KF Academic Support and Welfare Guidance

Tutorials

Students are assigned a personal tutor at the beginning of their programme. In the first few weeks, the tutor will meet their tutees and set the expectations of the tutorial system.

Tutorials will be delivered either face-to-face or online using Microsoft Teams.

You can discuss any academic and personal issues with your personal tutor. Your personal tutor is the first port of call if you need help with anything while you are on our programme. Your tutor is trained to listen non-judgementally, and to signpost you to other sources of support.

KIF students will have two tutorials in Semester 1 and two tutorials in Semester 2. Additional tutorials can be requested at anytime.

Welfare support

The Senior Tutor provides leadership of the personal tutorial system. If you have a personal concern, always discuss it with your personal tutor in the first instance. However, if your personal tutor is away from the centre, the Senior Tutor is here to listen to you and point you in the right direction. Anything you share will be treated with the appropriate level of confidentiality: Sonja Tack, sonja.tack@kcl.ac.uk

Feedback and Guidance Hours

All subject tutors have a dedicated Feedback and Guidance Hour once a week where students can discuss module-specific matters and ask for feedback on classroom performance and assignments.

Communications

Staff may contact students via email (KCL email address only) with notifications of any timetabling changes, class location changes, important meetings and deadlines. These emails will come from kings-foundations@kcl.ac.uk

All day-to-day module-related interactions will take place in Microsoft Teams. It is important to set the correct notifications so that you always know what's happening. Module-related information will be communicated in the General channels on Teams.

You will access more permanent course-related documents and submit your assignments in KEATS, our virtual learning environment.

It is every student's responsibility to keep up to date with emails, Teams and KEATS.

Website and Student Handbook

The main King's College website contains important information, such as access to the library catalogue, journals, and general College information.
The KF website is a key source of information for anything KF-related.

King's Foundations Reception

For general enquiries, please visit:

KF Reception Desk
Bush House Level 6
South East Wing
WC2B 4BG

Monday to Friday:
09:00-17:00