

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	Psychology
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)	11/03/26 14:00-16:00	Wolfson 128	Wania Ahmed Poppy Coates James Ravenhill Gemma Northam Deirdre Birtles Vanita Chamdal Beatrice Hayes Brett Harmony (Academic skills) Sophie Turner Rebecca Maddox Samia Veitch Eleanor Broad Fadxa Adde Alexander Endean Natsume Malcolmson Caitlin Antell Sam Fairlamb Danijela Serbic Deborah Phillips (library) Edwina Siji Yee Leung (Kiwi)
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	Inform 2nd year students about the use of the new cover sheet, as they seem to be unaware that they can use it for their coursework in order to receive specific and personalised feedback.	11/03/26	2nd year Academic reps			
2	Communicate feedback for PS2110 to module coordinator about integrating questions into an FAQ document/providing examples that are more specific to the coursework	11/03/26	James Ravenhill/Gemma Northam		April 26	Fed back to MC
3	Communicate feedback for PS2030 to module coordinator surrounding conflicting responses on Moodle forum versus the FAQ document.	11/03/26	James Ravenhill/Gemma Northam		April 26	The MC is now aware of this
4	Discuss with MC about 2010 lab report group work difficulties - consider use of a Team Channel for communication /planned time in TT for group work etc	11/03/26	Gemma Northam to feed back to MC		April 26	The module team are discussing additional ways to help support group work for the next academic year – they encourage students to use the Group Moodle forum (not a Teams channel)
5	Encourage 3rd year students to reach out to Danijela if they are experiencing issues with their supervisor/FYP	11/03/26	3 rd year Academic reps			

6	Investigate timetabling error in which Statistics drop-ins were only displayed on 3rd year students timetable for term 1 but not term 2	11/03/26	James Ravenhill/Gemma Northam		April 26	This was an error. However, Saaria's drop-in has also been available to view the 'drop-in' list on Moodle for both terms
7	Consider re-structuring of Moodle/publicising important documents (e.g. exam and coursework deadlines) during freshers next year	11/03/26	James Ravenhill/Gemma Northam		April 26	Prior to exams students receive emails with this information directing them to the appropriate section each year – however we will look at the Moodle layout and review if this can be clearer
8	Communicate feedback to module coordinator for PS1080 about student difficulties following the lecture slides and the possibility of introducing a glossary document for the module.	11/03/26	James Ravenhill/Gemma Northam		April	This was fed back to the MC for consideration
9	Make a list of the various specialisation groups (e.g. death studies) available on Moodle	11/03/26	Sam Fairlamb		12/03/26	Published list of specialisation groups available on Moodle
10	Communicate feedback about frequency of the Mental Health Film screening sessions	11/03/26	Gemma Northam		April 26	Organisers were informed that the scheduling of these screenings was too late in the

						afternoon– however room booking restraints means these cannot be rescheduled to an earlier time
--	--	--	--	--	--	---

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	