



UPIK
Service with Excellence



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STUDENT INDUCTION CHECK LIST

		FILING REF	/ /
		QUALIFICATION	
NO	DESCRIPTION	YES/NO	SIGN
1	The student is welcomed and introduced to the Institute		
2	The business of the Institute is described covering other relevant qualifications awarded by the Institute		
3	Student is shown through the offices/facility and introduced to appropriate staff members		
4	The student is shown places of convenience		
5	Student lunch area identified and break times and normal protocol described		
6	Means of communication and communication channels are explained		
7	The use of learning resources such as ICT laboratory, Library and Workshops is described		
8	Fire exits and location of fire extinguishers/equipment identified.		
9	Emergency procedures discussed.		
10	Health and Safety procedures explained and training received if necessary (e.g. manual handling)		
11	Equal opportunity policy is explained		
12	The appeals procedure is explained		
13	Grievance procedure is explained		
14	Cheating and plagiarism policy is explained		

15	Examination policy explained		
16	Procedure for getting learner's consent		
17	Student disciplinary procedure explained		
18	Learner support policy explained		
19	Sexual harassment policy explained		
20	Protection of private information policy explained		
21	Student induction handbook given		
22	Student responsibilities explained		
23	Students goals and targets discussed		
24	OPITO policy explained		

STUDENT

DATE

INDUCTION OFFICER

DATE
