

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)	05/12/2024 PG	Moore 016	Professor Christos Tsinopoulos- Executive Dean Dr. Lucy Gill-Simmen-Vice-Dean for Education & Student Experience Dr. Anica Zeyen- Vice Dean Equality, Diversity and Inclusion Dr Matthew Li- Senior PG Course Director Dr. Nesrine Eltawy- Director of Student Experience & Engagement Georgina Lindsay- Careers Consultant Leanne Workman- Head of Academic Liaison and Information Consultant Adil Moazzam- chair- course rep. Adan Awan- course rep. Qandeel RAJPAR- course rep. Maria Alonso- course rep.
December Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

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>EDI updates: More training is being provided for colleagues, and they are making sure everything is more inclusive.</p> <p>Career updates: A lot of students attended the Business and Finance week back in October time. Marketing simulation- very popular, LinkedIn day is also very popular, so more events are being arranged. More international events are being arranged with more international employers. The students in the London campus are not given as much opportunities as Egham campus, they are sending people to the London campus to rectify this issue. Georgina would like a file to be uploaded on Moodle so course reps can promote these events.</p> <p>A lot of students came in for the alumni panel. Feedback welcomed for marketing events so it can be modified to include what is important.</p> <p>More effort to give students jobs on campus, a lot more employers are being invited.</p> <p>Inclusive education- Anica is beginning a strategy on how to make everything more inclusive including the curriculum framework it will take a year and a half before it takes effect.</p> <p>Library updates: It is mentioned in the student newsletter that the Emily Davison building opening times will be from 8 am to midnight in the last week of summer term and spring term 24/7. Founders is an alternate study space There is an issue regarding sustainability (heating of the building). Students are free to come forward if the closing of study spaces and SU is a huge problem.</p> <p>Everyone is happy with the structure and process of these course rep meetings. Feedback is welcomed for any channel at any given time.</p>
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	

Meeting 6	
-----------	--

Positive feedback: first term meeting

Some modules at the PG level have received positive feedback from the students at these courses:

- **MSc. Digital Marketing** such as **MN5615** has received excellent feedback on being Innovative, using a combination of theory and practice, and the Use of AI. **MN5612** has received excellent feedback on being Innovative.
- **MSc. Business analytics**

Detailed Library updates: first term meeting

1. Give the library your feedback!

Please always contact the library with your feedback—we are here to help! Whether it is about the study spaces, accessing ebooks, finding information, any library services, referencing support, etc., we want to know! We take feedback seriously—it is important that the library supports you as best it can in your studies! There are lots of ways to get in touch with us:

- Email us: library@royalholloway.ac.uk
- LiveChat: Found on [LibrarySearch](#) or on [the Management library help page](#)
- Email me your librarian: Leanne.Workman@royalholloway.ac.uk

2. Emily Wilding Davison building opening times

The library will be closed from 23rd December to 1st January for the Christmas vacation. We reopen on 2nd January and will repeat the same hours as this term: 8 am to midnight. We will then have 24/7 opening for the last week of the spring term and the summer term to ensure ample study space during the assessment period. Feedback is encouraged on the opening times, particularly how being unable to access the library from midnight to 8 am affects you in the Spring term. The library and the SU will review the opening times and student experience in the summer, so we must know what your experience has been like.

When the library/Davison building is closed, alternative 24/7 study space is provided. The Founders reading room is open 24/7 all year round, and PC lab 1 is open overnight for students who need to access PCs.

[Full information on opening times can be found on the library webpages.](#)