



## Department of History

### **The Personal Tutorial System**

For second year students on single honours BA History or BA Modern History and Politics, and for all joint honours 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 Rudolf Muhs ([R.Muhs@RHUL.ac.uk](mailto:R.Muhs@RHUL.ac.uk)), the Second Year Tutor, Dr Akil Awan, ([Akil.Awan@RHUL.ac.UK](mailto:Akil.Awan@RHUL.ac.UK)), the Deputy Second Year Tutor, or Dr Kaja Cook ([Karoline.Cook@RHUL.ac.UK](mailto: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](mailto: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 2018, 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 you are finding your programme, what has gone well and what has gone not so well, and how – midway through the second year – you are coping with balancing the academic and social demands on your time.

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

## **Week beginning 4 March 2019**

### **Final-year course options: one-on-one meetings**

For this session, you will meet your tutor individually for 10 minutes to discuss your course options for next year. You will need to prepare for this session by familiarising yourself with the course options for next year and thinking about which option you might wish to study.

By the end of this meeting, you will have:

- Discussed the course options available for next year
- Developed a clearer sense of you might choose to study.

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

## **Week beginning 3 June 2019, penultimate week of year**

### **End-of-year reflections: one-on-one meetings**

For this session, you will meet your Personal Tutor individually for 10 minutes to discuss how your exams went and your reflections on the year overall.

By the end of this meeting, you will have:

- Reflected on the exams
- Reflected on the year
- Discussed the challenges you have overcome
- Considered your plans for the summer
- Talked about your aspirations for next year.

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

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