

Remote personal tutoring (term 1)

EISPS, 2020-21

a) Personal tutors

Each student is assigned a tutor (an EISPS academic staff member) who will advise you throughout your four-year degree at UCL. Your tutor should be available to provide regular and personalised support and guidance on your academic work as well as on welfare-related issues concerning you.

- End of September (Induction Week): Your tutor will email you to check in, remind you of her/his availability to provide support, and arrange a live (synchronous) online meeting with you by the end of October (end of first month of teaching).
- Last week of October: an online tutorial group meeting should be held via Teams, Blackboard Collaborate or Zoom (to be confirmed by your tutor).
- First week of December: a one-to-one tutorial meeting should be held with you via Teams, Blackboard Collaborate or Zoom (to be confirmed by your tutor).
- Throughout the term: your tutor should offer dedicated virtual “office hours” where you can connect with her/him via email, Teams or Zoom (with or without scheduled appointments, to be confirmed by your tutor).

b) Degree Coordinators

- They are: Rowan Mellor (ESPS), Mart Kuldkepp (Dual Degree), Brian Klaas (ISPS) and Kristin Bakke in term1 and Peter Schröder in terms 2 and 3 (ESPS Three-Year Track).
- End of September (Induction Week): your Degree Coordinator will email you to check in, remind you of her/his availability to provide support, and arrange a live (synchronous) online meeting with the students’ cohort by the end of October (end of first month of teaching).
- Last week of October: an online tutorial group meeting should be held on the dedicated Teams chat forum.
- Mid-November: a second online tutorial group meeting should be held on the dedicated Teams chat forum.
- Mid-December: a third online tutorial group meeting should be held on the dedicated Teams chat forum.
- Throughout the term: your Degree Coordinator should offer dedicated virtual “office hours” where you can connect with her/him via email, Teams or Zoom (with or without scheduled appointments).

The role of the Degree Coordinator is to provide support to the students in each EISPS of the degree programmes and discuss with them specific issues which may concern them (e.g. choice of specialism, year abroad, final year dissertation or extended essay).