

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)			
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.	Course reps didn't receive an email for when the meeting was going to take place.	21/11/2025				
2.	Access to previous years modules cannot be seen on the home page of Moodle.	21/11/2025				
3.	Interact with Career advisors in CEDAS to see if the support is useful.	21/11/2025	Course Reps			
4.	Students feel like they haven't connected with lecturers in first year (More events could be held). First years feel anxious to join BioSoc because of how divided they feel from third years.	21/11/2025				
5.	Some first years would appreciate a bullet point layout of what they want in the Becoming a Bio scientist Module for the group project.	21/11/2025				
6.	Developmental Biology is behind by a week in lectures. This is due to Enrique being sick a few weeks ago.	21/11/2025				
7.	Some students I have spoken to have concerns over the Neuronal Quizzes taking place between the lectures, some students also feel like the Lecturer goes through the work too quickly as he wants to be able to	21/11/2025				

	fit the quiz between the 2-hour lecture time.					
8.	The data for the summative coursework 1 for Biological Data Analysis and Interpretation hasn't been corrected since last year meaning students had to make additional changes to be able to successfully do the coursework, resulting in students losing marks they would have otherwise been able to obtain.	21/11/2025				
9.	The formative essay was a great opportunity for students to practice writing an essay, but many students found it hard to work around as a lot of summative work was due the same week; BS2120 Coursework 1, BS2060 Lab Report, Neuronal Exam, BS2050 Quiz, Dissertation Synopsis Due. At the same time, it can be argued plenty of time was given to students to complete the essay.	21/11/2025				
10.	There are concerns about supervisors not being able to view work that has been handed in on the Moodle page resulting in a delay of feedback. Some students have been sending their work to their supervisor, and haven't received advice only until the day before the next deadline.	21/11/2025				
11.	Protein and Development had a lot of clashing submissions; potentially	21/11/2025				

	rearranging dates would benefit students who are doing both.					
12.	For geographical editing could the university fund the use of software's such as Bio render to allow students to create maps more effectively.	21/11/2025				
13.	Dissertation projects for third year, students want more of a template for the method section of their writing.	21/11/2025				
14.	Course work for Doctor Williams, applications of genetic engineering, students have to make a news article, but students aren't sure how they are meant to effectively stylize their writing for the aimed audience.	21/11/2025	Shobana			

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	<ul style="list-style-type: none"> • Make the CEDAS link more findable on the Moodle page. • Labs starting to become more sustainable. • Lots of changes in the department with James on leave. Individuals are leaving/retiring or working on part time. • Moodle champions have taken place; templates of the pages have changed. • Assignments are late due to the amount of change, remind lecturers of any late assignments. • Year 1 feedback: None. Has been a drop of students after one week. • Year 2 feedback: None. • Year 3 feedback: Modules BS3590 & BS3530 runs over lecture time significantly (Offering to provide the lecture content). Ask if the lecturer would use vevox during the lectures. BS2570 standard of summer lab report was not up to standard due to lack of data (Contact school office if there are issues with resit structure). Year 2 Immunology exam comments not detailed, lack of further feedback given to aid in improving students' writings (Important to note the extra work lecturer had to mark making notes less descriptive, exam paper could be held back for lecturer to recheck). Students are planning on using the academic lab report CEDAS aid. Jenny's molecular project lab for the dissertation was laid out effectively, clear to understand. • Biosoc boat party: Working on a date. • No end of year feedback from the university, there will be feedback by the department. • Departmental feedback may be sent out.
Meeting 2	<ul style="list-style-type: none"> • Not everyone got access to the meeting request via outlook. • Previous years' modules cannot be seen on the Moodle. • Summative 5% vevox quizzes during the lecture for Neuronal • Get feedback on Interaction with Careers (speak to someone there) • university fund the use of software's such as Bio Render • Students feel like they haven't connected with lecturers • Coffee Morning with lectures / like psychology 'games' they do. • First years feel anxious to join BioSoc • Positive feedback on Developmental MS teams calls for Lab Report (better guidance on the lab report in comparison to last year). • Second years have felt very overwhelmed as a lot of summative work was due the same week.

	<ul style="list-style-type: none"> • A lot of clashing submissions. • Neuronal Exam was not clearly explained prior and during exam duration • Project supervisors for Y3 projects and Y2 dissertations have been hard to contact; some not heard from them at all! •
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	