

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)	Monday 17 th November @ 12:30-1400	McCrea 1-18	<p>Attended: Cody Braunschweig (Course Rep) Emma Dadge (Course Rep) Layla Fenton (Course Rep) Minwoo Kwon (Course Rep) Olga Angelpoulou (Course Director) Kinga Boulton (Academic Skills) Victoria Gilyatt (Secretary) Eva Garcia Grau (Library Liaison) Saqib Kakvi (PGT Director EPMS)</p> <p>Apologies: Marie Cordingley (School Rep) Tracey Berry (Vice Dean EDI) Lizzie Coles-Kemp (HoD) Jassim Happa (Course Director) Rikke Jensen (Director of Teaching) Cj White (Student Union)</p>
December Meeting (optional)	N/A	N/A	
February Meeting (compulsory)	Monday 23 rd February 2026 @ 11:00-12:30	Bedford 0-07	<p>Attended: Lizzie Coles-Kemp (HoD) Olga Angelpoulou (Course Director) Eva Garcia Grau (Library Liaison) Kinga Boulton (Academic Skills) Jessica Fernandes (Secretary) Jassim Happa (Course Director)</p> <p>Apologies: Marie Cordingley (School Rep) Tracey Berry (Vice Dean EDI) Rikke Jensen (Director of Teaching) Cj White (Student Union) Matthew Patterson (VP Education)</p>

			<p>Cody Braunschweig (Course Rep) Emma Dadge (Course Rep) Layla Fenton (Course Rep) Minwoo Kwon (Course Rep) Victoria Gilyatt (Student and Programmes Administration Officer) Saqib Kakvi (PGT Director EPMS) Ajay Khadke</p>
<p>(Rescheduled February Meeting) March Meeting (optional)</p>	<p>Wednesday 25th March 2026 @ 11:00-12:00</p>	<p>Bedford 1-17</p>	<p>Attended: Lizzie Coles-Kemp (HoD) Kinga Boulton (Academic Skills) Jessica Fernandes (Secretary) Saqib Kakvi Emma Dadge (Course Rep) Greg Leurs (Library Liaison)</p> <p>Apologies: Marie Cordingley (School Rep) Tracey Berry (Vice Dean EDI) Rikke Jensen (Director of Teaching) Cj White (Student Union) Matthew Patterson (VP Education) Olga Angelpoulou (Course Director) Eva Garcia Grau (Library Liaison) Jassim Happa (Course Director) Layla Fenton (Course Rep) Minwoo Kwon (Course Rep) Ajay Khadke</p>
<p>April Meeting (compulsory)</p>			
<p>May Meeting (optional)</p>			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
ISG/17N OV/01	CS5900 students only received information a week before their presentation.	17 th November 2025	Module Leader- David Tena Cucala		25 th November 2025	Module Leader informed about the issues via email. They confirmed that all information was provided by the latest on week 8, two weeks before the ISG presentations (which are happening 25 th November).
ISG/17N OV/02	Queens Lecture theatre there is a lot of reflection from the screen and the projection is very bright.	17 th November 2025	Maintenance		24 th November 2025	Logged a Maintenance ticket. AV to attend the lecture theatre
ISG/17N OV/03	YII Students are feeling discouraged and abandoned in finding a placement. The events appear like they are more for the company's profile than finding a job.	17 th November 2025	Olga			Olga to have a meeting on Wednesday 19 th November to discuss a way forward for YII placement students. Will report back to the students following on from the meeting.
ISG/17N OV/04	Students are looking for exam preparation and in particular past exam papers.	17 th November 2025	Victoria Gilyatt	December 2025		VG to provide past exam papers to the Library prior to the Christmas break
ISG/17N OV/05	IY5502 the material is heavy and often there are a number of slides to go through prior to the lectures.	17 th November 2025			17 th November 2025	Module Leaders are aware and making changes.
ISG/17N OV/06	Was asked to pass onto the SU the following two points of feedback:	17 th November 2025	Student Union		25 th November 2025	Student union confirmed the following: Next term, I will be releasing an education piece as well videos explaining the Local Transport in Egham as

						part of my Priority 8 project 'Cheaper and Frequent Local Transport'.
ISG/25 MAR/01	Not all students know about ISG group chat. Emma to speak with Olga to highlight group chat in the introductory sessions next year	25 th March 2026	Emma Dagde (Course Rep)			
ISG/25 MAR/02	If communications can be clear if students would like to change from full time to part time	25 th March 2026	HOD			
ISG/25 MAR/03	Not all students get year in industry events emails	25 th March 2026	HOD/Olga			

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 1-17 th November 2025	<p><u>Academic Staff Update</u></p> <ul style="list-style-type: none"> ➤ Main update is the Year in Industry (YII). Olga has a meeting on Wednesday to discuss a way forward for YII students. There appears to have been a lot of students struggling to find placements this year and with December deadlines coming up there is uncertainty. ➤ ISG have set up an MS Teams Channel to post upcoming activities and networking opportunities and encouraging student to engage on the channel to get the most from the events. Networking activities help find students placements so is strongly encouraged for YII students. ➤ The department have no control over when the exams are scheduled and the resit exams for international students, which appears a particular concern for students. ➤ The department is taking part in a portfolio review of their offerings and reviewing how they are being delivered and having a general refresh. <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 ISG PGT MS Team Channel and the folder can be here: Student Feedback</p> <p><u>EDI Update</u></p> <ul style="list-style-type: none"> ➤ Working on Actions from Athena Swan applications. ➤ Looking at next Athena Swan application <p><u>Library Update</u></p> <p>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</p>

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

	<p>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.</p> <p>Coffee and cake event</p> <p>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!</p> <p><u>Academic Skills Update</u></p> <ul style="list-style-type: none"> ➤ Optional support available with Maths & Stats ➤ Optional support through Skill for Academic Success Moodle page includes one-to-one tutorials for support on writing, communication skills, maths, and statistics. <p><u>SS1001</u></p> <p>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. Emails have been sent out with the link to the quiz which must be passed.</p> <p><u>AOB</u></p> <p>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. D`o you know what you need to do to graduate?</p> <ul style="list-style-type: none"> ➤ Easy reference link to the handbook and summary of progression.
Meeting 2- 23 rd February 2026	<p>Meeting cancelled as no student course reps in attendance</p> <p><u>Academic Skills</u></p>

	<ul style="list-style-type: none"> • 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.
<p>Meeting 3 25th March 2026</p>	<p><u>Academic Staff Update</u></p> <ul style="list-style-type: none"> ➤ A review is currently being undertaken of the curriculum, conducting focus groups with students and running a survey for our alumni. The aim is to look at emerging career pathways and how the department can tie this with the curriculum. The Department is going through a process of streamlining their curriculum but making it more efficient in terms of job support. They would like to bring some of that learning into the summer this year as well. ➤ A peer review has been undertaken for all modules and going through the day-to-day work working with assessments and supporting assessments ➤ One of focus is on employability and in April is that as part of the department's attendance at the Cyber UK conference, by NCSC. The department will be working with the exhibitors, which work from SMEs all the way up to large organisations to focus on what the department can usefully do in the short term, as well as in the longer term. ➤ More students this year have gone on placements on the year in industry scheme. ➤ On Applied Data Science, Cyber Security, the departments has been reviewing and revising new discussions regarding syllabus and what will happen with these programs <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 ISG PGT MS Team Channel and the folder can be here: Student Feedback</p> <ul style="list-style-type: none"> ➤ Like day visits/one day events ➤ Deadline stacking/content overload

- If communications can be clear if students would like to change from full time to part time
- Not all students get year in industry events emails
- Some students did not know about ISG group chat, if in the introductory sessions next year if the Whatsapp group can be highlighted to students

Library Update

- Past exam papers have been uploaded onto the repository
- Beginning of this year the library launched a new version of the library's Moodle page. On Moodle and look under my courses, you'll now see it called Library Skills and Support rather than Library Space.
- The library got a new series of updated and new resources on there to help with research; referencing, evaluating information, copyright, the use of appropriate AI.
- Eva is available for one-to-one meetings, either in person or online, and you can e-mail her directly for any particular specialist support that you do need with this assignments, dissertations, research projects and just generally accessing the library as well.

Academic Skills Update

- One-to-one academic communication skills, which includes extensive piece of writing, like dissertation, but also statistics tutorials for quantitative research are available until the next week (end of term 2) and will restart kind of during the Easter break, but after Easter.
- There will be some support throughout the summer as well. And all of this can be accessed and booked via the Skills for Academic Success Moodle page that all students are enrolled to.

AOB

N/A

Meeting 4

Meeting 5

Meeting 6	