

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	Biological Sciences
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	N/A		
December Meeting (compulsory)	6 December 2023	MS Teams	Combined meeting – SSAM and cohort end of term meeting. Paul Devlin and Sarah Papworth (course Director and Deputy) Lynne White (LSE admin). MSc students: Alfie Harris, Sana Abbas, Yusef Deria, Tom Elliott, Julie Rousseau, Ethan Maly, Luke O'Boyle, Faye Johnson, Lily Hall, Yasin Khan, Elifsu Ustun, Alex Lamond, Isabel Williams, Lucy Houlston, Martin Zilli, Longfei Cui, Kanika Singh, Michael Loveday, Lucy Moore and Oscar Mitchell.
February Meeting (compulsory)	N/A		
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	Students were reminded to complete their 4 month review report by end of January 2024. Supervisors will then arrange the actual review for February.
Meeting 2	Students should complete their 10-minute presentation to supervisors at the end of March. Students complete online form to confirm this has taken place.
Meeting 3	Students should complete their draft materials and methods by end of May (note date change for this as symposium date has changed). Symposium now held end of April.
Meeting 4	Research skills classes begin 8 January 2024.
Meeting 5	Students reported their interest in applying for PhDs and any support available with this. A presentation was offered as an action point and also referred to the Careers service for advice.
Meeting 6	