

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)	27/03/2025 (UG)	Moore – 034 A	Professor Christos Tsinopoulos- Executive Dean Dr. Lucy Gill-Simmen- Vice-Dean for Education & Student Experience Professor Anica Zeyen- Vice Dean for Equality, Diversity and Inclusion Dr Nesrine Eltawy – Director of Student Experience & Engagement Leanne Workman- Head of Library Teaching and Engagement Georgina Lindsay- Careers Consultant Aliya Iqbal – Senior course rep.(chair) Wright, Oluwafayokemi- senior course rep Elise Eriksson – School rep. Moshka Shah- course rep. and one more 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.	Course directors should be monitoring lecturers with using the standard assessment brief.	27/03/2025	Lucy/ Course directors			Lucy actioned this, Course directors will encourage their lecturers to do this.
2.	To consult with all the lecturers who do the optional modules to discuss future optional talks.	27/03/2025	Lucy			Lucy – work with the optional module leaders to arrange Optional module event/showcase. Taster sessions. Record little videos talking about the optional module
3.	Talk to Responsible Business module team about module 30% and 70% assignment.	27/03/2025	Anica			Anica investigates harsh marking for assignments.
4.	Talk to a lecturer MN3205 (John) about intentionally not scoring above 65%	27/03/2025	Christos			Christos will talk to the module leader.
5.	Business Process Management module. About assignments	27/03/2025	Lucy			Lucy will speak to Philip about Business Process Management module. About assignments
6.	More support for submissions due in April, May June	27/03/2025	Lucy			Lucy - Email to all academics/ module leaders across different courses to fully support the students in the due submissions.
7.	Spread the word for students to use Financial Times	27/03/2025	Leanne			Details have been added by Leanne on the RHSU

						Academic Representation MS team channel.

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	<ul style="list-style-type: none"> First Year <p>Commuting students are not able to attend these evening events. We could do some sort of brief recap of events, Book someone for recording the event. Share it on social media for students. Live Stream? Do we need to do the events in the evening? Is there a better time slot? People invited sometimes can't come during the day. Events in London would be helpful for London commuters. Career events are online, Celebration events on campus, Networking events. Look at this on a case-by-case basis.</p> <p>Commuters unable to attend societies: Commuters union? Do something for them? Getting together with commuting students, sit down with them and think what would be best for them.</p> Second Year <p>Upload recordings of lectures. Some pre-recorded lectures – Managerial Economics More practical group lectures, not just presentations.</p> <p>More updated case studies.</p> <p>More feedback – Need feedback which will help identify what students didn't do so well. Quality over Quantity. Trying to get colleagues to follow feedback structure</p> <p>Course directors should be monitoring lectures using the standard assessment brief.</p> <p>Optional module talks are not detailed enough. Update the module guide</p> <p>Action – for Lucy to consult with all the lecturers who do the optional modules to discuss future optional talks</p>

	<p>Optional module event/showcase. Taster sessions.</p> <p>Managerial economics, assignment brief is hard to understand</p> <ul style="list-style-type: none"> • Third Year <p>Dissertation conversations should happen earlier.</p> <p>Impact projects</p> <p>Responsible business module is harshly marked for both assignments. Many lecturers teaching on this so inconsistency.</p> <p>Prepare students for third year by making raising the stakes in second year Business Process management being disorganised. The structure of the module is not great.</p> <p>Students feel they have not learned much</p>
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	

Notes from the Careers:

- Careers Service will be based on the London Campus (Stewart House) on Thursday 3rd April from 10-4pm with a CV workshop running at 12pm
– book via the [careers portal](#)
- Careers Service open over the Easter vacation for a mix of online and face to face appointments (apart from university closure days – 18th – 23rd April)

- Have your say about the [Careers Survey](#) and complete our Careers Survey so you can help shape and improve the service!
- Save the date – Careers Summer Fair and LinkedIn Day – 4th and 5th June on Egham Campus – Meet with Employers to discuss possible work experience opportunities.
- Student Circus is a platform where international students can find possible sponsorship opportunities with UK employers – sign up now for your free trial with your University email account. Please email careers@rhul.ac.uk if you need support with this.

Library Updates

- More Library Updates have been shared by Leanne on the RHSU Academic Representation MS team channel.