Staff-Student Action Log



Purpose	The core purpose of the academic representation system, which aligns with the revised UK Quality Code, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance, and enhancement of their learning.
Reports to	School Education Committee – UG and PGT School Research Student Oversight Committee - PGR
Department	Economics
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting	Nov 9 14:00	MS Teams	10 – see register in folder.
(compulsory)			
December Meeting			
(optional)			
February Meeting	Jan 31 10:00	MS Teams	7 – see register in folder.
(compulsory)			
March Meeting			
(optional)			
April Meeting			
(compulsory)			
May Meeting			
(optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	Senior tutor to discuss with first year reps feedback for EC1109 and relay it to the module leader.	Nov 9	HS	Dec	Dec	Module leader aware and agrees this needs to be looked at, but there are no short term remedies.
2	Senior tutor to enquire with IT about student access to BMC (Bloomberg) course and training sessions for Economics students.	Nov 9	HS	Dec	Nov 13	JC has provided the relevant information and forwarded to the reps. Library to offer 5 introduction to Bloomberg terminals training sessions in Spring.
3	Look into FT/Economist access for students.	Nov 9	HS	Dec	Nov 9	GL has clarified this and an update was sent to students.

Notes:

Feel free to use this space to make note of anything of importance, in addition to the actions above, that don't require an action.

	Notes
Meeting 1	
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	