

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 (Optional)			
March Meeting (Compulsory)	Wednesday 12 th March (3pm-5pm)	Wolfson-128	<p>Staff</p> <p>Gemma Northam Sam Fairlamb Juliet Holdstock James Ravenhill Isabella Vainieri Brett Harmony Rachel Barnes Deborah Phillips</p> <p>Students</p> <p>Poppy Coates Edwina Siji Claude Kumar Sophie Turner Alexander Eden Sophie Al Ruffai Wania Ahmed Amanda Jones Kathryn Birrell Samia Veitch Alexia Karayannis Charlotte Ennis Fadxa Adde Rawand Al Hroub Rebecca Maddox Eliza Vettou</p>

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.	Following Bsc Psychology Degree titles to change as result of Course rep feedback <ul style="list-style-type: none"> - Clinical stream to change to "Clinical and mental health" - Developmental disorders to change to " Lifespan and development" - Applied to change to "Social and Applied" 	12/03/25	Gemma Northam	N/A		
2.	Msci Micro Project co-ordinator to explore option of implementing more research choices for next year.	12/03/25	Juliet Holdstock	N/A		
3.	Third year students struggling with R/statistics advised to contact Gemma as Final Year Project co-ordinator	12/03/25	Gemma Northam	N/A		
4.	Upcoming Third Year students to be reminded that they are able to get in touch with their supervisors more frequently and about various issues, so tackle any fear regarding getting in touch with them	12/03/25	Gemma Northam	N/A		
5.	Students to be reminded to not leave writing coursework to last minute to avoid deadline stacking	12/03/25	Course Reps/Students	N/A		
6.	Staff to look into potential for multiple deadlines for third year projects spanned throughout the year. Such as implementing a introduction draft	12/03/25	Gemma Northam	N/A		

	before Christmas to alleviate stress regarding completing a large sum of project draft. Alongside implementing choice for students to request more feedback when submitting to more formative deadlines.					
7.	Join honours struggling with dissertation concerns advised to get in touch with the criminology department	12/03/25	Criminology Department Staff	N/A		
8.	Second year End-user report to be reviewed to implement more in depth FAQs and provide more support on how to write it up	12/03/25		N/A		
9.	Staff to review implementing more confidence-building workshops and opportunities for first year students to help with encouraging students to take more independent approaches to academic writing from first year onwards, alongside encouraging students to be more confident when talking to staff. Also tips on how to write more concisely, within word counts, which can be tricky for lab reports	12/03/25		Gemma Northam	April 2025	The education team are discussing how this kind of advice/support can be integrated further, within the 1 st year module 'How to be a psychologist'
10.	Feedback to be provided to PS1080 co-ordinator about implementing more real world application and student engagement within course content.	12/03/25		N/A		

11.	DNS team to be informed of closely monitoring access arrangements to avoid issues during exams	12/03/25	DNS team	N/A		
12.	Graduation information to be flagged and encouraged to release information soon for graduating students	12/03/25	Graduation Team	N/A		
13.	Module Co-ordinator of PS1110 to be informed of student concerns of content feeling too heavy.	12/03/25	Diedre Birtles	N/A		
14.	Staff to review implementing more group personal tutor meetings for students (in addition to termly cohort level and 1:1 sessions currently offered)	12/03/25	Sam Fairlamb	N/A		
15.	Beatrice to be informed of encouraging more co-production opportunities and staff generally to implement more staff-student interactions to help with student confidence building	12/03/25	Beatrice Hayes	N/A		
16.	Reporting mic issues within Boilerhouse to IT	12/03/25		N/A		
17.	Course reps to inform students that library - Will be 24/7 w/c 29 th March-Easter Break -It will resume regular operating hours for Easter break - Back to 24/7 for term 3		Course reps			
18.	Staff to be encouraged to implement rough plans/notes or additional information they have alongside lecture slides/after the lecture to allow students to follow along better with what will be covered in	12/03/25		N/A		

	lectures/catch up with anything they were not able to process within the lecture time. Encouraged as an accessibility arrangement to create a more accessible environment within lectures.					
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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	