

This form is to be completed by the student and an AIHE representative during the Student Orientation Program by initialling the 'Completed' column to indicate that portion of induction has been completed.

Family name		First name	
Student ID		Course	

INDUCTION ITEMS	Completed
Campus Tour & Housekeeping <ul style="list-style-type: none"> <input type="checkbox"/> Amenities, Water, Tea & Coffee <input type="checkbox"/> Smoking <input type="checkbox"/> Littering & Cleanliness of Classrooms and Learning Facilities 	
Emergency Procedures <ul style="list-style-type: none"> <input type="checkbox"/> Evacuation Procedure <input type="checkbox"/> Location of First Aid Kits <input type="checkbox"/> Location of Fire Extinguishers <input type="checkbox"/> Location of Emergency Exits <input type="checkbox"/> Location of Evacuation Points <input type="checkbox"/> Critical Incident Policy – includes Accident & Emergency 	
About AIHE <ul style="list-style-type: none"> <input type="checkbox"/> Mission and Values <input type="checkbox"/> AIHE Contact Details <input type="checkbox"/> Staff & Roles including Role of Lecturers <input type="checkbox"/> Administration Hours <input type="checkbox"/> Security 	
Student Handbook <ul style="list-style-type: none"> <input type="checkbox"/> Handbook explained 	
Mobile Phones <ul style="list-style-type: none"> <input type="checkbox"/> Switched off or silent and cannot be used during sessions 	
Student Rights & Responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> Student Code of Conduct & Student Misconduct Procedure <input type="checkbox"/> Academic Integrity and personal conduct <input type="checkbox"/> Academic progress and assessment <input type="checkbox"/> Enrolment conditions and restrictions <input type="checkbox"/> Privacy and personal information <input type="checkbox"/> Equity and diversity <input type="checkbox"/> Complaints and appeals <input type="checkbox"/> Anti Harassment <input type="checkbox"/> Information technology <input type="checkbox"/> International students 	
Academic Program Overview <ul style="list-style-type: none"> <input type="checkbox"/> Course Overview and Course Learning Outcomes <input type="checkbox"/> Compulsory and elective subjects <input type="checkbox"/> Schedule including Important Dates relevant to courses <input type="checkbox"/> Break Times 	



INDUCTION ITEMS	Completed
<ul style="list-style-type: none"> <input type="checkbox"/> Attendance & Punctuality <input type="checkbox"/> Missed classes <input type="checkbox"/> Examination extensions <input type="checkbox"/> Recognition of Prior Learning <input type="checkbox"/> Credit Transfer <input type="checkbox"/> Evaluation and Feedback from students for the course and subjects <input type="checkbox"/> Issuance of Parchments <input type="checkbox"/> Qualification <input type="checkbox"/> Statement of Attainment 	
<p>Student Support, Student Services & IT Systems Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support Services & Intervention <input type="checkbox"/> Phone Access <input type="checkbox"/> Photocopying <input type="checkbox"/> Messages <input type="checkbox"/> Student Portal <input type="checkbox"/> Canvas 	
<p>Fees & Refunds</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course Fee Payment Dates <input type="checkbox"/> Payment of Fees including Payment by Instalment Request <input type="checkbox"/> Refunds <input type="checkbox"/> Withdrawal from a course 	
<p>International Student Orientation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Settling into Adelaide – support services for international students; student learning advisor services and study assistance; legal, emergency and health services; information on employment rights and how to resolve workplace issues <input type="checkbox"/> SA Police – Personal safety, safety on the roads and the role of the police in the community <input type="checkbox"/> Surf Lifesaving SA – Water safety 	

I confirm that the above topics were covered in the Student Orientation and that I understand the contents and agree to the conditions, responsibilities and policies.

Student's Name: _____	
Signature: _____	Date: _____

Office Use Only

Received by: Date received: