Guidelines for taking Insessional 1-1 tutorials

Please note that 1-1 tutorials are cost intensive for the school (one student has half an hour of private tuition) and for this reason the following non-negotiable rules apply:

1. You must give **48 hours notice** of your non-attendance of a 1-1 tutorial or your tutorial spot will go to someone else. This includes all reasons apart from sickness absence.
2. If you are sick on the day of a 1-1 tutorial please e-mail the school on the morning of your tutorial, before **10.00 am** to inform me and your teacher of your absence. (nr2@soas.ac.uk). Address the mail to the teacher and copy me in. Otherwise your spot will go to someone else.
3. Rescheduling a 1-1 tutorial may be possible, but in this case **48 hour notice** must be given to the teacher. If the then rescheduled appointment is not kept you will lose the 1-1 tutorial spot.

Further information

1. Please also note that 1-1 tutorials do not operate as a proof-reading service. Intensive language correction of limited sections of writing may be possible (eg one paragraph), but only as a means to identify systemic errors and to teach linguistic rules or style. Teachers will always be happy to look at draft writing (or already submitted assignments) as a way to help with organisation, referencing, style, specific grammar problems and other areas.
2. If you wish to have a teacher look at any draft writing (or essays you have already submitted) for feedback please send these to your teacher at least **2 days in advance (48 hours notice)** of your meeting. The draft should not be more than **10 pages long** at one time. Whatever your problem area it is helpful to send an e-mail to the tutor before the first session outlining what issues you want to talk about.
3. **Punctuality** is important and the teacher may not wait for you if you are more than **5 minutes late**, so please arrive **5 minutes in advance** of your appointment. If you find the teacher is going overtime with the preceding student, please gently knock on the door to indicate your presence and the teacher will see you as soon as he or she is able.
4. If you feel you no longer need your tutorial support, or if your timetable has changed, please inform me (nr2@soas.ac.uk) as soon as you can so I can get another student into the spot.

Thanks for your attention

Neil Robbie nr2@soas.ac.uk Insessional Programme Tutor