

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)			
December Meeting (optional)			
February Meeting (compulsory)	2/02/2024 (PG)	Moore Building	Professor Christos Tsinopoulos- Executive Dean Dr. Lucy Gill-Simmen-Vice-Dean for Education & Student Experience Dr Matthew Li- Senior PG Course Director Dr. Nesrine Eltawy- Director of Student Experience & Engagement Leanne Workman- Head of Academic Liaison and Information Consultant Dr Zohreh Moghimi- Centre for the Development of Academic Skills Acar Leon- course rep. Deepa Varghese - course rep Martin Kapusta – School Rep
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.	CeDAS to be promoted more.	2/02/2024	Zohreh/ Nesrine			Nesrine introduced Zohreh to work with the PG module leaders to introduce the services provided by ceDAS to the PG students in different courses. Great work has been done by Zohreh and PG module leaders. Nesrine promoted for the services offered by ceDAS to the students via different means.
2.	Final year deadlines are very close to each other.	2/02/2024	Senior course directors and PG MN team			Senior course directors and PG MN team will be checking this carefully.
3.	There was a technical issue relating to the submission of MN 5705 assessment.	2/02/2024	Course director			Nesrine has informed the course director on the issue mentioned by the course rep. The issue has been investigated to be avoided in the future.
4.	There are not enough speakers from partitioners in some PG courses.	2/02/2024	PG Senior course director/ Course directors			PG Senior course director is encouraging the PG course directors to work with the PG module leaders to invite more partitioners and industry speakers to their courses.

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.

To make CeDAS more visible for students in the School of Business and Management, Zohreh provides a wide range of PGT academic skills workshops for the School of Business and Management both in terms 1 and 2.

	Notes
Meeting 1	
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	