

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	English - PGT
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	5 th December 2024, 10AM via MS Teams	MS Teams	Eunseo (Stella) Lee (Rep), Jane London (Rep), Anna Whitwham (C&I Lead), Adam Roberts (Head of Department), Amber Lascelles (MA Eng Lit Director), Emma Burnett (Humanities Librarian), Mia Cavanaugh (School Rep)
April Meeting (compulsory)	2 nd April 2025 10AM via MS Teams	MS Teams	<p>Eunseo (Stella) Lee (Rep), Jane London (Rep), Professor Adam Roberts (Head of Department), Dr Anna Whitwham (C&I Lead), Dr Matt Thorne (MA Creative Writing – Director), Dr Amber LAscelles (MA English Literature – Director), Dr Alastair Bennett (PGT Lead for School of Humanities), Emma Burnett (Teaching and Engagement Librarian for School of Humanities), Paul Gomm (Senior Student and Programme Officer, School of Humanities).</p> <p>Apologies received from: Mia Cavanaugh (School Rep), Dr Richard Hawley (Vice Dean – EDI – School of Humanities), Dr Helen Kingstone (PGT Lead for Department of English), Dr Briony Wickes (MA Victorian Literature, Art and Culture - Director)</p>
May Meeting (optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	Feedback to be sought from PGT students on change to pathways via email by Reps	5 th December 2024	Reps	January 2025	27 th Jan 2025	Closed – Survey responses circulated by Jane London to the English PG Taught staff.
2	Feedback to be sought from third year UG students on change to pathways	5 th December 2024	Mia C	January 2025	10 th Dec 2024	Closed - Request from Alastair Bennett (email 10/12/24) was that their opinion would NOT be canvassed.
3	Guidance to be sought from visa team/international advice on entering competitions	5 th December 2024	Adam R	Before next SSAM	19 th Mar 2025	No problem with overseas students entering/winning competitions (including winning money) as long as this is not classed as work , but if it leads to publication that would be a problem.
4	Guidance to be sought from current visa holder who takes part in prize draws (Vera)	5 th December 2024	Adam R	Before next SSAM	19 th Mar 2025	Same advice as above
5	Investigate way to pass on to students who have left the way their feedback was implemented/acted upon	2 nd April 2025	Adam R/Course Directors	Before next SSAM		

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	Library updates provided to meeting. Updates provided on trips that have taken place, changes to programme structure in the works along with various other items. Discussions on how to engage and receive feedback from students on the cohort took place.
Meeting 2	<p>Updates were provided on the action log and items resolved where possible. Library updates were provided including events to support the Department (drop-in referencing session, sessions for CW and Eng Lit/VLAC students), quieter spaces available and building works taking place to remedy structural issues.</p> <p>Updates were provided by academic staff including new modules being offered next year, the potential for a new MA pathway in the future focussing on Children's Literature. MT noted that supervisors for final projects would be confirmed shortly. EL asked about possibility for students to change supervisor which MT noted can occur but limited number.</p> <p>JL noted feedback from student had focussed on dissatisfaction of primary texts taught on Victorian Climates module. This was noted by AL who can look at constructive feedback. Questions were raised about students viewing data from module surveys. AB felt this might make colleagues uncomfortable so focus should be on how feedback is implemented. Action item noted. Doodle poll to be circulated to agree next date of SSAM.</p>
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	