

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)	05 th November 2025 @ 1300-1430	Tolansky-125	Present: Marie Cordingley (School Rep) Eleanor O'Callaghan (Senior Course Rep) Eesha Ibrar (Course Rep Yr2) Mariam Saik (Course Rep Yr2) Jack Shearman (Course Rep Yr2) Tracey Berry (EDI Vice Dean) Kinga Boulton (Academic Skills) Adriana Dias (Teaching Technician) Eva Garcia Grau (Library Liaison) Stephen Gibson (HOD) Victoria Gilyatt (Secretary) Jon Goff (Lecturer) Asher Kobath (UG Education lead) Ian Murray (Senior Technician) Giovanni Sordi (Lecturer) Pedro Teixeira-Dias (Senior Tutor) CJ White (Academic Communities Coordinator) Apologies: Veronique Boisvert (Professor) Pavel Karataev (Reader)
December Meeting (optional)	N/A		
February Meeting (compulsory)	11 th February 2026 @ 1300-1415	Tolansky-125	Present: Eleanor O'Callaghan (Senior Course Rep) Jack Shearman (Course Rep Yr2) Kinga Boulton (Academic Skills) Adriana Dias (Teaching Technician) Eva Garcia Grau (Library Liaison) Stephen Gibson (HOD) Tim Wilson-Soppitt (Secretary) Jon Goff (Lecturer) Asher Kobath (UG Education lead) Giovanni Sordi (Lecturer) Pedro Teixeira-Dias (Senior Tutor) Apologies: Marie Cordingley (School Rep) Eesha Ibrar (Course Rep Yr2) Mariam Saik (Course Rep Yr2) Ian Murray (Senior Technician) Tracey Berry (EDI Vice Dean) Veronique Boisvert (Professor) Pavel Karataev (Reader) CJ White (Academic Communities Coordinator)
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
05NOV/ PH01	PH1140 Scientific Skills overall the lowest experience of the labs. The resources question was written quite late. They mentioned that the lab scripts were sometimes outdated, but the updated part was mostly well it referred to the lab notebooks as a physical one, not the online one, but that changes.		Module Leader	Term 1		
05NOV/ 02	PH2420 has no online resources and lecture recordings. The handwritten notes are not readable. It refers to an old textbook. The iPad they are using needs to be turned around for the lecture slides to be more visible during the lecture.		SG to inform the module leader	Term 1	14 th November 2025	SG fed back to Module Leader Phil Meeson to implement Improvements
05NOV/ 03	PH2150 the waiting time on the problem sets can take a while.		Module Leader	Term 1		
05NOV/ 04	PH4226 it is taking 2 weeks to receive the problem sheets as they are long problem sheets.		Module Leader to send out earlier	Term 1		
05NOV/ 05	PH4475 staff change to resolve issue and support students with exam preparation.		Module Leader	Term 1		
05NOV/ 06	PH4515 The room at Stuart House is too small. VG to speak with timetabling regarding alternative room options.		VG To speak with timetabling	Term 1		

05NOV/ 06	If any students are having issues with registrations in KCL please email Nikolas Kauer and cc in Asher Kaboth		Nikolas Kauer/Asher Kaboth			
11FEB/ 01	Forward Department's concerns about attendance.		1 st and 2 nd Year Reps			
11FEB/ 02	Reminder to all teaching staff to finish teaching at 10mins to the hour.		Stephen Gibson			SG has reminded all module leaders to do this.
11FEB/ 03	List of registered students on PH3920 for Eleanor Callaghan to collect feedback		Eleanor Callaghan/Asher Kaboth			List was provided to Eleanor
11FEB/ 04	Reminder to Finalists to complete the NSS		3 rd and 4 th Year Reps			
11FEB/ 05	Reminder to lecturers to post lecture slides/notes in advance (>24hrs) of teaching		Stephen Gibson/Asher Kaboth			SG has reminded all module leaders to do this.
11FEB/ 06	Feedback to be gathered for PH4442 Adv Particle Physics proposed move to London Campus teaching.		All Reps/Pedro Teixeira-Dias			
11FEB/ 07	Remind PH2710 module lead to enable Panopto for video content on Moodle		Stephen Gibson			SG has spoken with the PH2710 module lead who agreed to do this. SG has also reminded all module leaders to do this / adjust the settings to publish these automatically.

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 -05 th November 2025	<u>Academic Staff Update</u> ➤ There will a reflection time for Peter Miller in Tolansky 1-18 on the 12th November at 13:00. This will give staff and student the opportunity to share their memories about Peter. There is a sympathy card with Stephen Gibson if anyone would like to sign or add messages which will be passed onto Peters (Finley's) parents. <u>Academic Rep Update</u> 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 <u>EDI Update</u> ➤ Women in Physics Events are up and running again this year ➤ Every week there is a new event or a talk ➤ Working on Accessibility within the department and there has been a success with the disabled toilet which is being refurbished ➤ There is a department meeting on the 25th November please feed into TB any feedback you wish to raise. <u>Library Update</u> ➤ 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!

Academic Skills Update

- Of interest to students writing dissertations or reports may be writing one-to-one tutorials available via Skill for Academic Success Moodle page. Students can send up to 2000 words and meet with a tutor for 30 minutes for recommendations on how to improve. Three tutorials per term are available to all taught students.
- Only one student applied to be a mentor during the maths drop-ins for Y1. Daniel Corper (Y2) has a very broad knowledge and a clear passion for the subject and teaching others. He is a great asset to the maths mentoring scheme.
- More mentors are needed! Asher sent numerous messages. Could reps promote it further amongst their peers?

	➤ Drop-ins had a very low attendance at the beginning of the term. This has slightly improved after Daniel promoted the sessions during one of the Y1 maths lectures. ➤ I'm planning to email Y1 lecturers to make them aware of the drop-ins and ask them to send struggling students to the drop-ins. <u>AOB</u> ➤ The New Telescope is almost ready to launch, just waiting for a clear night for it to be properly calibrated. Following this there will then be both a public and departmental launch of the telescope. ➤ There will be a public lecture on the 02nd December which Stephen Gibson will advertise out to the department. ➤ SS1001-Academic Integrity Module is a mandatory module needs to be completed by all 01st Year Students by the 07th November 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. ➤ Is there a need for more information on progression for students? Pedro T-D confirmed that this is communicated to students in induction with a link to the Student Taught Regulations.
Meeting 2	<u>Academic Staff Update</u> ➤ It was noted that 1st and 2nd Year attendance had dropped dramatically in Term 2, and Reps were asked to remind their cohorts of the attendance requirements and engagement expectations, and that there is a proven correlation between low attendance and poor academic performance. ➤ Dhillon Johal was thanked for stepping in to take on the 1st Year Rep role. ➤ Finalists were reminded to complete the NSS questionnaire to help with future Departmental design strategies, and recognition. <u>Academic Rep Update</u> Student Feedback for Years 1,3 & 4 was provided in the Feedback for SSAM Spring 26-2.pdf in advance of the meeting please see the Action Log above for outstanding Action points. ➤ KCL registration/access issues had been resolved quickly for the Spring Term ➤ 3rd year RHUL modules fed into KCL modules well ➤ It was proposed to move PH4442 Advanced Particle Physics teaching to the London Campus to try to coordinate with the KCL timetable

Formal 2nd Year Feedback is to follow, and will include:

- PH2610- Moodle page and Lectures are well structured; question sets are good and useful, although some students found them confusing; well taught
- PH2710- Moodle page and Lectures are disorganised; lecture notes are posted late; lecture recordings are unavailable
- PH2310- Lecture and Moodle pages are well structured and clear, and teaching is fun despite the boring topic.
- PH2250- the code scripts have been very useful; students are generally enjoying labs more than in 1st year; students had really enjoyed the recent CERN Trip.

Priority 8

No update in SU representative's absence.

EDI Update

- The departmental Athen Swann submission has been completed, and details are available on request.

Library Update

Eva advised of current services on offer, and supplied a written report:

[SSAM Library Update 110226.docx](#)

Academic Skills Update

- Dissertation writing workshops are now available for Finalists, along with 1-to-1 tutorials
- 1st Year Maths drop-ins were still running for anyone them. Kinga was hoping to train up peer mentors for next year.
- The Maths Café would be running between 13th April and 15th May for support during the main Exams period.
- More information available from the Moodle page: [Skills for Academic Success](#)

AOB

	Low attendance rates in 1st and 2nd Year cohorts are a concern, and Reps were asked to raise with their peers. The department understood cold and flu season could bring down individual attendance for short periods, but the problem appeared to be more generalised and affecting the whole 2nd Term so far. It was suggested that students may prioritise attending teaching sessions above example classes under the assumption they know the material sufficiently. Missing these sessions is proven to be detrimental to student results as they form part of the learning process, and will often cover additional material not previously taught. Not announcing class types beforehand could encourage students to attend in case the 'mystery session' was teaching. Prof Teixeira-Dias stressed the importance of establishing good academic habits in the 1st Year when beginning the new University learning style. The attendance-progression correlation was very evident where the majority of Repeat-Year study was in the 1st Year. If students are unaware of the requirements and regulations around Progression, Prof Teixeira-Dias will be holding a talk on the subject.
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	