

## Staff-Student Action Log



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|---------------------------|--|
| 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 <a href="https://intranet.royalholloway.ac.uk/staff/home.aspx">https://intranet.royalholloway.ac.uk/staff/home.aspx</a> their learning. |
| Reports to                | School Education Committee – UG and PGT<br>School Research Student Oversight Committee - PGR   |
| Department                |  |
| Regular meetings per year | 3-6  |
| Quorum                    | 5  |

### Attendance Monitoring

|                                  | Date and Time                                    | Location      | Attendance  |
|----------------------------------|--|---------------|---|
| November Meeting<br>(compulsory) | Tuesday 18 <sup>th</sup> November<br>@ 1430-1600 | Shilling 2-16 | <p><b>Attended:</b><br/> Enzo Yung (Course Rep Yr1)<br/> Laura Field (Course Rep (Yr3)<br/> Kinga Boulton (Academic Skills)<br/> Eva Garcia Grau (Library Liaison)<br/> Victoria Gilyatt (Secretary)<br/> Alastair Kay (Education Lead)<br/> Teo Sharia (Senior Tutor)<br/> Iain Moffatt (HoD)<br/> Simon Blackburn (EDI Director)<br/> Matthew Paterson (SU VP Education)</p> <p><b>Apologies:</b><br/> Jeslene Bal (Senior Course Rep Yr3)<br/> Marie Cordingley (School Rep)<br/> Tracey Berry (Vice Dean EDI)<br/> Cj White (Student Union)</p> |
| December Meeting<br>(optional)   | N/A  | N/A           |   |
| February Meeting<br>(compulsory) | Tuesday 3 <sup>rd</sup> February<br>@16:00-17:00 | McCrea 1-18   | <p><b>Attended:</b><br/> Enzo Yung (Course Rep Yr1)<br/> Jeslene Bal (Senior Course Rep Yr3)<br/> Laura Field (Course Rep (Yr3)<br/> Marie Cordingley (School Rep)<br/> Kinga Boulton (Academic Skills)<br/> Eva Garcia Grau (Library Liaison)<br/> Victoria Gilyatt (Student Programmes &amp; Administration Officer)<br/> Jessica Fernandes (Secretary)<br/> Alastair Kay (Education Lead)<br/> Teo Sharia (Senior Tutor)<br/> Iain Moffatt (HoD)<br/> Simon Blackburn (EDI Director)</p>   |

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|                               |  |  | Matthew Paterson (SU VP Education)<br><b>Apologies:</b><br>Tracey Berry (Vice Dean EDI)<br>Cj White (Student Union) |
| March Meeting<br>(optional)   |  |  |   |
| April Meeting<br>(compulsory) |  |  |   |
| May Meeting<br>(optional)     |  |  |   |

**Actions**

| Action No.     | Agreed Action<br>(Include reason for agreed action)  | Date Action Agreed                   | Responsible                        | Due | Date Action Completed        | Outcome   |
|----------------|--|--------------------------------------|------------------------------------|-----|------------------------------|---|
| 18NOV/<br>MT01 | Students are finding that some lecture notes could have clearer structure. Without specifics staff are unable to identify where the issue lies. Student rep to provide more details on which module(s) and specific issue.         | 18 <sup>th</sup><br>November<br>2025 | HoD/ML's                           |     |                              | Y1 Rep to feedback specifics to HoD   |
| 18NOV/<br>MT02 | MT1710 students are struggling to hear in class in Horton HLT2.  | 18 <sup>th</sup><br>November<br>2025 | HoD/Module Leader                  |     | 18 <sup>th</sup><br>November | Will feedback to Module Leader  |
| 18NOV/<br>MT03 | Students would like more social events within the department to feel like part of a community.   | 18 <sup>th</sup><br>November<br>2025 | HoD                                |     | 18 <sup>th</sup><br>November | Arranging a pizza night in January following on from the annual Coulter McDowell Lecture. |
| 18NOV/<br>MT04 | MT3470 Financial Mathematics students would like to receive a recording of the lectures and have some exam style questions for exam preparation, In addition students are not receiving email notifications for in class feedback. | 18 <sup>th</sup><br>November<br>2025 | HoD/Module Leader                  |     | 18 <sup>th</sup><br>November | Will feedback to Module Leader  |
| 18NOV/<br>MT05 | MT3470 Financial Mathematics   | 18 <sup>th</sup><br>November         |                                    |     |                              |   |
| 03FEB/<br>MT01 | Students would like if Vevox code can be made available at the start of the lecture  | 3 <sup>rd</sup> February             | HOD/Module Leader (Ruediger Shack) |     | 12 <sup>th</sup><br>February | Will feedback to Module Leader  |
| 03FEB/<br>MT02 | Student request if lecture notes could be uploaded to Moodle in advance before start of week   | 3 <sup>rd</sup> February             | HOD                                |     | 3 <sup>rd</sup> February     | HOD will send out reminder to the academics   |

|                |   |                          |                |  |                          |  |
|----------------|---|--------------------------|----------------|--|--------------------------|--|
| 03FEB/<br>MT03 | Remind students about “the pigeonhole” as a way to give feedback and suggestions            | 3 <sup>rd</sup> February | HOD            |  | 3 <sup>rd</sup> February | HOD will send out reminder to the academics to readvertise to students |
| 03FEB/<br>MT04 | Students would like if certain topics can be pinned/starred to the top of the Moodle pages. | 3 <sup>rd</sup> February | Education Lead |  | 3 <sup>rd</sup> February | Education Lead to speak to IT  |
|                |   |                          |                |  |                          |  |

**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- 18 <sup>th</sup><br>November 2025 | <p><b><u>Academic Staff Update</u></b></p> <ul style="list-style-type: none"> <li>➤ HoD thanked the course Reps for taking on the role it is greatly appreciated.</li> <li>➤ There have been a few staff changes within the department<br/>Martin Widmer Left last year<br/>Francisca Mota-Furtado Retired in July 2025</li> <li>➤ Alastair Kay sent out Mid-Term Course Surveys which he is currently reviewing and will feedback</li> <li>➤ Student Feedback will be required later in the term as tweaks to the MSci programme are being made.</li> </ul> <p><b><u>Academic Rep Update</u></b></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 Mathematics UG MS Team Channel and the folder can be here: <a href="#">Student Feedback</a></p> <p><b><u>EDI Update</u></b></p> <ul style="list-style-type: none"> <li>➤ Open to arranging funding for EDI Events if students would like one.</li> </ul> <p><b><u>Library Update</u></b></p> <p><b>Accessibility project</b><br/>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 <a href="#">Student Feedback page</a> or by picking up a leaflet at the Library entrance, but the main improvements were:</p> <ul style="list-style-type: none"> <li>• Creating the Whisper Zone on the first floor of the Library, which includes a trial of bookable study spaces</li> </ul> |

- 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](#).

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|   | <p><b>Coffee and cake event</b></p> <p>On the 11<sup>th</sup> November, from 10 to 12, come to the Library for a free hot drink and a piece of cake or a biscuit!</p> <p><b><u>Academic Skills</u></b></p> <ul style="list-style-type: none"> <li>➤ Maths drop ins are running. Please get in touch with <a href="mailto:Kinga.Boulton@rhul.ac.uk">Kinga.Boulton@rhul.ac.uk</a> if you would like to get involved.</li> </ul> <p><b><u>SS1001</u></b></p> <p>SS1001-Academic Integrity Module is a mandatory module needs to be completed by all 01<sup>st</sup> Year Students by the 05<sup>th</sup> 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><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>➤ VG -Posed the following Questions to the students:<br/>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?</li> </ul> <p>Information on Progression is available on the Exams FAQ's on the Maths Departmental Moodle Page.</p> <ul style="list-style-type: none"> <li>➤ Online publications from the Maths academics are accessible online and can be browsed by students</li> </ul> |
| Meeting 2 – 3 <sup>rd</sup> February 2026 | <p><b><u>Academic Staff Update</u></b></p> <ul style="list-style-type: none"> <li>➤ HoD thanked the course Reps for attending</li> <li>➤ Pizza with Profs had a good turn out and a good number of people attending.</li> <li>➤ NSS – Final Year Survey</li> </ul>   |

### **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 Mathematics UG MS Team Channel and the folder can be here:

[Student Feedback](#)

### **EDI Update**

- Open to students to be seen in person or via online for any enquiries that they want to discuss Contact: Simon Blackburn- [Simon.Blackburn@rhul.ac.uk](mailto:Simon.Blackburn@rhul.ac.uk)

### **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>

#### **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!

##### **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 11<sup>th</sup> March, LaTeX basics on the 25<sup>th</sup> 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, 25<sup>th</sup> 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**

- Academic Skills provide Academic Communication workshops, e.g. Success with Science Reports are currently running and will begin again in Week 24, first week of March.
- One-to-one academic communication and Statistics tutorials are available.
- Maths Café planning is underway. These daily drop-ins will run daily 11:00 – 14:00 between 30<sup>th</sup> Apr – 15<sup>th</sup> May. Last year James McKee volunteered his time to answer any last minute questions from MT2320 and MT3110, but he was also able to help with other modules. These will be promoted neared the time and a call for lecturer volunteers will go out before Easter break.

|           |  |
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|           | <p><b><u>AOB</u></b></p> <p>School Rep (MC) enquired whether student attendance is any better.</p> <ul style="list-style-type: none"><li>➤ Issue with attendance is that students can mark their attendance without being in-person at lectures.</li></ul> |
| Meeting 3 |  |
| Meeting 4 |  |
| Meeting 5 |  |
| Meeting 6 |  |