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 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 Emmett Sullivan, the Second Year Tutor, or Dr Nicola Phillips, the Deputy Second Year Tutor, or Dr Jason Brock, the Joint Honours Tutor. For more general queries you can contact the Director of Undergraduate Studies, Dr David Gwynn.

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Dr Nicola Phillips  
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Dr Jason Brock  
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Dr David Gwynn  
David.Gwynn@rhul.ac.uk

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 18 September 2017, 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.

**Week beginning 2 October 2017, first 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 15 January 2018**

‘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 the second 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 5 March 2018

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

For this session, students will meet their Personal Tutor individually for 10 minutes to discuss their course options for next year. They will need to prepare for this session by familiarising themselves with the course options for next year and thinking about which option they 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 28 May 2018, penultimate week of year

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

For this session, students will meet their Personal Tutor individually for 10 minutes to discuss how their exams went and their 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!