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 (compulsory)	5/3/2025 15:00 – 15:30	W128	Aristotelis Oikonomou, Dr. Nuno Nodin, Prof. Szonya Durant, Dr. Sam Fairlamb, Dr. Dee Birtles
April Meeting (optional)			
May Meeting (optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1	The course rep will ask on the Moodle forum for the Applied Methods module for information to be given regarding the second portfolio assessment.	5/3/2025	Aristotelis Oikonomou	-	5/3/2025	The question was asked, and a response will be given by the lecturer in due 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	