

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)	24/11/25 16:00 – 17:00	MS Teams	Yagni Kadecha, Anthony Richards, Ieva Cechaviciute, Karl Mason, Greg Leurs, VP Education – Matthew Paterson, Mauve Hanley, Eleni Pantazara, Farheen Razzaq, Joshua Walker, Christos Tsinopoulos
December Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	Moodle tricky to operate for new students at RHUL – AA: Talk through Moodle in first week / give a run through at the beginning of optional modules in Term 2.	24/11/25	Anthony Richards (MSc Terrorism and CT)	Term 2 – first week		
2	Lack of water points & vending machine in Senate House (London Campus) – AA: Water taps are next to the Canteen for students, potentially send an email allocating water and food points in London Campus so students are aware.	24/11/25	Anthony Richards Karl Mason			
3	No period products in women's bathrooms in London Campus – there is in Egham – AA: See if they can be provided.	24/11/25	Anthony Richards			
4	More time for assignments than a month as MSc students have less time with work commitments etc. – AA: try to get assignments up ASAP as they are subject to external validation.	24/11/25	Anthony Richards (MSc Terrorism and CT)			
5	Lack of kettle and microwave in Senate House – AA: there is a kitchen on the first floor – might be accessible for students – send an email out pointing out these facilities for students.	24/11/25	Anthony Richards Karl Mason			

6	Communication needs to improve around placements and DBS as students are confused – AA: Happens every year as student are anxious, will let Admin know to make sure they get back to students.	24/11/25	Karl Mason (Social Work)			
7	Lecture recordings not being released on time – AA: Speak to department about this and let colleagues know.	24/11/25	Karl Mason (Social Work)			
8	Problem Based Learning Module – people are not engaging enough and placement + uni work at the same time is too much – AA: Placements and uni work split has been tried before, and students don't engage with the learning that way – will have a conversation with students.	24/11/25	Karl Mason (Social Work)			
9	Assessment can be better spaced out – AA: Will have a look at assessment bunching.	24/11/25	Karl Mason (Social Work)			
10	Issues with forum for questions, responses take a while – AA: Will contact counterpart in Psychology to let them know student feedback.	24/11/25	Ieva Cechaviciute (MSc Forensic Psychology)			
11	Choosing supervisors & allocations, students feel they can't choose the topic they want because their supervisor has different expertise – AA: There are 30 students so half will	24/11/25	Ieva Cechaviciute (MSc Forensic Psychology)			

	be supervised by Psychology department and half by Law & Crim, not ideal but it is difficult to change that.					
12	Formative presentation issues, students felt timing was bad as they had important deadlines to meet – AA: Will try to push it back/forward next time so it doesn't clash with student deadlines.	24/11/25	Ieva Cechaviciute (MSc Forensic Psychology)			
13	Tuesday lecture days, students have to go all the way across campus for different modules, inconvenient and some students miss beginning of lectures – AA: Inquire about making the rooms for Tuesday more conveniently close to each other so students can make it on time.	24/11/25	Ieva Cechaviciute (MSc Forensic Psychology)			

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 Update: Christmas opening times and service availability to be noted on website (24 th of Dec to 4 th of Jan 2026 closed), library has expanded range of support available for students with accessibility requirements, new reps next Jan for Social Work as there is a new course available.
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	