

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)			Senior course rep, academic reps, Rob Priest, Paris Chronakis, Richard Hawley, Emma Burnett, Cathy Hui
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	Send out a statement regarding confusion surrounding summer exams	27/11/24	Rob Priest	End of term	28/11/24	Completed
2	All undergraduate year groups to be invited to departmental research seminars. Edmund to contact Weipin	27/11/24	Weipin Tsei / Edmund Wareham Wanitzek	Rolling		
3	Paris to email all tutors regarding referencing	27/11/24	Paris Chronakis	Before term 2		
4	Making past paper questions available for all modules	27/11/24	Paris Chronakis (and all tutors)	Before Easter break		
5	Sample essay answers to be provided for all modules	27/11/24	Paris Chronakis	Before Easter break		
6	Encourage students to attend office hours and send emails	27/11/24	Paris Chronakis	Before term 2		
7	Reps to ask peers about Languages For All	27/11/24	Academic reps	Before spring meeting		
8	Gather feedback on personal tutor system	27/11/24	Academic reps	Before spring meeting		
9	Email students about study abroad opportunities	27/11/24	Barbra Zipser	TBC		

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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	