

# How to submit a Library and Learning Referral

## Quick reference guide

**1** **Accessing PeopleSoft**  
 Log in to the Griffith Portal, navigate to the 'Connect Here' menu and select 'Student System'

**2** **Accessing Library Referrals**  
 In PeopleSoft, navigate to: Student Academic Integrity > Library and Learning Referral

Main Menu > Student Academic Integrity > Library and Learning Referral

**3** **View Referral**  
 Click the Concern ID to open the referral. The referral will open in the right panel (C) and will replace the search view. The personal details, course information, and referral information will show.

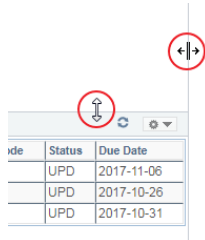
**4** **Enter Comments, Save and Submit**  
 Commentary for this field should specifically address the academic integrity issues for which the student was referred (please avoid language which may reflect poorly on the student or the referring academic).

If you've entered comments but you don't wish to submit, click the Save button. Your comments will be saved and the concern will remain in the referral list until submitted.

Enter your comments into the 'Learning Advisor Comments and Confirmation' section. Click Submit concern once completed. Once submitted you will not be

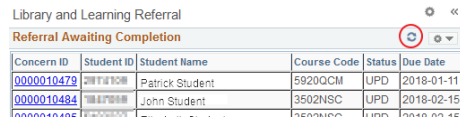
### Resize

Resize pagelets by clicking and dragging the sliders. The slider will show when the mouse hovers over the border.



### Refresh

To remove any referrals that have been completed, or to display new referrals that have been added, click on the refresh icon. The refresh icon can be found at the top right corner of the reports.



**Library and Learning Referral**

**Referral Awaiting Completion**

Concern ID	Student ID	Student Name	Course Code	Status	Due Date
0000010479	2014108	Patrick Student	5920QCM	UPD	2018-01-11
0000010484	2014108	John Student	3502NSC	UPD	2018-02-15
0000010485	2014108	Elizabeth Student	3502NSC	UPD	2018-02-15
0000010486	2014108	Alli Student	3502NSC	UPD	2018-02-15
0000010487	2014108	Soround Student	3502NSC	UPD	2018-02-15
0000010488	2014108	Amar Student	3502NSC	UPD	2018-02-15
0000010489	2014108	Jas Student	3502NSC	UPD	2018-02-15
0000010490	2014108	Jesa Student	3502NSC	UPD	2018-02-15
0000010491	2014108	Phillip Student	EHR	UPD	2018-02-15
0000010492	2014108	Kieran Student	3001EHR	UPD	2018-02-15
0000010494	2014108	Olivia Student	3001EHR	UPD	2018-02-15
0000010495	2014108	Charlotte Student	3001EHR	UPD	2018-02-15
0000010498	2014108	Matilda Student	3001EHR	UPD	2018-02-15

**Referral Past Due Date**

Concern ID	Student ID	Student Name	Course Code	Status	Due Date
0000009997	5097939	Marcus Student	1807NRS	UPD	2017-10-06
0000010032	5115579	Kristen Student	8034NRS	UPD	2017-11-02
0000010074	5012963	Paice Student	2809NRS	UPD	2017-10-18
0000010087	2840168	Peter Student	2809NRS	UPD	2017-10-26
0000010089	5093759	Kuram Student	2809NRS	UPD	2017-10-23
0000010090	5090219	Kamran Student	2809NRS	UPD	2017-10-23
0000010091	2966271	Robert Student	2809NRS	UPD	2017-10-23
0000010095	5052218	Isabelle Student	1809NRS	UPD	2017-10-23
0000010095	5055283	Millic Student	1809NRS	UPD	2017-10-23
0000010097	5073478	Omar Student	1809NRS	UPD	2017-10-26
0000010102	5060399	Sunahée Student	1809NRS	UPD	2017-10-23
0000010104	5010082	Annabelle Student	1809NRS	UPD	2017-10-23
0000010105	5060348	Ethan Student	1809NRS	UPD	2017-10-26
0000010185	2966235	Avako Student	3929NRS	UPD	2017-11-06
0000010188	2810001	Adam Student	3929NRS	UPD	2017-10-26
0000010221	2765565	Michelle Student	2809NRS	UPD	2017-10-31

**Library and Learning Referral**

Concern ID: 0000010484 Status: Pending Update

**Student Personal Details**

Student ID: 5555555 Email: charlotte.student@griffithuni.edu.au  
 First Name: Charlotte Phone: 0401555555  
 Last Name: Student

**Course Information**

Academic Career: UGRD Undergraduate  
 Catalogue Number: 3502NSC Aviation Project  
 Term: 3175 Trimester 2 2017 Campus: Nathan Campus  
 Course Convenor: 2975233 Tim Ryley

**Referral Information**

Reason for Referral: [Requires education for referencing requirements] Action Date: 15/02/2018

**Learning Advisor Comments and Confirmation**

Please refer to the LLS Academic Integrity Procedures

Learning Advisor: 0385558 Ermer,Samantha Jay  
 Submit Concern

Save Return to Search

	Title	Notes
A	Referral Awaiting Completion	Referrals that are less than 28 days old appear here.
B	Referral Past Due Date	Referrals that are older than 28 days appear here.
C	Dynamic panel	This panel does two things. It shows the referral search fields or displays the referral record relating to the selected concern ID



Contact EIS Support for technical assistance

Phone: 55544

Web: <https://intranet.secure.griffith.edu.au/computing/enterprise-information-systems-support>

# Academic Integrity Procedures

## Quick reference guide

### Process

#### SAIMS

- The Convenor is the referring academic and their concerns should be addressed with the student and consultation outcomes reported accordingly.
- The commentary for this field should specifically address the academic integrity issues for which the student was referred.
- Should anything arise during the consultation that requires referral to other agencies or Library and Learning Services role groups, please make a note of the agency and role title in the comments. This is discretionary and is recommended. In terms of following through with your advice, the onus remains that of the student.
- Please retain neutral language and tone when adding comments, these records are available to students and referring academics.
- Ensure that you SAVE the comments, only, if you think you will need to come back to add further information. When you are sure that you have entered what is necessary, please SUBMIT, after which time you will be unable to retrieve the comments

#### LibCal or GSM

Where a consultation is booked through LibCal check SAIMS prior to the consultation, the student will only appear on the SAIMS list if they have received notification of an AI concern.

If it becomes evident during the consultation that the student has received notification of an AI concern, take note of their student ID number or Concern ID number and ask if they would like this to be their AI consultation otherwise book another consultation for them.

#### Post session In LibCal:

- Include the Concern ID number in the internal notes.
- See section 8 (p10) of the LibCal Consultation Procedures: <https://drive.google.com/open?id=11-XCroAdEh1KzABSv2FDZakctLslscg8>

#### Post session GSM:

- Add a journal note to the GSM record that includes the Concern ID
- Alter the Category from 'Learning Adviser' to 'Academic Integrity'
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#### Post session In SAIMS:

##### Student requires another appointment:

Open the student record add a date and comment that the student has attended a consultation and that you have advised them to book another appointment. Then Save the record.

##### Consultation completed:

Open the student record add a comment, then save the record if you wish to continue to edit or submit the concern and refresh the list.