

## 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	Law and Criminology
Regular meetings per year	3-6
Quorum	5

### Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	November 27 <sup>th</sup> 2023 11-12pm	Teams	Josephine Fefer, Anthony Richards, Emily Glorney, Elizabeth Pearson, Stefan Brown, Greg Leurs, Karen Windle
December Meeting (optional)			
February Meeting (compulsory)	February 26 <sup>th</sup> 2024 4-5pm	Teams	Anthony Richards, Elizabeth Pearson, Greg Leurs, Josephine Fefer, Kiah Vekaria, Frank Keating, Ieva Cechaviciute, Emily Glorney, Faith Nmecha, Sammy Hughes,
March Meeting (optional)	March 4 <sup>th</sup> 2024 4-5pm	Teams	Karl Mason, Winifred Owusu-Ansah, Nmecha, Chidiebere, Ieva Cechaviciute, Anthony Richards, Elizabeth Pearson, Josephine Fefer, Kiah Vekaria, Sammy Hughes,
April Meeting (compulsory)	30 <sup>th</sup> April 4-5pm	Teams	Anthony Richards, Elizabeth Pearson, Karl Mason, Josephine Fefer, Kiah Vekaria, Frank Keating, Ieva Cechaviciute, Emily Glorney, Faith Nmecha, Sammy Hughes, Winifred Owusu-Ansah, June Eric-Udorie, Moses Amori
May Meeting (optional)			

**Actions**

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	MSc T and C-T students would like to know when Term 2 options would be confirmed	Nov 27th	EP	Nov 29th	Nov 29th	Completed
2	MSc T and C-T students would like ppt slides uploaded before the delivery of lectures	Nov 27th	EP	Term 2	Term 2	Completed
3	SW students (Year 1) stated that some books not available in the library. SB response was that the Reading Lists needed to reflect more what was available.	Nov 27th	SB	This year	Ongoing	Taking action
4	Some SW students were placed on 'facilities hold' (perhaps because they had not completed enrolment or because there were issues with student fees). The point was made that it would be good for teaching staff to know when students have been put on 'facilities hold'.	April 30th	AR	This year	Ongoing	Ongoing. Request channelled to the LSS Education Strategy Group via the School PGT Director.
5	Some SW students have made it clear that they are struggling financially which has had an impact on attendance. Such students should be referred to the University's Student Financial Wellbeing Advisers.	Nov 27 <sup>th</sup>	SB	This year	Ongoing	Partially completed. Staff in the process of developing and completing a handbook to signpost students for support. Additional information will be provided in the handbook and students are informed of this at the start of the year.

6	From an EDI perspective there was a view that international students are not feeling particularly valued, that more support was needed around fees issues and that we should consider more initiatives that involve international students. Meeting to be set up with international students.	Nov 27 <sup>th</sup>	AR	Feb 2024	March 4 <sup>th</sup> Meeting convened to discuss this.	Completed.
7	Poor communication and delays around enrolment for Forensic Psychology students, and for Social Work too.		EG		Ongoing	Partially Completed with the aim of pre-empting any such issues in the coming year.
8	London Campus SW students mentioned that the chairs in Senate House are uncomfortable and caused students discomforts and impacted their health.	Feb 26 <sup>th</sup>	AR, KM		Ongoing	Partially completed. Steven Kendrick, Head of the London Graduate School, was contacted and he has been discussing with senior management in relation to purchasing new furniture.
10	MSc T and CT students talked about criteria inconsistency for assessment format in CR5112.	Feb 26 <sup>th</sup>	EP		September 2024	Noted and Completed (any inconsistencies will be ironed out)
11	MSc T & CT email response delays	Feb 26 <sup>th</sup>	EP		May 2024	Noted and Completed (with assurances of prompter email responses)
12	MSc T & CT students were worried about not having a unique due date for the Psychology 5116 Presentation	Feb 26 <sup>th</sup>	EP		March 2024	Completed
13	International students felt isolated from the university community, unfamiliar with the assessment	March 4 <sup>th</sup>	KV		Ongoing	Partially completed – through discussions at the dedicated meeting of March 4 <sup>th</sup> .

	format and structure. Brainstorming ways to improve and overcome some of these issues e.g., potentially hosting more events, informing and providing international students with an opportunity to socialise with other students.					
14	Students based on the London campus likewise felt quite isolated. A possible solution for this may be to offer opportunities and community events for students on the London campus.	March 4 <sup>th</sup>	KM		Ongoing	To consider social events for London based students (see also 16 below).
15	Part time students felt that they weren't considered during the structuring of the course.	March 4 <sup>th</sup>	EG		Ongoing	Completed – to consider part-time students when timetabling for future years
16	Social events amongst PGT students – developing a budget that will allow for social events and accommodate course events. Funding support.	April 30 <sup>th</sup>	EG		Ongoing	Ongoing as we go into the coming year, with the aim of securing funding for such events.
17	Hearing impaired students and the use of teams – considering these challenges and accommodating them for next year and the future.	April 30 <sup>th</sup>	AR		Ongoing	Completed – developing awareness and approaches that accommodate all of our students' needs.
18	Follow up email for points that Karen raised regarding accessibility to financial wellbeing, student contact and support.	April 30 <sup>th</sup>	AR			Completed

#### 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	