

# Federal University of Kashere

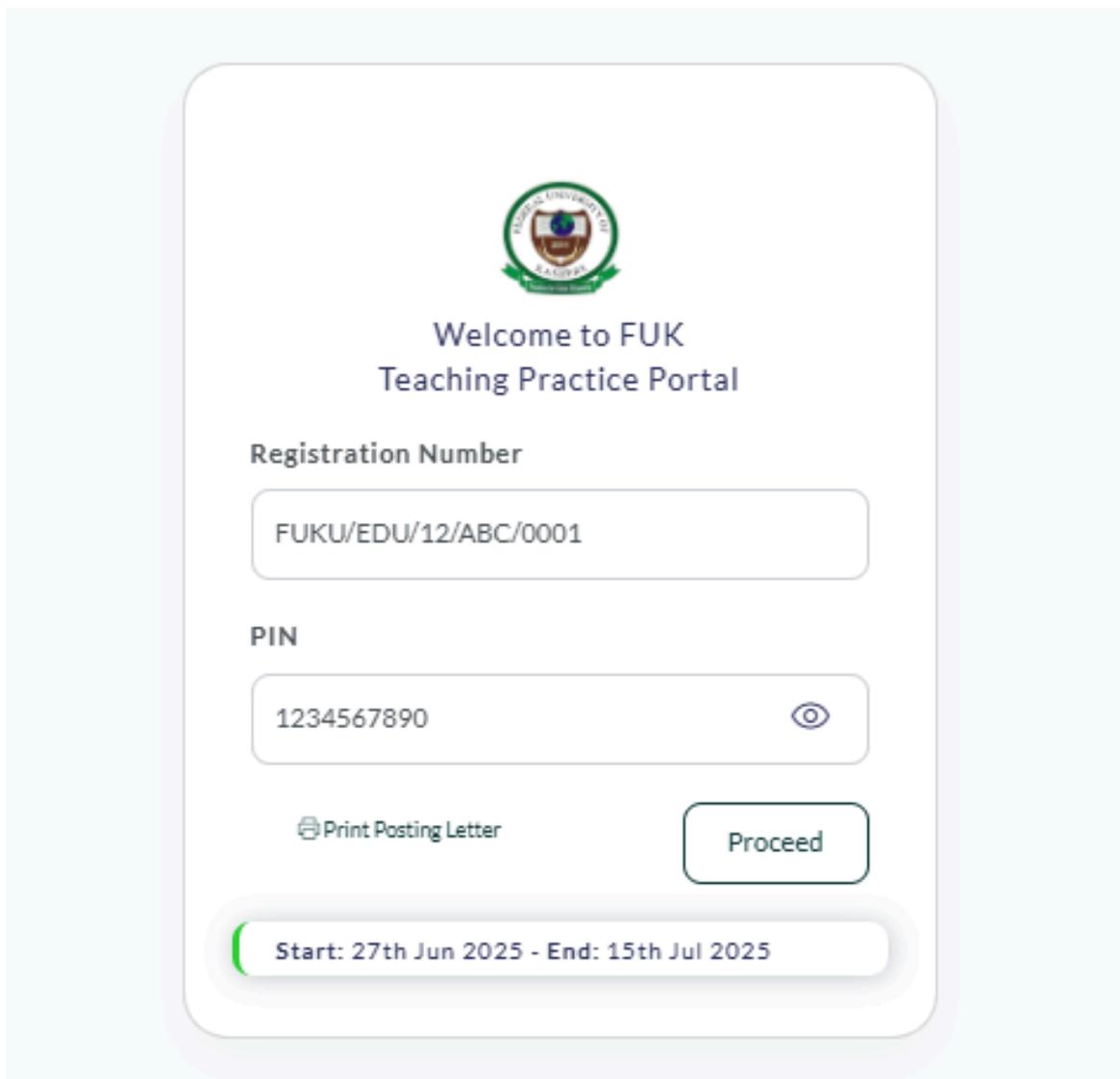
## Teaching Practice Management System (TPMS)

### Students Guide

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#### Step 1: Log in to TPMS

- Open a web browser and go to: <https://fuk.sistpms.com>
- Enter your **Registration Number** and **PIN**
- Click the "**Proceed**" button to access your dashboard



The screenshot shows the login interface for the FUK Teaching Practice Portal. At the top center is the university's logo, followed by the text "Welcome to FUK Teaching Practice Portal". Below this, there are two input fields: "Registration Number" with the value "FUKU/EDU/12/ABC/0001" and "PIN" with the value "1234567890". To the right of the PIN field is an eye icon for toggling visibility. Below the input fields, there is a "Print Posting Letter" link with a printer icon and a "Proceed" button. At the bottom, a green-bordered box displays the dates "Start: 27th Jun 2025 - End: 15th Jul 2025".

## Step 2: Download and Submit Required Forms

- **Download** the following documents:
  - a. Introduction Letter
  - b. Acceptance Form
- Print both documents
- On the **Acceptance Form**, locate **Section (b)** and **check (✓)** your discipline
- **Scout for a school** where you will conduct your teaching practice
- Submit the **Introduction Letter** and **Acceptance Form** to the selected school for approval



FEDERAL UNIVERSITY OF KASHERE

Teaching Practice

Acceptance Form

FUKU/EDU/21/AGR/0001

Download Introduction Letter

Download Acceptance Form

You are to download both the Introduction Letter and Acceptance Form and submit to your prospective place of primary assignment.

**Note: Fill out the form below only after your acceptance form is signed, stamped by your PPA, and upload the scanned copy.**

Full Name

ABDULLAHI ISHAQ YAKUBU

Phone Number

Enter your phone number

School Name

-- Select school --

Principal Name

Enter Principal Name

Principal's Phone Number

Enter principals' phone number

I agree that all the information entered are valid and true.

Acceptance Form



Scanned Copy  
.jpg .jpeg .png

Upload signed & stamped Acceptance

Cancel

Submit

# Introduction Letter Sample



**FEDERAL UNIVERSITY OF KASHERE**

*P.M.B. 0182 Gombe, Gombe State, Nigeria*

**FACULTY OF EDUCATION**

**DEPARTMENT OF EDUCATIONAL FOUNDATIONS**

Office of the Teaching Practice Coordinator

27th June 2025

The Principal/Head Teacher,

\_\_\_\_\_

\_\_\_\_\_

Sir/Madam,

## **REQUEST FOR PLACEMENT OF STUDENT FOR THE 2024/2025 TEACHING PRACTICE EXERCISE**

I am writing to request your kind consideration in offering a place of attachment for the 2024/2025 Student Teaching Practice exercise. The bearer of this letter, Mr./Mrs./Miss **ABDULLAHI ISHAQ YAKUBU** with Registration Number **FUKU/EDU/21/AGR/0001** is a student at our esteemed institution, majoring in **Agricultural Science Education**, and is required to undertake a Teaching Practice exercise as part of the requirements set by the National Universities Commission (NUC) for the award of a Bachelor's Degree in Education.

We would be grateful if your school could accommodate the student for this critical component of their academic training. We also kindly request that you monitor and guide the student to support his/her professional growth and development.

We are confident that our student will adhere to all rules and regulations of your school. However, any instances of misconduct on the part of the student should be reported to the University so that appropriate action can be taken.

We therefore, request you to please confirm his/her acceptance by signing on the attached form.

Thank you for your usual cooperation.

Dr. Garba Suleiman Danmaitaba  
Teaching Practice Coordinator  
08036933968

# Signed and stamped Acceptance Letter Sample



## FEDERAL UNIVERSITY OF KASHERE

P.M.B. 0182 Gombe, Gombe State, Nigeria

### FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL FOUNDATIONS

Office of the Teaching Practice Coordinator

27th June 2025

Sir,

STUDENT TEACHING PRACTICE ACCEPTANCE FORM FOR 2024/2025 EXERCISE

Name of School: Test Secondary School Gombe

Location address (please indicate full street identification) Tunfure Quarters  
Gombe, Gombe State

a. **Student's Name:** ABDULLAHI ISHAQ YAKUBU  
**Matric Number:** FUKU/EDU/21/AGR/0001

b. **Discipline:**

- |   |   |
|---|---|
| <input type="checkbox"/> Biology Education              | <input type="checkbox"/> Chemistry Education          |
| <input type="checkbox"/> Christian Studies Education    | <input type="checkbox"/> Computer Science Education   |
| <input checked="" type="checkbox"/> Economics Education | <input type="checkbox"/> English Education            |
| <input type="checkbox"/> Geography Education            | <input type="checkbox"/> History Education            |
| <input type="checkbox"/> Islamic Studies Education      | <input type="checkbox"/> Mathematics Education        |
| <input type="checkbox"/> Physics Education              | <input type="checkbox"/> Political Science Education  |
| <input type="checkbox"/> Guidance and Counselling       | <input type="checkbox"/> Integrated Science Education |
| <input type="checkbox"/> Agricultural Science Education |   |

Adam Nuhu / Principal

Name/rank of officer in-Charge

*Signature*

Signature/Official Stamp

Date: 01/01/2025

## Step 3: Upload Approved Acceptance Form

- Once your chosen school approves your request, they will **sign and stamp** your **Acceptance Form**
- Log back into TPMS and **upload** the completed, signed, and stamped **Acceptance Form**
- **Note:** Ensure you upload a **clear and readable copy** else your submission may be **nullified**.

Note: Fill out the form below only after your acceptance form is signed, stamped by your PPA, and upload the scanned copy.

Full Name

ABDULLAHI ISHAQ YAKUBU

Phone Number

08061689497

School Name

GABUKKA PRI. SCH. GOMBE

Principal Name

Musa Adam

Principal's Phone Number

08012345678

Acceptance Form

The image shows a scanned copy of an acceptance form. At the top, it reads 'FEDERAL UNIVERSITY OF KASHERE' with the motto 'Waka, Karama, Girma, Girma, Karama'. Below this is the 'FACULTY OF EDUCATION' and 'DEPARTMENT OF EDUCATIONAL FOUNDATIONS'. The date '27th June 2025' is in the top right corner. The form is titled 'STUDENT TEACHING PRACTICE ACCEPTANCE FORM FOR 2024/2025 EXERCISE'. The 'Name of School' is 'Test Secondary School Gombe'. The 'Location address (School include full street, local (village))' is 'Tunfure Quarters Gombe, Gombe State'. The student's name is 'ABDULLAHI ISHAQ YAKUBU' and the matrix number is 'FKUR/EDU/21/UGR/0001'. There is a list of subjects with checkboxes: Biology Education, Christian Studies Education, Economics Education, Geography Education, Islamic Studies Education, Physics Education, Guidance and Counseling, Agricultural Science Education, Chemistry Education, Computer Science Education, English Education, History Education, Mathematics Education, Political Science Education, and Integrated Science Education. The form is signed by the 'Principa / Vice Principal' (Musa Adam) and stamped with a red circular official stamp. The date is '01/01/2025'. Below the form, there is a dark green button labeled 'Signed TPMS Acceptance.png'.

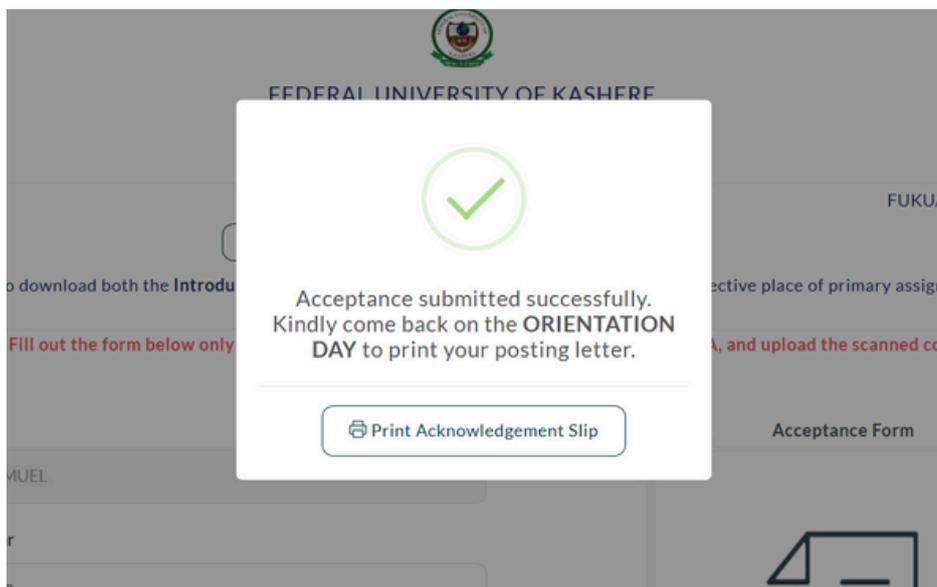
I agree that all the information entered are valid and true.

Cancel

Submit

## Step 4: Download Your Acknowledgement Slip

- After successful upload, **preview** your details
- **Download** and print your **Acknowledgement Slip** for reference



## Sample Acknowledgement Slip



### FEDERAL UNIVERSITY OF KASHERE

*P.M.B. 0182 Gombe, Gombe State, Nigeria*

#### FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL FOUNDATIONS

Office of the Teaching Practice Coordinator

### ACKNOWLEDGEMENT SLIP FOR 2024/2025 TEACHING PRACTICE EXERCISE

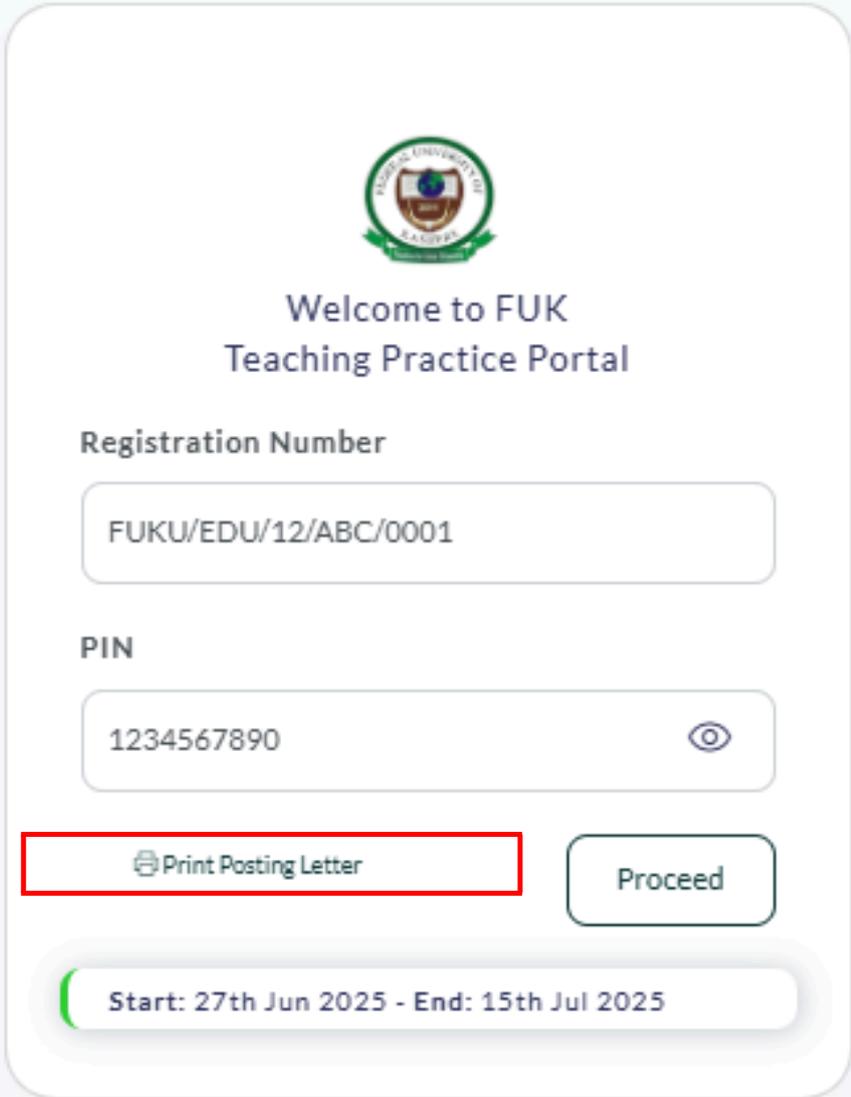
Student Name	HARUNA SAMUEL
Registration Number	FUKU/EDU/23/AGR/0002
Phone	08012345678
Prospective PPA School	ABUBAKAR UMAR PRI. SCH. GOMBE
Session	2024/2025
PIN	1234567890
Date Registered	27th June, 2025
TP Portal	<a href="https://fuk.sistpms.com">https://fuk.sistpms.com</a>



Dr. Garba Suleiman Danmaitaba  
Teaching Practice Coordinator

## Step 5: Print Your Posting Letter

- Attend the mandatory **Orientation Session**
- Enter your **Registration Number** and **PIN** again
- Click on "**Print Posting Letter**" to generate and print your official **Posting Letter**





Welcome to FUK  
Teaching Practice Portal

Registration Number

FUKU/EDU/12/ABC/0001

PIN

1234567890

[Print Posting Letter](#) [Proceed](#)

Start: 27th Jun 2025 - End: 15th Jul 2025

# Sample Posting Letter



**FEDERAL UNIVERSITY OF KASHERE**

*P.M.B. 0182 Gombe, Gombe State, Nigeria*

**FACULTY OF EDUCATION**

**DEPARTMENT OF EDUCATIONAL FOUNDATIONS**

Office of the Teaching Practice Coordinator

9th September 2024

The Principal/Head Teacher,  
GABUKKA PRI. SCH. GOMBE .

Sir,

## POSTING LETTER FOR 2024/2025 TEACHING PRACTICE EXERCISE

I write to introduce and post **ABDULLAHI ISHAQ YAKUBU** with registration number **FUKU/EDU/21/AGR/0001** on a mandatory teaching practice exercise. He/She indicated interest to carry out the exercise in your school. The teaching practice is a major pre-requisite of the award of Bachelor's Degree in Education, as such your usual cooperation would be appreciated in putting the student through.

The teaching practice will last for thirteen (13) weeks starting from **9th September, 2024** to **6th December, 2024**. However, the curriculum now requires that each student teacher shall be assessed by the University and the hosting teaching practice schools. The assessment forms are made available to you. You are expected to assess them at the end of every month and the results handed over to our supervisors for submission to the Teaching Practice office. The assessment you made should remain confidential.

The student should be exposed to both academic and non-academic activities and be assigned responsibilities to assist the permanent teachers as form/class masters, health masters, duty masters etc. For ease of communication, the teaching practice office should be contacted through the following number; **08036933968**

The University appreciates your usual support, cooperation and understanding in our effort to provide quality teachers to our respective schools.

Thank you.

Dr. Garba Suleiman Danmaitaba  
Teaching Practice Coordinator

## Need Help?

**For technical support or  
inquiries, contact:**



Phone Number:

[08061689497](tel:08061689497)



Website:

[www.sitsng.com](http://www.sitsng.com)



Email Address:

[support@sitsng.com](mailto:support@sitsng.com)