content.

### Studio Environment:

- Keep your personal belongings and artwork organized and tidy.
- Remember to take all your materials and equipment with you at the end of each class.
- Unfortunately, there is no storage space available for student equipment on campus.
- Show consideration by cleaning and tidying your own workspace after each class.

### Getting Help:

- If you encounter any breakages or issues, report them to your lecturer or support staff.
- Feel free to discuss any concerns with your lecturer or support staff, who will assist you.

Thank you for your co-operation in ensuring a safe and enjoyable studio environment for all.