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| --- | --- | --- |
| **Staff-Student Action Log** | Graphical user interface, application  Description automatically generated with medium confidence |  |

|  |  |
| --- | --- |
| 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 |  |
| Regular meetings per year | 3-6 |
| Quorum | 5 |

**Attendance Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date and Time | Location | Attendance |
| November Meeting (compulsory) |  |  |  |
| December Meeting (optional) |  |  |  |
| February Meeting (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 |
|  |  |  |  |  |  |  |
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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 |
| Meeting 1 |  |
| Meeting 2 |  |
| Meeting 3 |  |
| Meeting 4 |  |
| Meeting 5 |  |
| Meeting 6 |  |