

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	Electronic Engineering
Regular meetings per year	3-6
Quorum	5

Meeting	Date and Time	Location	Attendance
November Meeting (compulsory)	21/11/2024	In person / Teams	<p>Elaine Marshall (Student & Programme admin) Satya Shah – EE PGT Education Lead, module leader EE5006, EE5007 Shyqyri Haxha – Egham-based MSc programmes. Deputy EE PGT Education Lead, EE PGT Recruitment Lead Syed Hasan – Module leader EE5005, EE5010, EE5000 Olumide Ojo Eva Garcia Grau – EPMS Library Representative</p> <p>Student Representatives: Attended: Sreethi Podapati - January Dean Froggatt - Egham Shree Narasimhamurthy Yash Gorasiya Aniket Bansod</p> <p>Absent: Aaron Samson – Student Representative – Engineering Management Dhanush Prasad – Student Representative – Cyber Security Project Management Andrew Amaladas – Student Representative – Software Project Management Ahmed Malik – Student Representative (January)</p>
December Meeting (optional)			
February Meeting (compulsory)			
March Meeting (optional)	13 th March 2025		<p>Stuart Hollister (Student & Programme Admin) Cheralyn Terblanche (Student & Programme Admin) Satya Shah – EE PGT Education Lead, module leader EE5006, EE5007 Shyqyri Haxha – Egham-based MSc programmes. Deputy EE PGT Education Lead, EE PGT Recruitment Lead Syed Hasan – Module leader EE5005, EE5010, EE5000 Olumide Ojo</p>

			<p>Eva Garcia Grau – EPMS Library Representative Lisa Fell (Technical Operations Manager)</p> <p>Aaron Samson – Engineering Manegement Rep Yash Gorasiya – Cyber Security Project Management Rep Shree Narasimhamurthy – Project Management Rep</p>
April Meeting (compulsory)			
May Meeting (optional)			

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
8 (Mar)	Online drop-in session with Eva to discuss referencing advice and using referencing tools	19/03/2024	Agreed in SSAM – Friday 22 nd at 2-3pm	N/A	N/A	
9 (Mar)	Student experience at London campus. <ul style="list-style-type: none"> Contact Gulbin about events that are being organised Investigate whether we can have Student Ambassadors in London Senior Student Rep to set up Teams channel for circulating social / activity ideas 	19/03/2024	Harriet Milligan Ahmed Malik	28/03/2024 28/03/2024		
10 (Mar)	Discuss the idea of a Student Newsletter	19/03/2024	Utkarsh Jagtap	Before 29/05/2024		
11 (Mar)	Prayer Room for London Campus – investigate whether we can establish one or if we can request access to the Birkbeck room	19/03/2024	Satya Shah	Before 29/05/2024		This has been resolved.
12 (Mar)	EDI Champion for London Campus, to raise and push forward issues such as above. They would work with Lisa Fell (current EDI Champion for EE, Egham Campus).	19/03/2024	Satya Shah	Before 29/05/2024		

29 May	Alumni Seminars – organise seminars from previous students who can offer their perspective.	29/05/2024	Satya Shah		Ongoing	
29 May	Assign EDI Champion – both a student EDI Rep and a Staff EDI Rep. Discuss with Onyema.	29/05/2024	Admin			
29 May	Distribute list of training sessions – sent by Library rep	29/05/2024	Admin			
29 May	Organisation of social and extra-curricular activities. There needs to be someone to represent London students to make sure enough attention is given to this area. Thursdays/Fridays are best days to organise.	29/05/2024	Satya Shah			Ahmed Malik from January cohort was trying to arrange social activities
29 May	Outlook poll to arrange possible days for trip to Egham, make sure to give library rep enough notice so that the picture gallery and archives can be opened.	29/05/2024	Admin			
29 May	Talk to careers team about arranging events/workshops in London in the coming month.	29/05/2024	Admin	Before end of month.		
21 November	Talk to Onyema regarding EDI Champion. Email London students regarding EDI Student Rep	21/11/2024	Admin			
21 November	Check if information regarding Prayer Room has been issued to students	21/11/2024	Admin			
21 November	Student Activities – Ahmed Malik to be contacted to see if anything has been arranged	21/11/2024	Satya Shah			

13 March	Sometimes the link is not made available, has to be done manually. Academics could be better at remembering to manually make the link live. SS TO REMIND STAFF	13/03/2025	Satya Shah	Before end of month		
13 March	Pass on the message to course leaders to interact with industry professionals to begin arrangements for industry visits.	13/03/2025	Satya Shah	ASAP		
13 March	Inform the London team to not cancel workshops last minute, otherwise rearrange accordingly.	13/03/2025	Satya Shah	ASAP		
13 March	Improve availability of both social and industry events for London students. Clear divide between opportunities for Egham students and London students.	13/03/2025	Satya Shah	ASAP		

	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.																																
Meeting 1 21 November 2024	<p>January reps were missed from invite to meeting. No chair was nominated.</p> <p>This is the first of the three meetings that are scheduled throughout the academic year – November, February and April. The purpose of the meeting is for staff and students to exchange communication. It is a formal way of collating feedback, experience and ideas. Not just on an academic level, but also on a student experience level as well. There may be certain areas where we need improvement. The meetings are minuted and we collate action points and then we address these action point through various means and then it is reported back through the meetings.</p> <p><u>Library Matters</u></p> <p>The dates below relate to the Egham campus</p> <ul style="list-style-type: none">• Christmas closure: 23rd December to 1st January.• Opening hours for the Spring and Summer terms will be advised in the student newsletter, due out 24th November, and on the intranet.• This is a summary of these year's opening hours. <table><tr><th>Period</th><th>Start date</th><th>End date</th><th>Opening hours</th></tr><tr><td>Autumn term</td><td>23-Sep-24</td><td>13-Dec-24</td><td>8am-12am</td></tr><tr><td>Pre- winter vacation</td><td>14-Dec-24</td><td>22-Dec-24</td><td>8am-12am</td></tr><tr><td>Winter vacation</td><td>23-Dec-24</td><td>01-Jan-25</td><td>Closed</td></tr><tr><td>Pre- Spring term</td><td>02-Jan-25</td><td>12-Jan-25</td><td>8am-12am</td></tr><tr><td>Spring term</td><td>13-Jan-25</td><td>28-Mar-25</td><td>8am-12am</td></tr><tr><td>Pre-spring vacation</td><td>29-Mar-25</td><td>04-Apr-25</td><td>24 hours</td></tr><tr><td>Spring vacation</td><td>05-Apr-25</td><td>27-Apr-25</td><td>8am-12am</td></tr></table>	Period	Start date	End date	Opening hours	Autumn term	23-Sep-24	13-Dec-24	8am-12am	Pre- winter vacation	14-Dec-24	22-Dec-24	8am-12am	Winter vacation	23-Dec-24	01-Jan-25	Closed	Pre- Spring term	02-Jan-25	12-Jan-25	8am-12am	Spring term	13-Jan-25	28-Mar-25	8am-12am	Pre-spring vacation	29-Mar-25	04-Apr-25	24 hours	Spring vacation	05-Apr-25	27-Apr-25	8am-12am
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Pre-Summer term	28-Apr-25	04-May-25	24 hours
Summer term	05-May-25	31-May-25	24 hours
Summer vacation	01-Jun-25	31-Jul-25	8am-12am

- There are 24/7 spaces all year around in Founder's Reading Room, PC Lab 1 in the Computer Centre
- Next drop-in referencing support: Tuesday 3rd December, 10:00 – 12:00, library entrance. Here to help with any queries about referencing accurately and using referencing tools.

For the EE PGT London Graduate School SSAM, I also offered to do referencing workshops/drop-in sessions once a month in London, or once a week through Teams. This was mentioned at the previous meeting in May but no-one has contacted me yet to say they would like this to be arranged or, no we're not interested. If you are interested just contact me and we can organise when it's best for everyone. Students can also contact me directly with any referencing queries.

Accurate referencing can help to make sure that everything that should be referenced has been referenced, which helps avoid plagiarism. I am here to help if you are not sure whether you should have referenced something and whether you've done it accurately.

DF – There was mention of a book return service by post from London.

Unfortunately, this hasn't been arranged. The university is still in talks with companies to try to arrange it. If you get books from Egham, they have to be returned to Egham. However, you can renew them indefinitely and only bring them back when it is convenient for you to be at Egham. Also anyone can return books, you don't need your library card to return a book. So if you know someone is coming to Egham and you have books to return, they can return the books on your behalf.

The study skills sessions and other sessions in this term and next will continue.

Academic Staff Update

We had a very busy summer as many of the January students were doing their dissertations. The marking was completed on time and the results were released. There was some error in the early release of the marks, but this was rectified quickly.

We were supposed to recruit new staff but, as I am sure you are very aware that in the sector as a whole there has been a huge impact because of student numbers. You may have read that there have been universities who have been struggling but I am glad to say that we, as a university, are in a very strong position. Hopefully this will continue, and we will be putting in more measures to recruit students and to improve services so that we can get new staff. But, for the moment, the university has halted most of the recruitment of staff based on the numbers. This hasn't affected us majorly as the modules are covered and supervision for the Summer term is covered and I have assurance from the School that, if needed, we will have more staff to support the dissertation supervision.

Holloway 2030 Strategy – there is a lot happening in terms of how the institution is approaching the next few years of its operation and there will continue to be general university-wide updates.

Winter graduations for students who started in September 2023 are taking place on Thursday 19th December, congratulations to all taking part.

Egham Update

The supervision went well, we had some very good projects. There were some issues with ethical ethics. Some students didn't understand so the co-ordinator had to communicate directly with student.

But, in general, all went well.

Course Rep Updates

The current course representatives are:
Sreethi Podapati (January)
Dean Froggatt – (based at Egham)
Shree Narasimhamurthy

Yash Gorasiya
Aniket Bansod
Aaron Samson
Dhanush Prasad
Andrew Amaladas

Ahmed Malik was the Senior Course Representative and Chair of these meetings for the 2023-24 cohort, but he is finishing this term.

One of the current reps needs to be appointed as Senior Course Representative and take the responsibility of Chair. Can you please decide between yourselves and the SU who is going to take this position.

But for this meeting, you are all invited to give your comments.

Sreethi – the courses are going well. I found the professional practice side in bringing in a few industries is a very good thing. We get the experience of people who have been working in the industry. A few concerns I have been hearing with some of the modules, we have the submission of the final assignments for this term, but we haven't finished the lectures and we have to submit before the lecture finishes.

Between certain module sites, some students are starting back in the education background after a long time away. There is navigations which is new to us, we don't know how to check about the pages, we don't have the platform where we can authenticate before submitting. Is there any way that the university can accommodate that so a student can check before submitting. I have reached out to the CS team via Teams but I have received a response.

SS responded – regarding the assessment coming in before the last week of the session. There are two reasons for this, we had to adhere to the academic calendar because after the last week, the university is then classed as being on Christmas break. The reason to have the assessment in Week 9 before the actual lecture in week 10 was if for any reason support is needed for students then it could be facilitated. We had made sure that deadlines were given quite early to all the tutors and tutors should have planned their delivery in such a way that the last session would be classed as a revision session or feedback

session. I think most of the tutors use the last session as a revision session. We could have had the submission in the last week, but this would have meant that no extensions could be given. The second reason is that we have introduced a reading week in the middle of term. This is a trial run to see how well it works. If we didn't have a reading week you would have finished your teaching by 5th December which would have meant that the following week would have been your submission week. By introducing the reading week, we have the full remaining 5 weeks.

So those are the two reasons, it is trial and error and we will see if you have any benefit of having the reading week in the middle then having the submission of the second course work prior to your last session.

I know some tutors prefer to have the submission in January, but the problem is that you will have started your new term before your last term submission.

The second point relates to the Turnitin platform. University does not allow excess Turnitin of the system to students. However, we provided during induction, and continue to provide, sessions on how to avoid plagiarism and how to work on your drafts and reports. You should try and speak with the module tutors as much as possible in terms of reviewing and revising draft versions of your submissions. That is something which the tutor is entitled to provide you in terms of guidance. The other thing I also recommend, especially in my class, is to try not to use any third-party platforms. The problem with a third-party platform is that it is not accurate, and your actual work is then online. So, when you submit to the university system it will show as already being submitted somewhere.

There are a lot of SM news and similarity platforms and software either with a subscription fee or sometimes they are free. The problem is it is not accurate. The best thing is to learn by doing, the more you practice better it will be. It is not about copy/paste. The problem with using control C and control V is that you are not sure which paragraph you have copied, and if you have a 10-page document, report or essay, you don't know which line or paragraph will be picked up. I always say the best style is to read something and write it in your own words. We are providing more sessions during induction and during the term and I have suggested to the module leaders that, if they have the provision, to show students examples from previous years. We can show you examples of where students have made mistakes in previous years. But, if you are still concerned, I suggest students ask the respective module tutors, mention that it has been discussed in the SSAM and ask them if they can show examples.

Students know where they can go for help but as I said there is no stand-alone software where you can try it and test it.

Eva Garcia Grau – this is one of the things that the Library do in the referencing drop-ins. Sometimes students are not quite sure if they should have referenced or not. Accurate referencing can help to make sure that everything that should be referenced has been referenced, which helps avoid plagiarism. I am here to help if you are not sure whether you should have referenced something and whether you've done it accurately. The offer is still there, if students want more help on referencing, it can be done as a group or individually, one-to-one, and I don't mind coming to London from time to time if it is easier.

Sreethi Podapati – can you advise why the Software Project Management was dropped this year?

SS – We were not able to recruit the required minimum number of students to run the course. We are currently re-designing the course and it will be re-launched in September 2026. The university, as part of the quality assurance, is obliged and required to revalidate each course every four years. There may be modules of 2-4 students because they are from the January intake. I know it is not a good experience to have so few students.

There is plenty of training available, I think just doing it, the better it becomes. It is exceptional for there to be 0% for the first attempt. There are some words that will not change in your assignments, ie. Your student number, project management, engineering but these are buzzwords that will be picked up by the system. But markers are very experienced to identify these and have full authority to ignore them. However, we cannot ignore full paragraphs, missing out on references. If it is your first assignment, the marker will usually put a remark that there is a forgotten reference, students aren't penalised. Whole paragraphs are different. Students ask what is the minimum percentage? There is no minimum. Just practice and use staff expertise to help. Ask them to review your charts, they have the ability to provide you with guidance and feedback and the more you practice the better it will be.

EDI Issues

There was an action point from the last meeting on 29th May

“Assign EDI Champion – both a student EDI Rep and a Staff EDI Rep. Discuss with Onyema”.

This has not yet been actioned. Do we need an EDI Champion from the London staff? Admin will speak with Onyema Nduka to establish who would be best to take this role.

There is also a requirement to have an EDI Student Rep. This will be advertised to all London students, both January and September starters.

Action – Admin to speak with Onyema Nduka and contact students.

Action Points from Last Meeting

Setting up of Prayer Room – this is now resolved and we have this set up in Senate House and also have access to Birkbeck.

Action – Admin to check that the information regarding the Prayer Room has been issued to students.

Alumni Seminars – we have identified a few of the graduates and are trying to organise time within the schedule for them to share their experiences. This will be during next term.

Syed Hasan – I have told them we will be doing a full seminar in research methodology. We will also be doing a proper workshop where we call in the alumni. There are a couple of them tomorrow (22/11).

Ahmed Malik – from the January 2024 cohort was trying to arrange something. One suggestion was the British Museum next door, others were a fun park, a market and a day visit to the Egham campus. We will keep this action open as Ahmed will be finishing in January and will have to hand over as student rep. Social events are something that the students should arrange, not Staff or Admin, as we do not know what would appeal to you. Staff are happy to join, and that is the whole purpose of these events to have a social and cultural aspect. You could think about a Christmas function, you still have some time.

Action – Satya Shah to contact Ahmed Malik.

Yash Gorasiya – regarding the social events, can we expect to have an industrial visit next term, there are big companies out there and a visit to see them and see how they run things would really help.

SS – that is a good point. This will be passed to Syed Hasan or Olumide Ojo to investigate as there are a few companies we can contact in London which are not too far to travel. Or we can try and identify a company from common to all courses.

Action - Syed Hasan or Olumide Ojo to look at companies

Shree Narasimhamurthy – there was nothing for Project Management. Royal Holloway had advertised it on Linden. It was said that even students could apply. But then I heard that students cannot do it because we are just starting the course. An apprenticeship or something part-time for students on their respective courses would be good.

SS – we should be doing this more often and we need to incorporate more of these activities. We should try to build up on our existing expertise and resources. One thing I say to students, and this applies especially to project management students but also to engineering management, the Association of Project Management (APM) is just around the corner from Kings Cross. A check of their website shows the events they host. Many are webinars but there are also some in London which are face-to-face. You can become a free student member and you can then attend some of the webinars and training sessions. Some are free and some have a nominal fee. I suggest students look at the ones that are happening in Central London as there is always something happening.

AOB

The term is progressing well, first assignments done and the second one in progress. Student reps to please pass on that students should check deadlines and if they need an extension the process is on Campus Connect.

Students should feel free to contact the module tutors as they are the best people to help you.

For a non-academic issue, the administration office is there to help and for Library issues, Eva can help.

	<p><u>Date of Next Meeting</u></p> <p>Scheduled for Friday 21st February 2025.</p>
Meeting 2	<p>Thursday 13th March 2025</p> <p><u>Updates from previous SSAMs Minutes</u></p> <p>EDI Rep (Staff) has already been identified – Dr Olumide Ojo for the EE/PGT London courses; and student rep, I had mentioned about this during the last SSAM and hopefully will discuss this again in the upcoming SSAM.</p> <p>Prayer Room – the info was last circulated by the services team at London – so hopefully this has now been actioned.</p> <p>SRS to contact Ahmed Malik – not sure about what, but Ahmed Malik has now completed, and graduating in summer 25.</p> <p>Syed Hasan/Olumide Ojo – already undergoing – to identify prospective companies/employers and to invite for guest sessions – SH/OO can update further.</p> <p>Academic Staff update: Satya Shah: term has progressed well. No change in timetabling, no room change or disruption. All modules have been delivered as per the scheduled timeline. Not currently aiming for any recruitment.</p> <p>Syed: dissertation launch is next week.</p> <p>Academic Rep Update: Aaron Samson: So far students have positive feedback regarding assignments and projects. They have not mentioned anything that needs to be improved or worked on. Seeing as it is only September starters the numbers are low for SSAMs and I am trying to reach out to them</p> <p>SS: SPM is not running, which is why numbers are lower. Three programmes only.</p> <p>Aaron Samson: Would be useful to get recordings for lectures.</p>

	<p>SS: Sometimes the link is not made available, has to be done manually. Academics could be better at remembering to manually make the link live. SS TO REMIND STAFF</p> <p>YASH: Guest lecturers are good but would be good to visit some of the companies and understand how things are happening on the ground.</p> <p>SYED: This is being arranged and will be meeting in coming weeks to arrange sessions with students. Other lecturers are also working on arranging this with different companies or industries. The process has started, but it takes time to build the connection.</p> <p>SS: Students can connect with lecturers to encourage and arrange this. There can be proactivity on the student's side as well as the academic's side. I will pass on the message to course leaders to interact with industry professionals to begin arrangements. Richard will be a good person to speak to because he comes from an industry background and will have very good quality contacts. There is also a consultancy project which can be applied for and will be in place of the dissertation. This is something that will be helpful in terms of industry experience.</p> <p>SYED: Employment prospects – apprenticeships etc would be beneficial. This kind of thing would be a good starting point for people who don't have the experience.</p> <p>SS: I will look into a similar possibility to last years agile training. Because these are third party providers there is always a minimum number for it to run. There are also some events which are free or low cost to attend for students which will count towards your CPD. This might be a useful interest.</p> <p>YASH: There have been times when a workshop has been cancelled, even last minute.</p> <p>SS: WE WILL INFORM THE LONDON TEAM TO NOT CANCEL LAST MINUTE, OR REARRANGE ACCORDINGLY.</p> <p>YASH: There are some things in Egham that we are not able to successfully do in London.</p>
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	<p>SS: This is a problem that is ongoing and I agree that we should be doing more events, socially or industry-wise. This is an area we need to improve on the London Campus.</p> <p>EDI UPDATE: Olu is staff rep.</p> <p>Olu: do we need to get the reps or do they nominate themselves?</p> <p>SS: That will be between you and the reps to organise.</p> <p>4th June for Next SSAM – (12:30 to 1:30)</p>
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	