

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	Doctoral School Committee
Sub-committees	As relevant per School
Regular meetings per year	3
Quorum	5
Route for submission of business	
Agenda and papers	

### Terms of Reference

The primary duties of the committee are as follows:

#### 1. To close the feedback loop within Schools

- 1.1 To review actions from previous meetings and escalating any outstanding actions as necessary.
- 1.2 To track the development of actions.

#### 2. To facilitate effective communications

- 2.1 To receive a verbal update from the School which reflects on previous weeks as well as looking ahead to forthcoming weeks. It may include updates on resources, assessment, and feedback, learning and teaching methods, activity updates, opportunities, and any wider University information.
- 2.2 To receive a verbal student representative update collated by the Department Reps. It may include positive feedback on what is working well, resource issues, assessment, and feedback, learning and teaching methods.

#### 3. To maintain Staff-Student Action Logs

- 3.1 To update the action logs as a single live document that is maintained through the academic year.
- 3.2 To be maintained by the members of the meeting responsible for each action.
- 3.3 To update the log during the meeting and if actions are progressed outside of the meeting then they should be updated as soon as possible.
- 3.4 To contain agreed actions to take forward, as well as documenting where actions have been completed.

3.5 To be hosted in the respective departmental Microsoft Teams channel dedicated to Academic Representation.

3.6 To replace to use of minutes but include a notes section where an identified member of staff can note anything of importance that does not require an action.

#### 4. To secure positive change

3.1 To provide an explicit opportunity for staff and students to make suggestions for improvement to School life.

### Membership and Responsibilities

Role	Names	Responsible for
Chair	PGR Academic Rep (to decide in the first meeting or, alternate)	Chairing the meeting Completing Action Log
Members	PGR Academic Reps (Self-nominated volunteers)	To collect feedback from students ahead of the meeting
	School Director of PGR Education	
	Department PGR Leads (as relevant)	
Other Members	Where relevant, in accordance with submitted agenda items, representatives from the University professional services (e.g., Library, I.T., etc.)	
Co-option	Where relevant, representatives from departmental societies. Departments may also wish to co-opt certain representatives at the discretion of the Chair.	
In Attendance	Member of the Doctoral School team	

### Circulation of Papers

The full set of papers will be added by members in advance of a meeting via the designated Microsoft Teams channel. Staff-student action logs are to be shared in the Teams channel which is accessible to all relevant academic staff and reps and updated by academic reps and nominated member(s) of staff.