

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	Earth Sciences
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)			
December Meeting (optional)			
February Meeting (compulsory)	18 March 2026	Queens 168	Evita Norkute (Y2 rep), Kevin Clemitshaw, Ian Watkinson, Nicola Scarselli – with comments sent via email by Amani Rahman (Y1 rep)
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	<p>GL2210 – not having been taught how to read a map and identify features in preparation for mapping assignments (50% of the module) such as sketching, cross-sections and forming a geological history of the area. E.g. reading the direction of a fault, identifying unconformities on a map, etc.</p> <p><i>Proposed action: Written instructions could be provided at the start of term to refresh map-reading and cross-section skills in preparation of the assessment</i></p>	<i>21-03-26</i>	<i>Module lead</i>	<i>Before next cycle of GL2210 (2026-27)</i>		
2	<p>Year 2 – not much to do, e.g. students having to audit modules (make it more clear students can audit modules).</p> <p><i>Staff comments: Staff noted that Almeria FT is 60hs of in-term contact, and therefore forms a large part of the teaching in Term 2 exactly equivalent in total contact time to two additional modules; students can audit other modules if interested and are invited to do so).</i></p> <p><i>IMW to add note about option to audit modules at start of term.</i></p>	<i>21-3-26</i>	<i>IMW</i>	<i>Start of Autumn Term 2026</i>	IMW to add note about option to audit modules at start of term: completed	
3	Year 2 – a lot of crossovers between GL2200 and GL1101	<i>21-03-26</i>	<i>Module lead and IMW</i>	<i>Before next cycle of</i>		

	<i>Discuss with module lead</i>			GL2200-1101 (2026-27)		
4	<p>Year 2 – lack of clarity on the fieldtrip and mapping dates, being changed last minute.</p> <p><i>Staff comments:</i> <i>Staff noted that mapping dates were made available to students on Moodle since August and the weeks in which mapping and mapping training take place were listed on the module selection form even earlier, in July 2025. Also, a face to face mapping brief took place in mid-February – this is 3 months in advance of mapping activities. No changes to mapping dates (since they were arranged in August 2025) are known to the department.</i></p>					
5	<p>GL2200 – the exam was copy and pasting diagrams rather than applying knowledge.</p> <p><i>Proposed action:</i> <i>Exam questions could be made more varied</i></p>	21-03-26	<i>Module lead</i>	<i>Before next cycle of GL2200 (2026-27)</i>		
6	<p>GL1201 – More information on practicals before students attempt them.</p> <p>For practicals to be discussed more before they are started. At the moment many practicals are explained through a powerpoint or sheet, which is informative and nice</p>	21-03-26	<i>Module lead</i>	<i>During next cycle of GL1201 (2026-27)</i>		

	<p>to have throughout the practical but a quick briefing at the beginning of the practical, with verbal explanation would be helpful and allow for any overall questions to be discussed prior.</p> <p><i>Yes we can do this – all information is already provided in detail on the practical documents and explained throughout the 2-hour practical but we can start with a 5-minute verbal summary of the written instructions as well if that is preferred.</i></p>					

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	At the SSAM, Kevin Clemtishaw showcased the new Environmental Science BSc programme that ES is launching for academic year 2026-27. The rep present at the meeting provided some useful feedback.
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	