

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)			
December Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)	PG 2 nd - March Meeting- Compulsory- 19/3/2026	Online	Professor Christos Tsinopoulos- Dean of the Faculty of Business and Law Dr. Lucy Gill-Simmen- Associate Dean (Education and Student Experience) Faculty of Business & Law Professor Thomas Wainwright- Head of Royal Holloway Business School Helen Bacci- School Manager Dr. Matthew C. Li- Senior Postgraduate Course Director Dr Nesrine Eltawy- Director of Student Experience & Engagement Dr. Zohreh Moghimi- Academic Skills Raaina Kumar – School rep. Mahitha Busetty- course rep. Patrice Insua- course rep.
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.	Module (venture capital and finance MN5576) - some concepts are not covered, they would appreciate "evaluation techniques for exiting" certain topics		CD will discuss this with the module leader			
2.	The timings of the lectures is making it difficult for commuting students to make it early morning lectures		Timetabling			AD (E&SE) explained the commitment to different timing in details with the students rep.s and its importance to their career especially that the lectures starts at 10am.
3.	Students request access through statistia using the school email again		Library			It will be passed on to the library team to sort it out.
4.	Students request better access to the career team as they are confused on whom to reach out to		Career team			It will be passed on to the Carer team to arrange more effective communication means.
5.	In Digital Marketing courses, Due to decrease in student attendance, group work is very difficult, the total of 13 has dropped to 7. This is disappointing in terms of engagement in person.		CD/ module leaders,			CD/ module leaders will work to improve the student attendance and engagement
6.	Students suggest adding more workshops for better mentorship (IBP supervisor)		Zohreh - Academic Skills			She offered to help and support the students in more workshops.
7.	Students are requesting more guest speakers, someone from industry coming in makes people more engaged and interested		Module leader/ DSEE			More panel and industry speaker events will be organised.

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	<p>Positive feedback;</p> <ul style="list-style-type: none"> • International Business course, students find the courses helpful • Euntrepreneurship module - course is interesting but only one 2 hour lecture is not enough. They like the course and want 3 hours in a week • Course mentorship is helpful, and remaining students are not given any negative feedback regarding mentors • Digital marketing courses: structure of the lectures are helpful and the engagement is good for those students who have been attending. Students find the course fun. <p>Library updates and support:</p> <p>The Library offers a wide range of support for students (beyond just books and study spaces!)</p> <ol style="list-style-type: none"> 1. Library Lunch and Learns <p>Short online sessions covering a variety of topics, such as referencing or using generative AI for research. To check out what's on and to book, view our calendar of events: https://rhul.libcal.com/calendar/lunchandlearn.</p> <ol style="list-style-type: none"> 2. Referencing drop-ins <p>These take place throughout the term. Teaching and Engagement Librarians are available to help with any referencing queries. The next dates are Wednesday, 25th March, 1 pm to 3 pm, and Wednesday, 6th May, 1 pm to 3 pm. There's no need to book, just find us at the Library Entrance in the Emily Wilding Davison Building!</p> <ol style="list-style-type: none"> 3. New Library skills and support Moodle course <p>The Library has recently updated its Library Skills and Support Moodle page. All staff and students are automatically enrolled, and it will appear in the My Courses area of Moodle.</p> <p>The page brings together resources to support the development of:</p> <ul style="list-style-type: none"> • research and referencing skills

	<ul style="list-style-type: none"> • critical evaluation • understanding of copyright • appropriate and permitted use of AI tools <p>4. Bespoke support</p> <p>Students can book a one-to-one appointment with the Business Librarian for support with library skills, including referencing, finding company or industry information, and finding other assignment-related information. Appointments are available online, and you can book Leanne Workman, the business librarian, here: https://rhul.libcal.com/appointments/LeanneWorkman</p>
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	