

Department of Electronic Engineering (UG and MSc – Egham)
Staff-Student Action Log for the Academic Year 2024-25



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 Undergraduate and MSc degrees courses taking place on Egham Campus
Regular meetings per year	3-6
Quorum	5

Electronic Engineering – 26th February 2025 at 14:00

Attendance Monitoring

	Date and Time	Location	Attendance
February Meeting (compulsory)	26 February 2025	Shilling 2-15/2- 16	<p> JJ Littleton (Year 4) – Senior Course Rep Luxmi Sharma (Year 5) – Course Rep Parthkumar Patel (Year 4) – Course Rep AJ Jenkins (Year 3) – Course Rep and EDI Student Rep Joshua Thorpe (Year 3) – Course Rep Hasan Ali (Year 2) – Course Rep Margarita Martel (Year 2) – Course Rep Ayaan Malik (Year 2) – Course Rep Dimitris Zosimov (Year 1) – Course Rep Sherwyn Pereira (Year 1) – Course Rep William Coote – EPMS School Rep Steve Alty – Head of Department Onyema Nduka – EE Senior Tutor Matt Bryan – UG Education Lead Alex Clarke – Lead Technician Lisa Fell – Technical Operations Manager and EDI Department Champion Eva Garcia Grau – EPMS Library Representative Kinga Boulton – CeDAS </p> <p> Apologies Zaib Chaudhri (Year 4) – Course Rep Thomas Hohlotsov (Year 1) – Course Rep </p> <p> Absent William Coote – EPMS School Rep </p>

Action

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible (Initials are used)	Due	Date Action Completed	Outcome
1.	<p>Invite Computer Science academic team to attend future SSAMs.</p> <p>Reason: Students take computer science modules within their degree courses and it would be helpful for a Computer Science academic to attend future meetings.</p>	15 November 2023	ON	30 November 2023	Hugh Shanahan invited to meeting	<p>Hugh invited but unable to attend</p> <p>Completed.</p> <p>In future, we will ask MCs to respond to specific comments on IY/CS modules</p>
2.	<p>Improve NSS scores for 2023/24 academic year.</p> <p>Reason: NSS scores are a reflection of how the department is doing in comparison to other departments within the sector.</p>	15 November 2023	SA/AT/Clive Cheong Took (NSS Champion)	Ongoing	July 2024	Overall score makes RHUL EE number 1 department in the UK
3.	<p>Bridging support for the MSc students who have the theoretical experience but not necessarily the required practical experiences.</p> <p>Reason: Students have expressed concern about not managing the SOC design module which is a programming module.</p>	15 November 2023	Shyqyri Haxha (PGT Lead Egham)	Ongoing	December 2024	<p>To provide opportunities for developing C programming skills needed for EE5090, students will be</p> <ul style="list-style-type: none"> Enrolled to audit EE1010 (Year 1 module Programming in C++), including the option of taking the C programming assignments at self-led pace with support from the module leader Given guidance to enrol on EdX online C programming courses <p>Given direct feedback by the EE5090 lecturer during lab sessions</p>

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4.	To address with lecturer concerned, teaching materials are not accessible, very much geared to one very specific form of learning.	6 November 2024	Anush Yardim		6 February 2025	To improve visibility of the board work, the module will be timetabled in the PC lab (Shilling 0.06) next year. Videos and other teaching material will be provided to ensure students can catch up on anything missed in class or due to illness
5.	CS1840 – can the lecture be available online. Reason: some commuting students are concerned about the 9am Friday lecture scheduled in Spring term.	6 November 2024	Anand Subramoney (Module Leader)		6 February 2025	Done - Module leaders – Reuben Rowe and Anand Subramoney responded to say that the module was delivered as hybrid lectures as part of a pilot scheme run by the Computer Science department.
6.	EE3080 Advanced Communication Systems – it would be helpful to have exam style questions in the tutorials and some tutorial answers could be explained more. Rep to speak with module leader (Vladimir Dyo)	6 November 2024	AJ Jenkins (3 rd year rep)		6 February 2025	Done - In response to the feedback, the exam style questions, solutions and in some cases approximate mark allocation were included in some tutorials (e.g. week 8). In addition, the tutorial answers for weeks 5, 6 (and some other weeks) were revised to include more details and student comments from the lab sessions
7.	Schedule of lectures – to check if there is availability to change Year 4 lecture, Thursday to also be looked at. Lecturer also has to be available. Reason: one student has to travel for 4 hours on a Tuesday for a one-hour lecture.	6 November 2024			13 November 2024	Done – change made to Thursday on November 13 th . Completed.
8.	Signage to be produced for Creative Thinking Room. Reason: The room is being used by students from other Schools making it unavailable to EE students who should have priority.	6 November 2024	Lisa Fell		6 February 2025	Done – Signage now on door to indicate that the room is only for Engineering students outside of timetabled hours

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9.	E-Learning to be contacted regarding EDI – Moodle had issues with audio files	26 February 2025	Steve Alty		27/02/2025	Contacted e-learning – if the audio file is added as a media resource (rather than drag and drop into Moodle) then it shows up properly and is accessible.
10.	Narinder Sehra to be contacted regarding Linex accounts Reason: CSE students unable to access Linex for their quiz	26 February 2025	Alex Clarke			
11.	Module leader for IY2840 to be spoken to regarding his statement that he will not answer email queries unless in specific format	26 February 2025	Steve Alty			
12.	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			Check, do they mean operating systems module CS2050?
13.	Building Manager to be spoken to regarding the air handling within Shilling Reason: Creative Thinking Room is very stuffy and hot	26 February 2025	Lisa Fell			
14.	TA from CS to help, over the summer break, with Operating Systems Reason: EE students are not taking the Y3 IY modules.	26 February 2025	Steve Alty			Agreed with HoD ISG that AJ Jenkins will run a “bootcamp” for CSE students on no-machine and Linux
15.	AV to be asked about providing mobile microphones Reason: Lecture recording is not good	26 February 2025	Alex Clarke			

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16.	MSc student Dean Froggatt to be contacted for more information Reason: Possibility of running CeDAS session for Year 4 students	26 February 2025	Kinga Boulton			
17.	SU to see if EDI rep could be seen as a separate role. Reason: EE already have a specific EDI rep for students	26 February 2025	Lauryn Fleming			

Notes from Meeting

Meeting 2: 26 February 2025

Apologies received from

Zaib Chaudhri (Year 4) – Course Rep

Thomas Hohlotsov (Year 1) – Course Rep

From Previous Minutes

Action Point 3

Bridging support for the MSc students who have the theoretical experience but not necessarily the required practical experiences.

Response

To provide opportunities for developing C programming skills needed for EE5090, students will be

- *Enrolled to audit EE1010 (Year 1 module Programming in C++), including the option of taking the C programming assignments at self-led pace with support from the module leader*
- *Given guidance to enrol on EdX online C programming courses*

Given direct feedback by the EE5090 lecturer during lab sessions

It should be noted that EE5090 System On Chip Design and EE1010 Programming in C++ should not be timetabled at the same time.

Head of Department Update

Electronic Engineering applied for and achieved the Athena Swan Silver Award. With thanks to Matt Bryan, Lisa Fell and Beenish Ayaz. This is a good achievement as went straight to Silver because our processes have been set up so well.

New lecturer position has been appointed and will start, hopefully, next month.

A new degree course has been planned. BSc Spatial Computing. Partnership with StoryFutures and their Co-star project. With a proposed start date of September 2026. To develop a state-of-the-art program for immersive engineering taking what we have from CSE. The Expression of Interest is attached to these minutes for students to read and give their feedback.

Foundation Year modules EE1998 and EE1999 are to be modified, will be replaced with a single 30 credit module which will run throughout the year.

Bourne Building – there is no longer any need for staff from Bourne Building to be relocated to Shilling.

NSS Survey is currently at 75% completion for Electronic Engineering. Incentive of an iPad is being offered for completing the survey and students are being asked to design an air-man to be displayed outside the winning department.

The results of the EE mid-term survey were discussed and summaries handed out. Asking people how they rate the Moodle sites, lecturers/tutorials, and lab/seminar sessions on a scale of 1 (excellent), 2 (good), 3 (room for improvement), 4 (awful) and asked for general comments.

Year 1 – good to excellent. EE1000 repetition of material. EE1030 combined lecture/lab too long. EE1120 timing of homework, deadline day before lecture.

Year 2 – good, but some responses towards 3. EE2000 liked theory, but repetition. EE2080 quite a few negative comments, group work not liked. EE2060 slides before lectures.

Year 3 – low responses but those received were good to excellent. EE3050 no responses.

Year 4 – again low responses. In videos laser pointer used which doesn't show up on the recordings.

Students will be contacted regarding the results of the previous survey.

Health and Safety

All teaching labs now have additional power sockets.

EDI

No events are currently planned but students will be informed when anything is arranged.

A cultural survey is ready and will be opened to students once the NSS is closed.

Moodle had issues with audio files. If lecturers release audio files should be done as a ZIP file.

Action: Steve Alty to contact E-Learning.

Library

Next Referencing drop-in will take place on 5th March.

From 29 March to 4 April, the Library will be open 24/7.

From 5 April to 27 April back to normal opening hours of 8am-12pm.

From 28 April to 13 June, 24/7 opening.

The Reading Room in Founders is always open 24/7.

Available study spaces will be released soon.

CeDAS

No students attended the Maths drop-ins for Year 1 students. Will attend one of the lectures to find out why. The sessions are timetabled but shown as “Optional”.

The drop-in session is one hour on Monday, skip because not mandatory, no reason to come in. It was pointed out that there is also a CS1840 lab session on Monday which students should attend but Year 1 student stated that attendance is optional and not recorded. Some students also have tutorials for CS1870 scheduled for Mondays. Kinga will look at the timetables and see if the session could be rescheduled.

Rep Feedback

Year 1

EE1120 – homework due one day before the lecture. Students forget. Would like it to be due on the day. Students got used to last term when it was due on the day. Attendance for Maths is very poor. Commuting students on Mondays have only one hour.

EE1000 – Logic tester – individual but had to share board. Normally in pairs and should have had enough PCB's.

Steve Alty – Just a reminder that reps do not have to wait for the SSAM to register complaints/issues. This can be done at any time.

EE1030 – students feel the structure needs revision. Session is too long on a Tuesday. There is a break but runs from 2.00-6.00pm. This the way Anush likes to run module. Also could the lecture be moved to Monday that way there is more reason for students to attend on Mondays with the lab the following day.

Response is that there are timetable restraints and previously students have asked for the lecture and labs to be on the same day. There are restrictions on this module that it needs to be at a certain time of day for the lecturer as well. Also we cannot move as the lecturer may already be teaching on that day. We will pass on to the lecturer that students would prefer lecture, lab, lecture, lab.

CS1860 -

Year 2

IY2840 Quiz contained questions that students had not been taught. Also students couldn't access Linex NoMachine as not set up properly. Quiz postponed to following week. In the rescheduled quiz the format was completely different and the time was changed from 40 minutes to 30 minutes. Students had to stay in the room after they had finished the quiz as there were students who had extra time. The quiz was worth 10% of the module and was only pass or fail, had to get all questions correct. Last question of the quiz was a Batman quote and students were supposed to get the answer from the lecturer or TA.

Linex accounts are controlled by central IT. Alex will speak to Narinder in CS to ask if CSE students can be set up with accounts at the same time as the CS students.

Action – Alex Clarke to speak with Narinder Sehra regarding Linex accounts

It would seem that it is not only the EE students who are affected by the IY2840 and Steve will speak with the module leader.

The module leader for IY2840 advised students at the beginning of term that he would not answer any emails or queries on the module. The Head of Department was spoken to about this last academic year but it would appear that it is happening again. The module leader has a specific format for emails which he hands out and will not answer if email is not in this format.

Action – Steve Alty to speak with module leader for IY2840

Prior to this module, there is a module IY2760 which would appear to be a pre-requisite for IY2840. This means that CS students have an unfair advantage. When the module leader was asked about this, he dismissed us and said we should have taught ourselves.

Action – Steve Alty to speak with CS HoD, Carlos Matos

CS2860 – can some of the lectures be done online as some students feel it is not worth coming to campus for a one-hour lecture.

On Fridays there is an Embedded Systems (EE2000) lab from 9.00-12.00. ECS students are asking if this can be split as at 12.00 they have a workshop for CS2860 followed immediately by a CS2860 lecture which finishes at 2pm. Also commuting students don't like the 9.00 start on Friday as all other days are 10.00.

Lisa Fell advised that EE have no control over the timetable for CS, and CS have priority over EE due to their number of students. EE students are lucky to have a 10.00 start.

Creative Thinking room is very stuffy and hot.

Lisa Fell advised that this is a building problem. We can ask for the temperature to be turned down, but this will make it cold for classes with less people. The door should not be propped open as it is a fire door. Lisa will speak with Dave Palmer, the building manager, to see if any changes can be made to the air handling.

Action – Lisa Fell to speak with Dave Palmer, Building Manager

EE2080 Professional and Sustainable Engineering, but also for all modules, too many group projects. For this module students are unhappy with how groups are chosen. Previously the groups were chosen by register order but are now split into EE and CS. Anush Yardim, arranged the groups herself and said the groups were arranged based on students request. Arranged this way due to clashes. Students would rather be mixed CS and EE. This will be mentioned to Anush. If there is someone within your group who is not meeting group requirements, then this should be mentioned to the module leader.

EE2000 – is good, would prefer it would be like this for Term 1 as well as Term 2. Lab sheets, the code is always fine, but descriptions/instructions could be clearer.

EE2040 – all good, well structured. Some lecture slides are inaccurate, steps are skipped and are a lower quality. New variables could be explained. When new formula introduced is not explained why it is being used. More clarification from a student point of view would be good. Sam (PhD student) has helped a lot).

EE2060 – all positive, multiple opportunities to check knowledge. Some say 3-hour session is too long and have asked if there could be more content or if the session could be cut down. Understand that should be working on individual presentations.

EE2080 – Students expressed wish that they would like the guidance and instructions on placements and internships to be available on text and video so it can be used from the start of term especially as the interviews are in November/December. Some students have said that the two halves of the module are disjointed and if there is some way to connect these it would be good. Students asked for solutions for labs to be released. and some questions are different to what is being presented in the lectures. Students complaining about Case studies – one “would you sell a computer to Hitler”, the other is “why should police use drones, CCTV and AI to tackle criminals. Very concerned as to why the case studies are so different and not relevant to the modules. Onyema (EE2080 module leader) responded that both case studies are concerned with ethics. One case study is not enough to be assigned to the whole groups as the learning would be reduced. The number of case studies is adequate. You may perhaps ask Anush for more clarity and to provide more insight into what you are considering if you don’t understand the way the ethics work. The feeling that the module is disjointed is because it comprises two different entities merged into one module in order to cover the learning outcomes expected by IET accreditation team. We cannot separate the two modules as that will give 30 credits; we had to join them together to get a 15-credit module.

Accessibility – the subtitles on a lot of the videos do not match what the lecturer is saying and that can be difficult for students who struggle with hearing or don’t have audio capability on their device.

Some students touch the hands-free buttons when entering and leaving the lecture rooms and there is a lot of static.

Lisa Fell responded that the buttons are supposed to be touched, or wave you hand in front. There is a lot of static in Shilling Building.

EE2080/EE2060 – complaints about the lab turning into a chat session and are asking if a TA could support the lecturer to guide them through the labs. Difficult for students to focus and hear the lecturer. There needs to be more control in the room. It seems the first row engage but the others just sit in their groups and chat. Onyema responded that EE2080 already has a TA who is doing well in supporting the students. Moreover, students were encouraged to show up on time and to ask questions during the timetabled sessions or email the lecturer(s) if in doubt.

Year 3

EE3070 – enjoy how Alin goes round to each student which makes them feel involved and they appreciate the help from Omar.

EE3030 – students say Beenish teaches well and tries to make it engaging. Very dense subject and she does her best.

EE3050 – David really passionate and makes lectures very engaging. Labs are really good.

EE3100 – possibly add more tutorial questions and more solutions. Text on lecture slides would be good, makes it difficult to go back.

CSE students

IY3609 – assumes knowledge and from a CS perspective in the Operating Systems areas. All engaging and clear.

IY3612 – no real feedback. All clear, done from an engineering perspective instead of CS perspective. Assessments clear.

For issues like Linux, would it be helpful if we ran on-line teaching during the summer to enable students to see what is involved and also signposting resources which may be helpful. Optional sessions may be useful. There may also be something on Safari via the Library resources to help. The Operating Systems module page is publicly available. It would appear that because of how badly IY2840 is run, this has stopped EE students from taking the Year 3 IY modules.

Action – Steve Alty to ask if it is possible to have a TA from CS to help with Operating Systems. AJ offered to help as he is returning to ISG for his PhD.

EE3030 – request for clarification. Possibly comes from students who arrive late to lecture. Each workshop is a percentage of the grade. It has been said that attendance and the time of arrival produces the grade. Students would like clarification of this.

Beenish has started to do this, arrive in the first 15mins is fine but after that grade is reduced. This needs to be clarified to students.

Perhaps via the Moodle page. It would appear that it is only the students who are in the first 15 minutes of the lecture who are aware of this grading system. Others will have heard it second-hand and are the ones that need clarification. It is being done to encourage engagement, which it would appear is needed.

EE3000 – the project presentation in January was really good, students found it showed what they needed to focus on.

Year 4

Feedback on First term modules

IY4501 – no comments on this module.

IY4523 – 100% exam, in the past there were quizzes (doesn't conform to assessment futures). Students would prefer to have the quizzes.

CS2847 – a very interesting module. Different topics, nice mix. Percentages are a good split between groupwork and individual. Could still do well on individual if you got a bad group. Hard for EE students to pick groups. Students like to pick their groups and good that this is an option but CS and Psychology are so large that it is difficult to find people you know.

EE4302 – some students liked that it wasn't too relevant to Power Systems. Wasn't too Maths heavy.

EE4100 – overall good module, some students found the mark distribution confusing. Could be clearer how it was marked. Structure was good. The only issue was that once a project has been decided, it cannot be changed. The quiz, equivalent to Agile quiz, good but weighting too high at 20% of the whole module. Report results were mixture of contribution and the report which confused a lot of students as report was a group report and despite being good their results were reflective of the report. This confused students, needs split of contribution and report results. Some groups split the contribution % results differently. Therefore, not consistent. Unclear if the module leader is aware that below 50% is a fail for MSci students. Some students would prefer an individual peer review.

Feedback on Term 2 modules

EE4015 – good module, easy to understand concepts in the lectures. Laid out in an easy-to-understand format. Could be some practice questions for some of the maths. Some students need to be reminded of when the quizzes will be and deadlines. Length of labs 2-6pm, lecture to lab, students would like a set break in the middle of the session. Some students are finding that while 2hrs for the labs are fine but some involving boards are taking a lot longer and they have to catch up in the next session as students are not allowed the boards outside of the lab session. Some labs take longer but some are easier. Maths are explained well but students would like some practice questions. Some students are showing confusion in what is being asked in the 20% quiz, maths, query or both. No clear vision of what is being tested. Derivations are good.

Steve Alty has uploaded a mock test for students.

Lecture recording is not good, is a mobile mic possible?

Action – Alex Clarke to speak with AV regarding mobile microphone

EE4000 – going well, every group has regular supervisor meetings. When started would have liked an introduction but no-one was available. For the first session, the lab was empty. Vladimir is new to the module and there are three separate supervisors., EE4000 is on the timetable to reserve space. Both EE3000 and EE4000 appear on the timetable, this included the Creative Thinking poster which caused a panic for Year 3 students who thought they had to produce a poster which they had not been told about.

Lisa Fell advised that a joint module had to be created for students to have the space.

Interim report, report on the project but students found that it was due in too early, two weeks after given project. It was hard to get useful information into the report. Could only write about the notion of what they were going to write.

Supervisors should be aware of the delay in allocating projects.

EE4016 – no complaints, all good. Taught well. Each lecture gets each of us involved and is showing how its being applied in the real world and how much it matters. Maths taught well, can't give answers but have done sessions with him in office hours and has been great.

E4080 – really well taught. Balanced, lecturer will go back and explain even if it is only one person asking. Tutorial really useful in understanding what the exam could look like and releases solutions to the questions. Lecturer uses a laser pointer in the lecture which doesn't show up in the recordings which can be confusing.

CS4950 – taught well and builds upon the year 3 machine learning module but assumes you don't know and builds knowledge. Friday 9am start is not ideal and it is not near Shilling (Wettons A) also lab on the same day from 3-4pm which is not optional and is not marked. This lab clashes with EE4015 which runs on Friday from 2-6pm.

Lisa Fell pointed out that this should have been flagged when the timetable was in process and unsure why it wasn't. CS4950 is an optional module and student would have been told to pick another option.

MSc

EE5090 – some students said that it was “weird” and “painful” to begin with but would have been a lot worse if they hadn't done computer science. The main issue is that they are told what to they are doing in the lab then expected to apply it to two pieces of lab equipment they have never touched before. Students are using their programming knowledge for support allowing them to excel in the programming and not worrying about the inadequate work being produced in other aspects/areas of the module.

Generally, students have never been told or taught how to write a lab report.

Masters students are seemingly and understandably held to higher standards for reports which is fine unless you have never been taught how.

Suggestion from one student was to produce a starter pack over the summer on how to do electronics with refresher on how electronics work. Also with access to maths module page or resources all completely unlocked.

It could be possible to run a CeDAS session for year 4 students.

Action – Kinga to contact Dean Froggatt for more information

Quiz/Diagnostic Test could be sent to incoming MSc students to establish what they know.

AOB

Electronic Engineering has a specific EDI rep. Is this something that the SU could see as a separate role?

Action – Lauryn Fleming to take this to the SU

The department receive feedback from students, and provide response but is this being fed back to the students? Is there any support the department can give? The minutes of the meetings are saved on an SU repository and students need to be reminded where these can be found. Suggestion to hold a 15minute session at the beginning of a lecture. Suggestion that a summary of responses be sent to students by email, each year.

Next Meeting

First week of Term 3, to be agreed once the exam timetable is received.

Meeting closed at 16:30