



September 2012

Dear Student

As Departmental Tutor I would like to welcome you to the UCL History Department. My colleagues and I are looking forward to working with you throughout the year.

The History Undergraduate Handbook is now on the web at <http://www.ucl.ac.uk/history/undergraduate/current-undergraduates>. Please read it carefully as it contains information that will be important and useful to you throughout the year.

You will also find the schedule for induction and registration online at <http://www.ucl.ac.uk/history/undergraduate/new-undergraduates/induction-week>. Since your first year course schedule is compulsory, you will not be asked to submit any course choices. When you arrive, you will receive further information in hard copy, including the names of your Student Mentor and Personal Tutor, who is also your Degree Tutor for Ancient History & Egyptology.

Although the New Student webpages explain in detail the arrangements for the beginning of term, they may not answer all your questions. So, it is important to remember that, if you have any problem or query, or if you simply need advice, there will always be someone in the Department who can help you. You have been assigned a Mentor from the existing student body as well as a Personal Tutor, who is a member of the academic staff and is usually able to deal with most issues, academic or personal. Also, as Departmental Tutor, I am always available to advise you. It is my responsibility to try to make sure that all undergraduates in the Department have a successful time here and you are welcome to come and see me during my weekly office hours (Monday 10-11 and Wednesday 12-1 in room B.20, 23 Gordon Square) or to make an appointment for a different time by emailing me at r.salway@ucl.ac.uk. If you need to see me urgently for any reason, my colleagues in Reception or the administrative office next door (G.04) will usually know where I am.

I look forward to seeing you at the meeting for new students at 9.00 am on Monday 24th September in the [Christopher Ingold Chemistry XLG2](#) Lecture Theatre. A campus route finder which you may find useful during your first few weeks at UCL is available at <http://crf.casa.ucl.ac.uk/>.

With best wishes for the coming academic year,

Dr Benet Salway
Departmental Tutor