

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)	19/11/25	IN0311	
December Meeting (optional)			
February Meeting (compulsory)	25/03/26	IN244 + online	Joe Harris, Ruby Peresso, Adam Roberts, Harry Newman, Elizabeth Wheatley, Poorna Chevuru, Rebecca Newing, Adia Kesserwany
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	Inaccurate deadlines; discrepancies of weeks on Moodle; academic response time to emails: staff to be reminded to keep deadlines, dates on Moodle up to date. Staff encouraged to share details of the two-working-day reply period, working hours, research days (and even to encourage students to prod them for reminders!) in their email signature. Reason: need for consistency, clarity, reliability of info on Moodle	25/03/26	Harry Newman	End of T3		
2	Deadline stacking/hotspots: greater use of Personal Tutors and module tutors to encourage time management in students; tutors to consider outlining the marking/moderation process to explain the four-week turnaround; tutors to consider decoupling general class feedback from individual feedback on Turnitin, and discussing the former during the marking period Reason: student expectation management	25/03/26	Harry Newman	End of T3		
3	Students feeling uncomfortable without having prepared: Staff to	25/03/26	Harry Newman to remind staff;	End of T3		

	be reminded to encourage attendance in any case and not to single out students who are present but underprepared. Reason: student expectation management		Adam Roberts to contact specific tutors			
4	Lack of comments on essay scripts. Staff to be reminded about parity of marking/feedback practices (through a workshop?). Individual staff members to be contacted. Reason: need for parity of provision	25/03/26	Harry Newman to remind staff; Adam Roberts to contact specific tutors	End of T3		
5	Too much content in class. Staff to consider reducing content load or making explicit the virtues of 'whistle-stop' first-year survey courses as preparation for detailed study in later years. Reason: student expectation management	25/03/26	Harry Newman	End of T3		
6	Lack of guidance on what to do when classes missed: online absence form to be better publicised (via personal tutors, lecturers, perhaps also via posters with QR codes?) Reason: student expectation management	25/03/26	Harry Newman? Joe Harris to look into producing posters	End of T3		
7	Sharing assignments via email not Moodle: this seems to be an individual matter	25/03/26	Adam Roberts to contact the tutor concerned	asap		

	Reason: parity of provision					
8	Stress about module options/lack of information about dissertations: possibility of creating a Moodle dissertation briefing video to outline the expectations of a dissertation to allay concerns about dissertations and help students decide on whether to take one. [NB: a similar issue was raised in the LLC meeting. I wonder whether a jointly written English-LLC video could kill two birds with one stone. It can't fall to one department to do this as there may well be differences in practice between both departments that need to be addressed or negotiated]		Harry Newman; Joe Harris to mediate with LLC if desired	End of T3		

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	