

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	
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
1	GL2905: Digital toolkit – GIS has outdated software on the instructions and Python no present lecturer; students were not made aware of this. Not enough support in class.					
2	Yr 2 fieldtrips – information was given late to students and was vague.					
3	GL2200: Stratigraphy – the wrong deadline was given for the Anthropocene presentation, bunching assignments together.					
4	More departmental events, like the Glossop Awards, for students to be involved in.					
5	Yr 1 assessment feedback – students would like more detailed feedback, especially on areas of improvement.					
6	GL1101: Field trip – information given to students for the report was vague.					

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	