Department of History

The Personal Tutorial System

For final year students on single honours BA History or BA Modern History and Politics, and for all joint honours final year students on BA History and International Relations, BA English and History, BA French and History, BA German and History, BA Music and History, BA History and Philosophy, BA Spanish and History, and BA Ancient and Medieval History.

Tutorials referred to in this document take place (normally) in Personal Tutors’ offices in set weeks at times to be confirmed by the Department

If you have any questions or concerns, please don’t hesitate to contact Dr Jane Hamlett (Jane.Hamlett@RHUL.ac.UK), the Third Year Tutor, or Dr Becky Jinks (Rebecca.Jinks@RHUL.ac.UK), the Deputy Third Year Tutor, or Dr Kaja Cook (Karoline.Cook@RHUL.ac.UK), the Joint Honours Tutor. For more general queries you can contact the Director of Undergraduate Studies, Dr David Gwynn; or Dr Emmett Sullivan (Senior.Tutor-History@RHUL.ac.UK), the Senior Tutor for the Department.

All colleagues hold regular weekly Consultation and Feedback Office Hours. In addition, students are welcome to make an appointment to see their Personal Tutor at an alternative time to seek advice or discuss issues that may be of concern. All students whether on single honours or joint honours programmes have a Personal Tutor within the History Department whom they can approach with queries or for advice.
**Week beginning 24 September 2018, Welcome Week**

**Meeting your Personal Tutor**

This is a relatively informal session for students to catch up briefly with their Personal Tutor individually after the summer vacation!

By the end of this meeting, you will have:

- Met your Personal Tutor
- Reminded yourself of the contents of the UG handbook
- Discussed the organisation of the Personal Tutor System.

Note: you were sent timings of this meeting before the start of session, but they will be on the morning of Monday 24 September, so you should be prepared to be in the first day of term!

**Week beginning 8 October 2017, second week of teaching**

‘Safety-net’ meeting for returning tutees

This session is an opportunity for students to meet with their Personal Tutor if they were unable to do so in Welcome Week.

You should meet your Personal Tutor in their normal Consultation and Feedback hour(s).

**Week beginning 21 January 2019 (second week, term two)**

‘Touching base’ one-to-one meeting with your Personal Tutor

This session is an opportunity for students to touch base with their Personal Tutor on a one-to-one basis, and to discuss with them how they are finding their programme, what has gone well and what has gone not so well, and how – midway through their final year – they are coping with balancing the academic and social demands on their time.

You will be given details about the timing of this meeting by the Department.

**Week beginning 4 March 2019**

**Pre-exams one-on-one meetings**

For this session, students will meet their Personal Tutor individually for 10 minutes to discuss exam preparations and any other matters relating to getting ready for the exam period.

You will be given details about the timing of this meeting by the Department.
Week beginning 28 May 2018, penultimate week of year

End-of-degree reflections: one-on-one meetings

For this session, students will meet their Personal Tutor individually for 10 minutes to discuss how their exams went, reflect on their final year more generally, and discuss their future plans.

By the end of this meeting, you will have:

- Reflected on the exams
- Reflected on your final year
- Discussed the challenges you have enjoyed and managed
- Considered your plans for the future

You will be given details about the timing of this meeting by the Department – these may be organised at the time you receive feedback from your dissertation supervisor or your personal advisor where this is not possible.

**REMEMBER – YOU ARE ALWAYS WELCOME TO GO AND SEE YOUR PERSONAL TUTOR EITHER IN THEIR CONSULTATION AND FEEDBACK HOURS OR BY PRIOR APPOINTMENT!**