

What is the Griffith University Student Undertaking?

All Griffith University Health students who undertake placement must complete the Griffith University Student Undertaking before commencing their first placement. This Undertaking will govern your behaviour and activities whilst you are on placement.

The Undertaking will continue for the duration of your degree program. You may withdraw the consent that you have provided through the Undertaking at any time by providing written notice to the University. A withdrawal of consent will affect your ability to continue with your required placements.

When does this form need to be completed?

The Undertaking must be completed by your due date as per your Fit for Placement Requirements.

How do I complete this Undertaking?

- Log onto SONIA, either via L@G or the Fit for Placement website
- Select the correct School, Click on University sign in
- Select the Forms tab, all electronic forms associated with the student will be listed
- Scroll down to the Griffith University Student Undertaking
- You will see columns “Completed (Mine)” and Completed (All)”. The Completed (Mine) column indicates Electronic Forms that are to be completed by you or have been completed by you, reflected by the 0 of 1, ie the 0 means this form has not been completed by you and is yet to be completed. If this column shows 1 of 1 you have completed/submitted this Electronic Form. The Completed (All) column shows progress of other signatories required on the Electronic Form. Once completed it will change to 1 of 1 (there are no other signatories required on the form).
- To the right of screen, Click on the Red Edit Icon to complete the form.
- The Electronic Form opens for you read and enter the required information. Your Name and School with populate automatically. Every field must have an entry or you will be prompted with the message: **Please fill in all fields.**
- Once you have completed the Checkboxes and you click Yes or No, click on the Submit button.
- Your name, date and time will appear as your electronic signature when you next log back into SONIA and open the document.
- Your completed Electronic Form will be saved to your SONIA Profile under Electronic Forms. **Please note once you have signed an Electronic Form you can open it but not edit it.**

Where can I access the Undertaking?

- The Griffith University Student Undertaking is located in your SONIA online account under Forms.

For more information you can contact the Fit for Placement Office on: 07 5552 9480 or fitforplacement@griffith.edu.au