



**Domino Institute Of
Professional Studies**

Learner Guidance and Induction Materials

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**Domino Institute Of
Professional Studies**

1. Welcome to Domino Institute of Professional Studies

As a leading provider of professional education in Pakistan, we are pleased to welcome you to our academic community. This learner guidance document reflects our institutional commitment to delivering high-quality education, safeguarding student welfare, and maintaining the professional standards that are the hallmark of the **Domain Institute of Professional Studies (DIPS)**. DIPS is a nationally recognized academic institution, committed to enhancing educational accessibility through the implementation of contemporary pedagogical practices. In alignment with global educational trends and the increasing demand for flexible learning pathways, DIPS has developed a comprehensive and scalable distance learning model to complement its traditional on-campus delivery. This document provides a structured framework for supporting learners throughout their academic journey. It reaffirms the Institute's dedication to academic excellence, student support, regulatory compliance, and the ongoing enhancement of its technological infrastructure. All provisions are aligned with the requirements set forth by OTHM, Ofqual standards, and the broader expectations of Pakistan's higher education sector.



2. About OTHM and Ofqual

OTHM is a UK-based awarding organization regulated by Ofqual (Office of Qualifications and Examinations Regulation). Your programme is internationally recognized, and you will be assessed based on UK educational standards.

3. Your Learning Journey

As a DIPS learner, you will:

- Participate in a structured learning programme
- Complete units aligned to OTHM specifications
- Submit coursework and receive structured feedback
- Attend online/live sessions (where applicable)
- Receive a certificate from OTHM upon successful completion

4. Learner Rights and Responsibilities

You have the right to:

- Access quality education
- Be treated fairly, respectfully, and equally
- Receive timely feedback
- Request support if facing barriers to learning

You are responsible for:

- Attending classes or participating online



- Submitting assessments on time
- Maintaining academic honesty
- Communicating respectfully with staff and peers

5. Support Available to You

- Academic Support (tutors, additional sessions)
- Technical Support (LMS, email access)
- Counselling Referral Services (where available)
- Learning Resources (library access, digital documents)

6. Your Induction Programme

On joining DIPS, you will participate in an induction session covering:

- Introduction to OTHM and the qualification
- Use of LMS or Learning platform
- Assessment process and timelines
- Academic policies
- IT, Email, and learner account setup
- Question and Answer segment
(See Appendix A – Induction Attendance Form)



7. Academic Integrity and Plagiarism

You must complete your own work and acknowledge sources correctly. Plagiarism, collusion, or submitting others' work will result in disciplinary action. Turnitin or other plagiarism detection tools may be used.

8. Assessment and Feedback

- Assessments are marked against OTHM learning outcomes
- You will receive feedback within 15 working days
- Assignments must be submitted via the LMS or email (as instructed)
- Assessors and Internal Verifiers ensure fair grading

9. Reasonable Adjustments and Special Consideration

If you have a disability, learning difficulty, or experience a temporary crisis (e.g., illness), you may request:

- Extra time
- Accessible materials
- Deferral or special consideration

(See Appendix B – Adjustment Request Form)



10. Appeals and Complaints

If you feel your grade is unfair or you've been treated unjustly, you can:

1. Informally raise concerns with your tutor
2. Submit a formal appeal or complaint using the approved forms
(See full Domino Institute)

11. Data Protection and Privacy

Your personal data is handled by Pakistan laws and UK GDPR and institutional policies. We only use your data for academic or regulatory purposes.
(Refer to Data Protection Policy for details.)

12. Health and Safety

DIPS complies with safety standards. In case of emergencies, follow evacuation signs or alert your tutor.

Online learners should maintain ergonomic workspaces.

13. Code of Conduct

All learners must:

- Treat staff and peers respectfully
- Avoid discrimination, harassment, or abusive language
- Use institutional resources responsibly



- Comply with academic deadlines
(See Appendix C – Learner Agreement Form)

14. Communication Channels

Official communication will be via:

- DIPS student email
- WhatsApp broadcast or group (admin use only)
- LMS announcements
- Tutor feedback and class sessions

15. Attendance and Absence Reporting

Regular attendance and active participation are essential for successful learning.

You are expected to:

- Attend all scheduled classes, whether in-person or online.
- Notify your tutor or programme coordinator in advance if you cannot attend a session.
- Provide evidence (such as a medical note) for prolonged absences.



How to report absence:

- Email your course tutor directly, stating your name, course title, and reason for absence.
- In emergencies, contact the academic support department at: academics@dips.edu.pk

16. Key Contacts

Department	Contact Person	Email
Admissions	Ms. Sana Ahmed	admissions@dips.edu.pk
Academic Support	Mr. Zafar Khan	academics@dips.edu.pk
Quality Assurance	QA Dept.	qa@dips.edu.pk
Technical Help	IT Admin	it.support@dips.edu.pk



Appendices

Appendix A – Induction Attendance Form

Learner Name Qualification Title Induction Date Attended (Y/N) Comments

Appendix B – Reasonable Adjustment / Special Consideration Request

Learner Name Qualification Unit(s) Affected Nature of Request Evidence Attached Date

Yes No

Appendix C – Learner Agreement Form

I, _____, confirm that:

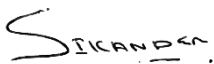
- I have received the Learner Induction
- I understand the expectations and policies of DIPS
- I will abide by the Code of Conduct
- I understand the academic and assessment process

Signature: _____

Date: _____

Contact Domino Institute

contact us at: Email: info@dominoenglish.pk



Signed:

Director, Domino Institute of Professional Studies