

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)	Wednesday 12 th November @ 14:00- 1530	Shilling 2-15 & 2-16	Attended: Ludan Al Awad (Yr1 Course Rep) Yoon Oo (Yr1 Course Rep) Aviale LeVel (Yr2 Course Rep) Henry Li (Yr2 Course Rep) Margarita Martel (Yr3 Senior Course Rep) William Berendt (Yr4 Course Rep) AJ Jenkins (stand-in for EDI Rep) Steve Alty (HoD) Kinga Boulton (Academic Skills) Matthew Bryan (Education Lead) Lisa Fell (ToM) Victoria Gilyatt (Secretary) Eva Garcia Grau (Library Liaison) Onyema Nduka (Senior Tutor) Matthew Paterson (VP Education SU) Apologies: Harvey Houghton-Flory (EDI Rep) Alex Clarke (Lead Technician) Absent: Aran Chowdhury (Yr1 Course Rep) Tracey Berry (Vice Dean EDI) Marie Cordingley (School Rep) CJ White (Student Union)
February Meeting (compulsory)	Wednesday 18 th February @ 14:00- 16:00	Shilling 2-15 & 2-16	Attended: Alex Clarke (Lead Technician) Aran Chowdhury (Yr1 Course Rep) Aviale LeVel (Yr2 Course Rep) Eva Garcia Grau (Library Liaison) Harvey Houghton-Flory (EDI Rep) Henry Li (Yr2 Course Rep)

			Jessica Fernandes (Secretary) Kinga Boulton (Academic Skills) Lisa Fell (ToM) Ludan Al Awad (Yr1 Course Rep) Margarita Martel (Yr3 Senior Course Rep) Matthew Bryan (Education Lead) Matthew Paterson (VP Education SU) Onyema Nduka (Senior Tutor) Steve Alty (HoD) William Berendt (Yr4 Course Rep) Yoon Oo (Yr1 Course Rep) Absent: Tracey Berry (Vice Dean EDI) Marie Cordingley (School Rep) CJ White (Student Union)
March Meeting (optional)			
April Meeting (compulsory)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1.	Narinder Sehra to be contacted regarding Linux accounts Reason: CSE students unable to access Linex for their quiz	26 February 2025	Alex Clarke	Ongoing	26/09/25	Contacted Narinder and provided course M generated by Central IT. Will check up on this at the start of term to ensure students have access to CS.
2.	CS HoD to be asked about IY2760 being a pre-requisite of IY2840 Reason: CS students have unfair advantage, module leader says that students should have taught themselves	26 February 2025	Steve Alty	Completed	30/01/26	Check, do they mean operating systems module CS2850? A set of course reviews for CSE are planned to discuss with current students which are the best modules for their course. We may implement changes to the curriculum based on this where possible in coming years. Update: CS2850 is a pre-requisite and from .next year will replace IY2760 in the CSE 2 nd year (following student vote)
3.	Contact Central IT regarding students being unable to print from printers in lab and bottom level of the library	9 May 2025	Alex Clarke	Ongoing	15/7/25	Central IT have been contacted and we are awaiting a response.

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
12NOV/EE01	EE1110 Slides to be more informative with examples in more details. Only giving steps on slides currently.	12 th November 2025	Onyema Nduka		12.11.25	Onyema states that the department understands the Maths ability and has brought in support from Academic Skills to help. There are also videos to assist, and students should interrupt in class and ask questions if they are unsure.
12NOV/EE02	EE2070 the analogue Log Book closes after the lecture and students are saying they need more time after class to complete	12 th November 2025	Steve Alty		12.11.25	SA to encourage for this to be completed in class and will respond to the students in the class.
12NOV/EE03	EE2000 Embedded codes on lab sheet needs more explanation	12 th November 2025	Beenish Ayaz		18.11.25	The EE2000 projects have just started, so no immediate changes can be made. Beenish has noted that more explanation is needed and will update the lab sheets in time for next year.
12NOV/EE04	EE2010 Software Engineering and EE2070 Analogue lectures there has been a request to have in person lectures rather than online.	12 th November 2025	Steve Alty	Completed		Will have a poll to see if the student consensus to have in person or online. Update: Poll ran for 2070 and majority wanted in person therefore timetabled for next year modules (including 2010) will be taught in class
12NOV/EE05	EE and Computer Science integrated Modules in Term 2 creating a very long day with consecutive teaching hours without a break.	12 th November 2025	Lisa Fell		18/11/25	To investigate and resolve timetable issue for CSE Students
12NOV/EE06	Request a student/policy friendly comms and flow chart to better explain progression.	12 th November 2025	Victoria Gilyatt			Consensus from the staff and students was to request for a student friendly flow diagram which explains progression as the Student Taught Regulations are thought not to be student friendly. VG contacted AQPO to request a student/policy friendly

						comms and flow chart to better explain progression. Update: VG contacted AQPO which they are happy for a revision, but department will need to do this and send back to AQPO for approval.
12NOV/EE07	Create a document that lists all the course deadlines and the percentage that they are worth for each module and make it available in one central, easy-to-access location.	12 th November 2025	Matthew Bryan		24.11.25	Document created, posted on the departmental Moodle page and students notified via the departmental Moodle page announcements.
18FEB/E E01	Alex to liaise with Central IT regarding software issue– Visual Studio Code (Student have to install software each time which takes 20 minutes)	18 th February 2026	Alex Clarke			Alex to liaise with Central IT to discuss options short/long term.
18FEB/E E02	Students finding 4 hours of module EE1030 quite intense. Suggestion if lectures and lab sessions can be on different days	18 th February 2026	Lisa Fell/ Steve			Lisa/HoD to have discussion with Anush Yardim
18FEB/E E03	Yr 1 students to speak to lecturer to give feedback for EE1030 as they mention students are not understanding the lectures and issues navigating Speedstar	18 th February 2026	Course Reps			
18FEB/E E04	Y2 students to feedback to peers about importance of logging attendance, absence, Moodle login	18 th February 2026	Course Reps to peers			
18FEB/E E05	HoD to speak to lecturer about EE2000 for discussion in relation to Yr 2 students feedback about labsheets, no real guidance just been given YouTube links etc	18 th February 2026	Steve Atley			
18FEB/E E06	Students request if lecture material can be released 24 hours in advance- Lisa/Matthew to remind lectures	18 th February 2026	Lisa/Matthew			
18FEB/E E07	IY2840 has lab first and then lecture afterwards in which labs don't have much	18 th February 2026	Steve Atley			Feedback to be given back to academics

	explanation. Students would prefer to have lecture first to be able to understand lab					
18FEB/E E08	Issue with timetable and Moodle needing correcting as in class quizzes did not line up with the weeks	18 th February 2026	Lisa to speak with Shyqri Haxha			Lisa has spoken to Shyqri
18FEB/E E09	Request if Placement information could be announced in Term 1 instead of Term 2 as deadlines for some jobs are in January.	18 th February 2026	Steve Atley			

Notes:

Meeting 1- 12th November 2025

HoD's Oral Report

- NSS update – we got a 93.8% overall positivity score which places us as number 2 out of 67 departments of EE. We placed in the Guardian League table for the first time last month as 21st out of 58 (joint with Loughborough University) above Queen Mary (31) and KCL(44)!
- The University is currently undergoing a transformation project wherein the first phase of which 6 schools have been merged into 3 Faculties (Arts, Humanities and Social Science; Business and Law; Science). The second phase entails the merging of smaller departmental units into larger ones and Electronic Engineering will be merged with potential partner disciplines over the course of this academic year. I want to stress that we will do everything in our power to maintain the excellent student experience on all our courses.
- The IET accreditation visit took place last month and went very well indeed – we were given a lot of positive feedback and only a few recommendations for changes which we will address through our action plan. All the UG degrees have had their accreditation extended

for another 5 years up to and including 2030/31 intake. The MSc in Advanced Electronic & Electrical Engineering is also accredited and backdated to its first intake in 2023.

UGEL's Update

- UGEL's Update can be found on the Electronic Engineering Academic Representative MS Teams Channel here: [Term 1](#)
- Students approved the proposal of the new AI on Chip Year 3 Optional module

H & S Update

- Lisa Fell is chasing up on the FabLab Quiz

EDI Update

1. Students have suggested that it may be convenient to have all the course deadlines and the percentage that they are worth for each module available in one central, easy-to-access document.

Added to actions

2. Students have struggled with the temperature in the 0-06 computer lab being poorly regulated and making the room uncomfortable.

The Building Manager is currently trying to manage the temperature in the building as an ongoing project, but there is a limited amount that can be done.

3. Students have struggled with the noise levels during some parts of the EE3010 module's as some students talk loudly during lectures and lab activities.

Lecturer has asked the students to stop, and if it continues, they will be asked to leave.

4. Students have been unable to access some of the videos for the EE3010 module as the links for the videos are broken.

Reminders have been given in class to remind students that they can be accessed in the Replay Section.

Library Update

➤ **Accessibility project**

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!

Question from students to the library on whether they offer a Laptop Lending Scheme. The library do offer this service for a the day, however the laptop does need to remain on campus. IT may offer a longer term loan, however this would need to offered.

Academic Skills Update

- Maths drop-ins for EE1110 are again on students timetable this year .
- Drop-ins have been attended by 1-8 students. Most weeks it was only one student. Could Y1 reps please promote the sessions?!
- Discuss Term 2 drop-ins, whether students would prefer for them to be online (like in T1) or in person (possibly during a the only hour break for the day, but students can bring lunch with them). Could Y1 reps please survey their peers?!
- One student (Aviale LeVel, Y2) is helping weekly in the maths drop-ins for Y1. A huge thank you to her as she has a very good knowledge and teaching skills. She is not available for the scheduled drop-in in T2, which is one of the reasons for rescheduling drop-in in T2.
- Optional support through Skill for Academic Success Moodle page includes one-to-one tutorials for support on writing, communication skills, maths, and statistics.

Academic Rep Update

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 Physics MS Team Channel and the folder can be here: [Student Feedback](#)

AOB

VG -Posed the following Questions to the students:

Is there a need for more information on progression for students? 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?

Consensus from the staff and students was to request for a student friendly flow diagram which explains progression as the Student Taught Regulations are thought not to be student friendly

Meeting 2- 18th February 2026

HoD's Oral Report

- University Transformation Programme- The University has reformed into from six schools into 3 faculties and EE sit within the Faculty of Science. (LSE) Life Science Environment and EPMS have been merged into Faculty of Science. Computer Science, Information

Security and Maths have been merged into a larger department. Engineering is going to be merged with Physics and Earth Sciences and will be called Physical Science Engineering.

- Shilling Building Update – Lab 06 has been expanded to enable to have larger classes taught due to larger student cohort size e.g. Computer Science. The University applied and won funding from the Office for Students. The Creative Thinking room will be moved to the second floor. Restructuring of building and room moves will be happening in March.
- Attendance has been raised as quite low for this term in particular. Noted lots of classes has less than 50% attendance. For first and second years had 30% attendance. It has been noted by Academics that students are attending the module, sign in on register work for 10 minutes and then walking out.

UGEL's Update

- UGEL's Update can be found on the Electronic Engineering Academic Representative MS Teams Channel here: [Term 2](#)

H & S Update

- No reported problems raised

EDI Update

- EDI Update can be found on the Electronic Engineering Academic Representative MS Teams Channel here: [Term 2](#)

Library Update

Volunteering project

This term we are looking for volunteers for a project Library Skills teaching. You can volunteer for any or all of the three sessions, and no previous experience is needed.

More details at <https://volunteering.royalholloway.ac.uk/volunteers/provider-profile/LibraryRoyalHolloway>

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

1. 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>.

For EPMS: IEEE referencing on the 11th March, LaTeX basics on the 25th March.

2. 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. There's no need to book, students can find us at the Library Entrance in the Emily Wilding Davison Building.

3. 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

4. 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

- Academic Skills provide Academic Communication workshops, e.g. Success with Science Reports which will begin again in Week 24, first week of March. One-to-one academic communication (incl. extensive piece of writing) and Statistics tutorials are also available. All can be accessed via [Skills for Academic Success](#) Moodle page that all students are enrolled to.

- Maths drop-ins for Year 1 are not very well attended, usually by one student. Friday online drop-ins will stop if not attended this week. EE1030survey mentioned needing more help with Matlab, maybe Year 1 reps could promote the drop-ins and that Matlab questions could be brought in.
- Maths Café planning is underway. These daily drop-ins will run daily 11:00 – 14:00 between 30th Apr – 15th May. Last year Matt Bryan volunteered his time to answer any last-minute questions from EE1120 or EE2060. These will be promoted neared the time and a call for lecturer volunteers will go out before Easter break.

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- 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 Physics MS Team Channel and the folder can be here: [Student Feedback](#)

AOB

- Course Reps to speak with peers about attendance since students are missing out on information due not attending lectures and lab sessions. Encourage students to attend.