## Staff-Student Action Log

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

Attendance Monitoring

|  | Date and Time | Location | Attendance |
| :--- | :--- | :--- | :--- |
| November Meeting <br> (compulsory) | 27 Nov 2023 9am-12om | MS Teams | Dr Matthew Li, PG Senior Course Director <br> Ms Leanne Workman, Library <br> MSc AFM: Yoon Thandar, Ankur Agarwal <br> MSc LSCM: Aanchal Mantry <br> MSc IBM MKT: Ajit Sharma <br> MSc HRM: Deepa Varghese <br> MSc DM: Suvantika Majumder, Monisha Adalarasu <br> MSc BA: Hania Ahmad, Shruti Suryawanshi, Zoya Popova |
| December Meeting <br> (optional) |  |  |  |
| February Meeting <br> (compulsory) |  |  |  |
| March Meeting <br> (optional) |  |  |  |
| April Meeting <br> (compulsory) |  |  |  |
| May Meeting <br> (optional) |  |  |  |

## Actions

| Action No. | Agreed Action (Include reason for agreed action) | Date Action Agreed | Responsible | Due | Date Action Completed | Outcome |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | MSc LSCM: More social events, more field trips and company visits, better sitting chairs in room no. 104 \& 102. | 27.11.2023 | Course Director |  |  |  |
| 2 | MSc AFM: More group work and further guidance on coursework. | 27.11.2023 | Module Leads |  |  |  |
| 3 | MSc IBM MKT: Insufficient physical library book, more job fairs. | 27.11.2023 | Library, Course Director |  |  |  |
| 4 | MSc HRM: Checking of Turnitin before final submission. | 27.11.2023 | Course Director |  |  |  |
| 5 | MSc BA: Formative assessments are too close to summative assessments. | 27.11.2023 | Course Director |  |  |  |
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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 |
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| Meeting 1 |  |
| Meeting 2 |  |
| Meeting 3 |  |
| Meeting 4 |  |
| Meeting 5 |  |
| Meeting 6 |  |

