

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)	19/11/2024	Eliot-1-04	Eleanor Lofthouse, Liz Gloyn, Christos Kremmydas, Emma Burnett, Richard Hawley, Alina Serstobojeva (Chair), CJ White, Eleanor Wooller, Leopold Haswell, Molly Rush, Rosina Murray
December Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)			
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	Department to send message to students to calm fears about exams.	19/11/2024	CK/LG	Before Christmas Break	22/11/2024	
2	Department to circulate information on new EC regulations – briefing email and newsletter and academics to add presentation slide to Moodle pages.	19/11/2024	CK/LG	ASAP	Briefing e-mail – 22/11/2024 Newsletter – still to come	Clarification to briefing sent on 25/11 (extensions included in 10 day window but must be made before noon on final day).

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	<p>Library updates:</p> <ul style="list-style-type: none"> • Christmas closure: 23rd December to 1st January. • Opening hours for the Spring and Summer terms will be advised in the student newsletter, due out 24th November, and on the intranet. Send feedback with what impact the opening hours have on your academic work to HumanitiesLibrarians@rhul.ac.uk e.g. what do you need from the library between midnight to 8am that isn't available in the spaces that are open during those hours? • 24/7 spaces: Founder's Reading Room, PC Lab 1 in the Computer Centre • Next drop-in referencing support: Tuesday 3rd December, 10:00 – 12:00, library entrance. • Current exhibition in the Exhibition Space: Ivan Kyncl: In the Minute. Kyncl was a Czech-born photographer who captured over five hundred plays, operas and musicals throughout his career. Through 60 productions – one for every second of a minute – this display celebrates Kyncl's unique ability to capture the essence, atmosphere and emotion of being in the moment or, as he liked to term it, 'in the minute.' • Sign up to the bite-sized sessions - following feedback that students weren't aware of these, an extra Senate House Library session has been arranged for 26th November • Contact your Teaching and Engagement Librarians <p>Students mentioned that they did not feel safe in the 24/7 spaces, EB asked that any issues with behaviours should be reported to the library or RH Be Heard.</p> <p>Academic Rep Update</p> <p>The largest part of the meeting was taken up by a discussion about the decision from the department to change assessment points from long essays and OBEs to in person exams. This came as a shock to students, and the anger and frustration was reflected in the students' start of year survey. Overall students fed back that they were not given fair warning about the changes and didn't then have enough time to make a decision about whether they wanted to change their</p>

module or not. While the issue was less prominent in the mid-term survey, students still feel they are in the dark about how to tackle the in-person exams, as many students had not taken them since A-Levels or GCSEs.

CK and LG explained to students the process that took place to change the assessment points, that the department were not given much advance notice of the process either, or they told students at the earliest point they could. CK recognised the issues students had with the late announcement of assessment changes, but reassured students that support will be announced before the Christmas break for term 2.

Minotaur project – positive feedback

Seminars have had appositive feedback, specifically Lene Rubinstein who, as quoted was “The GOAT”.

Students expressed they like the creative aspects/ debates in seminars.

Positive feedback – studying Classical Antiquity helps how to study Classics. Review once feedback from assessments have been given.

Student had been told requirements for ECs have changed and couldn’t find anything how they had changed on the website – this was due to the ECs team uploading the correct page late.

Academic staff update

LG reflected on department social events – finalist year lunch was a success and students explained other finalists were unable to come due other commitments.

Christmas social will be held on the last week of term and is open for all years.

CK has been meeting with groups of finalists and is hopeful to move onto 2nd years in terms 2 and 3. This is to create a sense of community and bring people together within the department.

LG expressed the department want to investigate student engagement, specifically how to get more people filling out surveys.

LG commented on the Turnitin rubric – there will be a test module (1st year term 2) to test the practical aspects of using a rubric.

Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	