

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)	04/03/2026 2pm-3pm	Wolfson 128	- Dee Birtles - Sam Fairlamb - Nuno Nodin - Szonya Durant - Deborah Phillips - Claude Kumar
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.	Reps to inform students about the international guide available to students from the library	04/03/26	Claude Kumar	N/A		
2.	Course reps to inform students about the Neuroscience bursary available	04/03/26	Claude Kumar	N/A		
3.	Reps to inform students about concern regarding attendance and attending lectures	04/03/26	Claude Kumar	N/A		
4.	Dee to speak to Beatrice about potentially ensuring future stats workshops for exams/coursework align with forensic schedules	04/03/26	Dee Birtles	N/A		
5.	Course reps to inform students about another coffee catch up and Academia and beyond being open for students	04/03/26	Claude Kumar	N/A		
6.	Students to be reminded that they can reach out to staff regarding any help with coursework/academic related inquiries as well as reminder for drop-ins and using available resources	04/03/26	Claude Kumar/ Nuno Nodin	N/A		
7.	Rebecca Brewer to be informed about the sample exam (question on psychosis and CBT) mix up in PS5306	04/03/26	Nuno Nodin	N/A		

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	