

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	Classics
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)	26/3/26	McCrae 0-15	Rosina Murray (chair) Christos Kremmydas, Richard Hawley, Liz Gloyn, Nina Davis, Vicky Falkner, Emily Manktelow, Leopold Haswell
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	Communicate Consent Matters to student body via email, social media, and in person due to lack of awareness of this module	26/3/26	Liz Gloyn	Summer term		
2	Student body to be informed about marking consistency and feedback improvements within the department	26/3/26	Student reps	ASAP		
3	Investigate possibility of a workshop relating to communicating marking criteria and style for students	26/3/26	Liz/UGED	Next academic year		
4	Forms to be sent out to find what time works best for majority of students for departmental events due to student body's issues with scheduling conflicts	26/3/26	Student reps & Classics Departmental Staff	ASAP		
5	Communicate to students that any problems with reading lists or library resources can be sent directly to Humanities Librarians who will reply quickly and are often very helpful	26/3/26	Student reps	ASAP		
6	Investigate possibility of moving coursework deadlines due to the exam timetable	26/3/26	Liz	ASAP		Multiple deadlines moved due to clashing with exams.
7	Advertise co-working sessions on social media, if happy to do so	26/3/26	Student reps	Next academic year		

8	Town Hall meeting to be held for students who have any questions about the new departmental changes	26/3/26	Christos	Summer term		
9	Never Okay campaign to be advertised via social media and email	26/3/26	Academic Reps and Classic Departmental staff	ASAP		

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	<p data-bbox="450 309 658 336">Library Updates</p> <ul data-bbox="499 344 1702 687" style="list-style-type: none"> <li data-bbox="499 344 1272 371">• Referencing drop in sessions happening 6th May 1-3pm <li data-bbox="499 379 1630 443">• Bespoke support carrying on - can book in for 1-1 session anytime - provide tailored support <li data-bbox="499 451 1702 611">• Recently launched new library skills and support Moodle course - new content and structured so aligned with library information and digital skills framework - how they teach info and digital skills - one thing on how to efficiently search and discover info, another on reliable sources, another referencing, another sharing - activities aligned with that framework <li data-bbox="499 619 969 646">• Evaluate reading lists every year <li data-bbox="499 654 1590 681">• Contact the library team if you are facing any issues!! Arts-Humanities-Librarians <p data-bbox="450 759 763 786">Academic Staff Updates</p> <ul data-bbox="499 794 1691 1106" style="list-style-type: none"> <li data-bbox="499 794 1366 821">• Options process and dissertation allocations process underway <li data-bbox="499 829 1375 857">• Student pulse survey running- good idea for what students want <li data-bbox="499 865 1359 892">• Confirmed as being Classics and History department next year <li data-bbox="499 900 1691 963">• Classics will remain a distinct discipline - student experience should be exactly the same with some smoothing out of issues <li data-bbox="499 971 1682 1035">• Trial of support to study running, helping support students to reengage with their studies and hoping to firm it up as a policy next year <li data-bbox="499 1043 1682 1106">• Christos planning to hold Town Hall for students - invite historians and classicists to ask questions so staff can go over anything - invite should be sent out sometime in May <p data-bbox="450 1145 757 1173">Academic Rep Updates</p> <ul data-bbox="499 1181 1675 1316" style="list-style-type: none"> <li data-bbox="499 1181 1675 1244">• Issue across a few modules where wrong coursework questions posted - was rectified eventually but after people had started working on them - something to be conscious of <li data-bbox="499 1252 1261 1279">• Exam timetable been put on deadline dates (now fixed) <li data-bbox="499 1287 871 1315">• Mostly positive otherwise <p data-bbox="450 1355 618 1382">EDI Updates</p>

	<ul style="list-style-type: none">• Co-working sessions have been happening• Please send any feedback for how better to advertise any co-working sessions or other events Advertise co-working sessions on social media• Never Okay campaign launched for students and staff and will begin to be advertised - place to report bullying and harassment
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	