

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)	Friday 28 th November 2025 @ 14:30-16:00	Bedford 1-17	<p>Attended: Priya Chaudhary (Senior Course Rep) Jessica Fernandes (Secretary) Eva Garcia Grau (Library Liaison) Victoria Gilyatt (Secretary) Yuri Kalnishkan (CS PGT Lead) Hugh Shanahan (Director of Student Experience) Cj White (Student Union)</p> <p>Apologies: Tracey Berry (Vice Dean EDI) Kinga Boulton (Academic Skills) Ajay Khadke (Course Rep) Kiran Qaisar (Course Rep)</p>
December Meeting (optional)	N/A	N/A	
February Meeting (compulsory)	Rescheduled due to Student Availability	N/A	
March Meeting (optional)	Wednesday 25 th March @14:00-15:00	MS Teams	<p>Attended: Kiran Qaisar (Course Rep/Temp.Chair) Priya Chaudhary (Senior Course Rep) Kinga Boulton (Academic Skills) Eva Garcia Grau (Library Liaison) Victoria Gilyatt (Secretary) Yuri Kalnishkan (CS PGT Lead) Matteo Sammartino (Deputy DAB Chair)</p> <p>Apologies: Farid Shahandeh (EDI Academic Rep) Ajay Khadke (Course Rep) Hugh Shanahan (Director of Student Experience) Cj White (Student Union)</p>

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
28NOV/ CSPGT/ 01	Pass on to CS5100 module leaders the feedback from students struggling with the module.	28 th November 2025	Yuri, Module Leaders		28 th November 2025	<p>In an email response, MLs confirmed that the course was no harder than in previous years. Senior Course Rep commented the module is not different from other departmental modules.</p> <p>Any inconsistencies in delivery may be due the fact that the module is taught by two lecturers with different styles. The course follows one standard textbook, which can be consulted.</p> <p>Struggling students are recommended to make use of:</p> <ul style="list-style-type: none"> • MLs office hours published on the web site. • Academic Services help.
28NOV/ CSPGT/ 02	Priya fed back to the PGT Lead that having another module in Term 1 would be good or to have more variety	28 th November 2025	Yuri		28 th November 2025	Yuri thanked Course Rep for the feedback It will be used in course development.

28NOV/ CSPGT/ 03	Pass on CS5900 Ethics module feedback. The module guidance is very vague on what is expected.	28 th November 2025	Yuri		28 th November 2025	This is not a run of the mill Computer Science module. It aims to expose the students to a variety of ideas, issues and current 'hot' topics with talks provided by guest lecturers. The assessment has more open-ended nature by design.

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 -28 th November @1430	<p><u>Academic Staff Update</u></p> <ul style="list-style-type: none"> ➤ Have had an intake of 60+ Computer Science students across all PGT programmes ➤ Near the end of the Autumn Term elective selections for Term 2 open. During week 1 & 2 of the Spring term last minute changes can be made to modules. Extracurricular study modes will also be available for some modules. ➤ A project session will be running in the last week of this term. It will explain to students how the projects run and the allocation process. With the final Project Ballot opening in January/February 2026. Projects will officially start in June 2026. <p><u>Academic Rep Update</u></p> <p>Advanced Student Feedback was provided via email in advance of the meeting please see the Action Log above for outstanding Action points. The feedback has been saved onto the RHSU Academic Representation CS PGT MS Team Channel, and the folder can be here: Student Feedback</p> <p><u>Priority 8</u></p> <ul style="list-style-type: none"> ➤ Yuri highlighted that deadline stacking has been come an issue since assessment futures introduced such a rigid framework. It has resulted in a number of module leaders placing an end of term deadline for larger pieces of work. The student union are ging to look not visualisation tools to support students to advance plan for work submissions and relieve the pressure. <p><u>EDI Update</u></p> <ul style="list-style-type: none"> ➤ Nothing to Report any issues can be fed back to the departmental EDI staff representative farid.shahandeh@rhul.ac.uk <p><u>Library Update</u></p> <p><u>Accessibility project</u></p>

In November 2024, we interviewed 14 students with lived experience of disability or neurodivergence, and asked them to tell us about using the library. We used what they told us to make changes, which have made the library a better place for everyone. You can find more information on the [Student Feedback page](#) or by picking up a leaflet at the Library entrance, but the main improvements were:

- Creating the Whisper Zone on the first floor of the Library, which includes a trial of bookable study spaces
- Significant updates to the [Access For All guide](#). These updates include information about parking on campus and access routes to the building; a list of our services in a single place to make them easier to find; and information about study spaces to help guide students to a space that works for them.
- Increasing the amount of ergonomic equipment available from the Library for loan to all students.
- Bookable library tours were launched in the Autumn term

Support available from the Library this term

This academic year we are offering the following support for students. Please feel free to let other students know about these!

Library Lunch and Learns

These short online sessions will take students through a specific area of library support. These include resources, research skills, and referencing. Booking is essential and students can do that here: <https://rhul.libcal.com/calendar/lunchandlearn>

Referencing drop ins

These take place throughout the term. Teaching and Engagement Librarians will be available to help students with any referencing queries they have. The dates for the rest of this term are Wednesday 12 November 13:00-15:00 and Tuesday 2 December 10:00-12:00. There's no need to book, students can find us at the Library Entrance in the Emily Wilding Davison Building.

Bespoke support

Students are welcome to book a 1-1 appointment with their TEL for support with any library skills, including using information efficiently and ethically, referencing, and specific support for assignments such as systematic review searches. Appointments are available online and students can book through [Your Teaching and Engagement Librarian](#).

Coffee and cake event

On the 11th November, from 10 to 12, come to the Library for a free hot drink and a piece of cake or a biscuit!

Academic Skills Update

- Over the summer we have changed the name from CeDAS to Academic Skills.
- Students have access to optional support through the *Skills for Academic Success* Moodle page, to which all students are enrolled. This includes one-to-one tutorials offering help with academic writing, communication skills, maths, and statistics. Students may book up to three tutorials of each type per term.
- Students taking CS4100/CS5100 (Data Analysis) may be particularly interested in the Statistics Tutorials. One student met with the tutor this week, felt extremely supported, and has already booked another tutorial for next week.
- For dissertation or essay writing, students may find the Writing Tutorials especially helpful. Students can submit up to 2,000 words, and the tutor will identify key ways to improve the text and develop academic skills.
- For any questions, please email Dr Kinga Boulton.

- Yuri informed the library that there will be a couple of talks to the PGT students in June 2026 which will relate to referencing

SS1001

- SS1001-Academic Integrity Module is a mandatory module needs to be completed by all 01st Year Students by the 05th December 2025 in order to progress to next year of study. 60% is the pass rate. Emails have been sent out with the link to the quiz which must be passed.

AOB

- A decision has been made to make one of the Bedford Labs 004 into a 'Quiet Space, with signage already in place to advertise this. This request had been made by and number of Neurodiverse students

- VG -Posed the following Questions to the students:
 - Is there a need for more information on progression for students?

	<ul style="list-style-type: none"> ○ Do you know what you need to achieve in order to progress to the next year of your degree. ○ Do you know what you need to do to graduate? <p>Hugh suggested for putting a pass mark on all the individual module Moodle pages.</p> <ul style="list-style-type: none"> ➤ Student Union informed the group there will be another student recruitment fair in January 2026 where students will be able to sign up as course reps.
<p>Meeting 2- 25th March @ 14:00</p>	<p><u>Academic Staff Update</u></p> <ul style="list-style-type: none"> ➤ The key development is the publishing of the Project Allocation list so that students now know who their Project Supervisor is. ➤ There is another meeting providing project guidance scheduled in June 2026, following the end of the SU-AP. ➤ There will be a joint project session between Yuri Kalnishkan and Eva Garcia Grau who will discuss library resources. ➤ Another list has been circulated to inform CS PGT placement students if they have achieved the required mark in CS5100 to be eligible to start looking for a placement now. ➤ Question from student on when the Summer Assessment period (SU-AP) exam timetable will be released. Were informed that this will be online on the 26th March by the University Assessment team. <p><u>Academic Rep Update</u></p> <p>The student chair provided positive feedback for the term to date. The modules have been well structured and easy to follow with weekly quizzes. Now focusing on exam preparation and looking ahead to the projects and contacting their project supervisors. Students feel engaged and appreciate all the academic support they are receiving.</p> <p><u>Priority 8</u></p> <ul style="list-style-type: none"> ➤ In the Student Unions absence, I informed the students to please contact the SU should they have any feedback in line with the Priority 8 priorities.

EDI Update

- Any student EDI concerns please contact the Computer Science EDI Academic Representative Dr Farid Shahandeh at: farid.shahandeh@rhul.ac.uk
- Looking to run the second Culture and Inclusion meeting, where I'll receive updates about the progress with advertising some programmes to our PGT

Library Update

1. Referencing drop ins

These take place throughout the term. Teaching and Engagement Librarians will be available to help students with any referencing queries they have. The next date is Wednesday, 25th March and 6th May from 1 to 3 pm. There's no need to book, students can find us at the Library Entrance in the Emily Wilding Davison Building.

2. New Library skills and support Moodle course

The Library has recently updated its [Library Skills and Support Moodle page](#). All staff and students are automatically enrolled and it will appear in the My Courses area of Moodle.

The page brings together resources to support the development of:

- research and referencing skills
- critical evaluation
- understanding of copyright
- appropriate and permitted use of AI tools

3. Bespoke support

Students are welcome to book a 1-1 appointment with their TEL for support with any library skills, including using information efficiently and ethically, referencing, and specific support for assignments such as systematic review searches. Appointments are available online and students can book through [Your Teaching and Engagement Librarian](#).

Academic Skills Update

	<ul style="list-style-type: none"> ➤ 1:1 Academic skills Tutorials including dissertations and stats will continue until the end of term (02nd April) and will start again after the Easter break leading into the summer term. They are bookable on the Academic Skills ➤ Yuri Kalnishkan and Kinga Boulton will be arranging drop-in sessions in the 2026/27 academic year for CS5730 and CS5100 ➤ The Maths Café will take place between the 30th April- 15th May for students with announcements to follow. <p>➤ <u>AOB</u></p> <ul style="list-style-type: none"> ➤ Any students who have not completed the SS1001 mandatory academic integrity module have been contacted numerous times both via telephone and email and they know who they are. <ul style="list-style-type: none"> ✓ SS1001 is a non-credit bearing module but is a compulsory requirement for your progression. ✓ To pass the quiz you must achieve a mark of 60% or higher. ✓ This is now a resit attempt and the deadline is the 02 April 2026 at 11:59pm ✓ https://moodle.royalholloway.ac.uk/course/view.php?id=28812. Sign in to your account ➤ Revision Sessions will be arranged following the release of the official SU-AP exam timetable, by the EPMS admin team in co-oration with the module leaders. They will primarily be taking place online from April and will be communicated to all student through the Moodle department pages when completed. ➤ Yuri has encouraged all PGT students to participate in the student taught experience survey: Postgraduate Taught Experience Survey - Royal Holloway Student Intranet
Meeting 3	
Meeting 4	
Meeting 5	

Meeting 6	
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