

## 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	Law and Criminology
Regular meetings per year	3-6
Quorum	5

### Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	November 27 <sup>th</sup> 2023 11-12	Teams	Josephine Fefer, Anthony Richards, Emily Glorney, Elizabeth Pearson, Stefan Brown, Greg Leurs, Karen Windle
December Meeting (optional)			
February Meeting (compulsory)	February 26 <sup>th</sup> 2024 4-5	Teams	Anthony Richards, Elizabeth Pearson, Greg Leurs, Josephine Fefer, Kiah Vekaria, Frank Keating, Ieva Cechaviciute, Emily Glorney, Faith Nmecha, Sammy Hughes,
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	MSc T and C-T students would like to know when Term 2 options would be confirmed	Nov 27th	EP	Nov 29th	Nov 29th	Completed
2	MSc T and C-T students would like ppt slides uploaded before the delivery of lectures	Nov 27th	EP	Term 2	Term 2	Partially completed
3	SW students (Year 1) stated that some books not available in the library. SB response was that the Reading Lists needed to reflect more what was available.	Nov 27th	SB	This year		
4	Some SW students were placed on 'facilities hold' (perhaps because they had not completed enrolment or because there were issues with student fees). The point was made that it would be good for teaching staff to know when students have been put on 'facilities hold'.	Nov 27th	KW	This year		
5	Some SW students have made it clear that they are struggling financially which has had an impact on attendance. Such students should be referred to the University's Student Financial Wellbeing Advisers.	Nov 27 <sup>th</sup>	SB	This year		
6	From an EDI perspective there was a view that international students are	Nov 27th	AR	Feb 2024	March 4 <sup>th</sup> Meeting	

	not feeling particularly valued, that more support was needed around fees issues and that we should consider more initiatives that involve international students. Meeting to be set up with international students.					
7	Poor communication and delays around enrolment for Forensic Psychology students.		EG			
8	Re: SW students (Year 1) stated that some books not available in the library. SB response was that the Reading Lists needed to reflect more what was available.		GL	This year		
9	London Campus SW students mentioned that the chairs in Senate House are uncomfortable and caused students discomforts and impacted their health.	Feb 26 <sup>th</sup>	AR, KM			
10	MSc T and CT students talked about criteria inconsistency for assessment format in CR5112.	Feb 26 <sup>th</sup>	EP			Completed
11	MSc T & CT email response delays	Feb 26 <sup>th</sup>	EP			
12	MSc T & CT students were worried about not having a unique due date for the Psychology 5116 Presentation	Feb 26 <sup>th</sup>				

**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	