**Taught Academic Representative Forum (TARF) & joint with Community & Welfare Forum (CWF)**

**Date:** Tuesday 17th June 2025

**Time:** 18:00- 20:00  
**Location:** Royal School of Mines, 301E

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| Agenda | |  |
|  | Welcome and updates  Present – EH (Emina Hogas – Deputy President Education)  NH (Nico Henry – Deputy President Welfare)  CB (Charlotte Baker – Representation Coordinator)  ZB (Zahra Butt – Democracy & Campaigns Coordinator)  8 student representatives | No actions |
|  | Actions from previous meeting  EH   1. Departments pay the same rent for different campuses – No definitive answers have been reached. 2. EH to talk to EM about best practice NSS comments – a meeting is happening in July to discuss results and how to disseminate to reps. 3. EH to raise with FoM and to feedback to Anya and Ella around genomic medicine – raised and implemented for next academic year. 4. EH to raise PG FoM around marking and lack of old exam papers – mixed practice in the faculty identified but this has led to a new module submission function on our website where we you can submit granular feedback so we can see directly where the problems lie hopefully coming in the new academic year. 5. EH to talk to JE about EDI seed fund for FoNS – done. 6. EH to raise with ICU around year elections and look at governance – in progress and collaborating with systems.   Completed   1. Look into tankards – not everyone has a tankard, departments have them from legacy. 2. EH to raise with ICU teams regarding CU events/dep soc events & funding – communication is going to reiterated to dep socs about supporting with events.   Welcome & Updates  **Mitigating circumstances**   * Focus groups were carried out on current mitigating circumstances with students and is being turned into policy. * Policy, procedure, and guidance re writes are currently in the works and initial presentations are happening in June 2025 * Fully written policy, procedure, and guidance, with full revisions and edits will be completed in Summer 2025 and preparation will begin for committee review. * A working group will be convened to review actions/timelines at the end of the calander year. * Digital integration for MCs, on my Imperial, will hopefully be implemented by the start of the next academic year. * EH is still working on removing MC word documents and standardising the process.   **Assessment & Feedback**   * Student shaper projects have been created for assessment and feedback. * An assessment review coordinator has been implemented. * EH work on lobbying for alternative assessments is still processing. * PGT resits happening in year is not probable to happen.   **UROP & UKRI**   * EH and the ICU team are still working across other Universities to lobby for an increase in the UKRI stipend. This was discussed at Union Council and are currently finalising a paper to be presented to the University. The UROP process is being revamped is still being worked on and will continue into next year.   25/26 Goals   * Personal Tutoring Framework reshaping * AI Literacy (already been promoted and are currently doing a trial to make sure staff are up to date in order to incorporate AI literacy into teaching and practice. * PG engagement * Study space, continuing work to find alternative spaces.   NH updates  **Trans ruling**   * AT gave an update that current work has consisted of collaborating with IQ and femsoch to release a statement to show support. * Worked with the staff LGBTQ+ network to send out surveys to identify what the community should be doing. The results of this survey have been presented to the university board. A Council paper is currently being written so incoming officers can have a guide as to how to best support students in the future. * The supreme court ruling is difficult and is contradictory, but the main aim is to provide a safe space in our spaces.   **Housing support**   * The rent guarantor scheme is being expanded to PGT as a trial next year. * There will be consultation on closing Evelyn Gardens and what to do with the space. NH stated that this should provide double the number of rooms, affordable housing, and an increase in accessibility. * Reps stated that there needs to be a priority to make sure the housing is accessible, and plans are in place sooner rather than later to make it so.   **New Counselling space & further student space**   * On Level 5 Sherfield, which is part of the new strategy, focusing on mental health. Work is being undertaken to be aware of time, location, space, and cultural sensitivity. EH said it is a nice space and soundproof. * There is a focus on making culturally informed counselling and NH stated a further drive to make it more accessible to international students. * In September there will be a new set of spaces on Level 4 of Sherfield with bookable spaces & an additional prayer room.   **RGSU International student report**   * A full set of recommendations was created with other Russell group institutions to create a report based on student feedback to improve the international student experience. Some of the recommendations are around dependents and students in terms of temporary immigration. * There needs to be cross departmental impact assessments on how immigration policy and public messaging affect the experience. * There is a recommendation to freeze VISA fees and immigration health sub charge. * Improvements are needed to improve the visa application process. * Further financial support is needed (including fixing international tuition fees to make them the same each year). * Hardship funds need to be available to international students. * Greater career support * Retaining the graduate route, post study work opportunities are internationally competitive & awareness to employers. * Regarding accommodation, work needs to be done with local authorities to create affordable purpose-built accommodation to address housing demand and the Cost of Living. There needs to be a student living guarantee with reasonable pricing and standardization. * A good landlords scheme. * Greater focus on setting & making friends. * Better support for mental health & wellbeing to ensure students access to services. * Availability of part-time work & to make it more flexible.   Democracy Review  EH and NH updated on the democracy review and any changes that will be relevant to reps.   * Anyone can come to the council with an open invitation. Forums are going to be made into committee & policy making groups, but there will be open agendas. In some formats there will be an opportunity to meet monthly. * There has been an issue in the past with LCOs not being engaged after being elected. LCOs will now be chosen on behalf of a network and will send their delegate to Council. * The DPFS role is being removed due to it being operational. * Plans are to incorporate a PG Representation Coordinator.   Handover  EH updated and reminded reps on handover.   * A template has been sent, and instructions have been sent to meet your successor. ICU Rep Team have created a rep archive with SharePoint folders. | No actions |
|  | Reflections  EH led a conversation on reflections of the year. Key points were as follows.  Positive   * Some previous dept reps have been invited back to welcome talks to share their experience. * Reps need to take time to learn about relevant structures and make sure they understand what meetings to go to as it is important and helpful. * Faculty SSCs are a promising idea to raise points not completed in department SSCs. * PADLET is successful and reduces survey fatigue. * ICSMSU promotes what every officer has done, and it would be good if ICU could do the same. * Reps liked the drop-in sessions. * Reps liked EH 1 to 1s and approached all the academic reps.   Constructive   * Departments need to make more effort to introduce dept reps * Not to wait for an SSC to share information & feedback. * More presence & outreach at white city & reynolds.   Ideas   * WhatsApp group chats between rep structures would be good to connect reps. * Union needs to promote their wins further. * Representation needs to be widely promoted in intro talks.   SUggestions (idea to a policy workflow) |  |
|  | AOB   * Students feel like they over surveyed so it would be good to map out survey timelines. * The welcome fair one-way system was challenging, EH stated that this year it is two days and hopefully more spread out. * Chemistry has an issue with students not listening to reps on WhatsApp and taking them seriously. * Reps would like access to department mailing lists. * WhatsApp group chats need to be created in different community channels with the dep soc being involved. * In some department socs the first-year role is not held by a first-year student, which is confusing. | Action: Talk to departments in the new year about making sure reps have access to mailing lists. |