

This form is intended to be used by academic staff for purposes of referring students to a Learning Adviser for matters relating to academic integrity as outlined in the **Institutional Framework for Promoting Academic Integrity Among Students**. Learning Advisers will deal directly with the referred student who will need to take responsibility for: (a) booking an appointment for a consultation with a Learning Adviser; (b) presenting this form for signature at the time of the consultation; and (c) bringing any assessment items, criteria sheets and feedback from the lecturer/tutor.

1. STUDENT PERSONAL DETAILS

Griffith Identification number:	Name:	Phone:
<input type="text"/>	Family name:	Date Due:
<input type="text"/>	First name:	Email:
Course code:	Course title:	
<input type="text"/>	<input type="text"/>	

2. REFERRING STAFF MEMBER DETAILS

- Course Convenor: _____ (name) _____ (phone)
- Program Convenor: _____ (name) _____ (phone)
- Other: _____ (position title) _____ (name) _____ (phone)

3. REASON FOR REFERRAL

Referring staff member to provide details regarding nature of academic integrity concern and type of assistance required.

4. LEARNING ADVISER COMMENTS AND CONFIRMATION (for further comments, please turn over)

I confirm that the student has sought advice related to this academic integrity matter. Date: _____
Learning Adviser's Name: _____ Signature: _____

GUIDELINES FOR STUDENTS

- Use **Book-it** to make your appointment with a Learning Adviser online <http://www.griffith.edu.au/library/workshops-training>
- If an appointment is not available online, telephone one of the following numbers to make an appointment
 Gold Coast 555 28109 Logan 338 21108 Mt Gravatt 373 55778 Nathan/South Bank 373 56452
- Present this form for sign off at your appointment. Bring your assessment task, criteria sheet and any feedback received.
- Once signed by the Learning Adviser, this form will be returned by internal mail to the Academic Integrity Coordinator c/- Academic Services, Bray Centre, Nathan campus.

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