

## 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)	09/10/2025 11:00am	Queens 146	Emily, Liam, Claudia, Charlie, Elysia, Xinyao, Amelia, Shobana, Lydia.
December Meeting (optional)	21/11/2025 10:00am	Bourne 511a	Becky, Kia, Maho, Hariny, Manda, Charlie, Emily, Yasmina, Shobana, Amanda, Jerika.
February Meeting (compulsory)	10/02/2026 11:00am	Bourne 511a	Noorsath, Elysia, Liam, Yasmina, Sarang, Michelle, Emily, Claudia, Charlie, Stella
March Meeting (optional)	26/03/2026 11:00am	Bourne 511a	Emily, Claudia, Yasmina, Shobana, Lydia, Stuart, Kinga Boulton, Liam and Deborah Phillips
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.	Potential change to CeDAS acronym --> Academic skills support? Self-access resources have been restructured on Moodle Separate pages all now within one Moodle page. Drop in 3h every day 1:1 available for exam prep (Maths Cafe) (30 <sup>th</sup> April to 15 <sup>th</sup> May). Email sent out to staff to help? Exam timetable came out today.	26/03/2026				
2.	Buddy system for students: Peer Mentoring and peer guide, no information to staff. Next year information will be provided. Peer guide help students in first year to feel more comfortable attending BioSoc events.	26/03/2026				
3.	Improvement for the module organisation and objectives of the modules Bionutritional as it did not have any objectives before.	26/03/2026				
4.	Maths mentoring scheme, refer to peer guide / mentor. Promoting the three schemes. More difficult to help with more subject-specific issues. (increase in Biology students using Cedas.) Show attendance data (from Kinga soon)	26/03/2026				

5.	<p>Statistics BS2120 communication issues when it comes to when the exam is taking place. For next year if communication can be applied early.</p> <p>Lydia will chat with Philip / Shobana; also, exam timetable was released today</p>	26/03/2026				
6.	<p>Update to accessibility resources (Book baskets for heavy books) Still not sure if the library will be open for all day.</p>	26/03/2026				
7.	<p><b>FIRST YR:</b> Changes to BS021 – statistics assessments replacing academic writing (3 small tests). [Potentially on moodle randomised questions]. In-class assessments to improve attendance. Each section of scientific writing in class.</p>	26/03/2026				
8.	<p><b>SECOND YR:</b> Project list released on Monday</p> <p>Release past year projects for next year, to give an idea to the students on what to expect; less stress for students as they'll have a better idea of the style of projects available.</p>	26/03/2026				
9.	<p><b>THIRD YR:</b> Devoto module coursework was delayed in the marking by 2 weeks, spreading material</p>	26/03/2026				

	<p>over slides. (Bioinformatics functional genomics + proteomics). Feedback for next year.</p> <p>Lecturers are very busy with marking coursework, and second marking also takes time (20 working day). (running over time and content is rushed – Laurence) - pre-lecturer reading</p> <p>Students weren't aware they could submit a draft for the dissertation, so they could email their project leaders to arrange if this would be possible.</p> <p>Communicate the exam timetable.</p>					
10.	<p>Nutritional medical biochem – video coursework (not talking about it till reading week)But then asking for an initial draft of ideas.Assignment brief not discussed, make it clearer that it will be discussed about till reading week.</p> <p>Announcements on Padlet instead of Moodle page, better for general questions.</p>	26/03/2026				

**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	<p>CeDAS --&gt; Academic skills support?  Self-access resources have been restructured on Moodle (one moodle page)  Separate pages all within one moodle page.  Drop in 3h every day 1:1 available for exam prep (Maths Cafe) (30<sup>th</sup> April to 15<sup>th</sup> May).  Email sent out to staff to help?  Exam timetable came out today.</p> <p><b>Library Update</b>  Update to accessibility resources (Book baskets for heavy books)  Still not sure if the library will be open for all day.</p> <p><b>FIRST YR:</b>  Changes to BS021 – statistics assessments replacing academic writing (3 small tests).  [Potentially on moodle randomised questions].  In-class assessments to improve attendance.  Each section of scientific writing in class.</p> <p><b>SECOND YR:</b>  Projects list coming out this week.</p> <p><b>THIRD YR:</b>  Devoto module coursework was delayed in the marking by 2 weeks, spreading material over slides. (Bioinformatics functional genomics + proteomics). Feedback for next year.  Lecturers are very busy with marking coursework, and second marking also takes time (20 working day). (running over time and content is rushed – Laurence) - pre-lecturer reading  Students weren't aware they could submit a draft for the dissertation, so they could email their project leaders to arrange if this would be possible.  Communicate the exam timetable.</p>

	<p>January exams came back (genetic engineering &amp; medical microbiology) very poor.  Request the scripts.  Nutritional medical biochem – video coursework (not talking about it till reading week)  But then asking for an initial draft of ideas.  Assignment brief not discussed, make it clearer that it will be discussed about till reading week.  Announcements on Padlet instead of Moodle page, better for general questions.  Marine Biology a module loved by everyone taking it, encouraging to keep it going.</p> <p>Positive feedback marine biology really enjoyed  Students are really enjoying Paul Fraser’s teaching, wanted to apply through masters.</p>
Meeting 5	<p><b>First Years:</b></p> <p><b>Second Years:</b></p> <p><b>Third Years:</b></p>
Meeting 6	