

Kellogg College

Student Handbook

2020-21

This copy of the 2020-21 Kellogg College Student Handbook was last updated September 2020. To ensure you have the most accurate information, please check the Student Handbook website (handbook.kellogg.ox.ac.uk) which will be updated as required throughout the year. Students will be alerted to significant changes.

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Welcome to Kellogg College

From the President

Welcome to Oxford and to Kellogg! I hope and trust that your time with us will be both enjoyable and rewarding.

Following the March 2020 lockdown, we did our best to engage with our students across the globe through a range of online events and dialogue - as well as with those students who remained in College throughout. We're currently working hard to ensure College life remains safe as we welcome new and returning students to campus life, albeit with social distancing and other such measures in place

A member of the College's academic community will be assigned as your College Advisor, and if you have a question or need assistance with anything, you can contact them for advice. You may also call on the Academic Administrator and other Academic Office staff, the Senior Tutor, the Dean, the Vice-President, or myself – I am always pleased to talk with our students. You will, I am sure, find the College staff and officers approachable; we welcome suggestions about how we might support our students more effectively.

I also meet with the elected officers of the Middle Common Room, which represents all our students, so I would urge you to become involved, help organise and enjoy the range of academic, cultural, sporting and social events that the MCR and College host and support. Above all, get to know your fellow students, many of whom will, I am sure, remain friends for life.

Professor Jonathan Michie

President, Kellogg College

Kellogg College and the University of Oxford

Kellogg is the University's most international and egalitarian graduate college and has a unique mix of students: it is the University's leading college for students reading for degrees on a part-time basis, and also has a strong and vibrant body of full-time students.

Kellogg prides itself on the expertise it has developed since its foundation to facilitate and enhance the collegiate experience of part-time students, and the College's unique student body affords full-time students the opportunity to study in a lively University atmosphere while also benefiting from the experience of those students who, alongside their academic studies, work in various professions in a range of sectors.

Though the current global pandemic sets the College many challenges, we'll be working harder than ever to ensure that both new and returning students continue to receive the guidance and support they need, and benefit from the unique Oxford experience.

Both online, and as we return to direct contact, we'll be using all the resources at our disposal to make you welcome, help you achieve your goals, and stay safe. As we work to provide that learning and living space we'll continue to be mindful of the Covid-19 risk, and learn from best practice nationally and globally, to make our College as safe as it can be.

Our in-College measures are informed by that wealth of knowledge within the University, and every decision we make is made with the safety of College members in mind. This is underpinned by our long experience in remote learning, part time study, and the particular needs of graduate students internationally and at home.

As a student at Oxford you are a member of the University and a member of Kellogg College. Every matriculated student at the University of Oxford is required to be a member of one of its colleges, although the teaching of graduate students takes place within the subject department or faculty. For graduate students, the College functions as an administrative and social base, providing academic, wellbeing, pastoral, and social facilities and services to enable you to succeed and enjoy your time at Oxford. It also provides opportunities for intellectual exchange with academics and fellow students over a range of subject areas. This Student Handbook – in conjunction with information on both the College and University websites – should help you to appreciate your role and responsibilities within each part of the University as well as the support you can expect in return.

Please note that every effort has been made to ensure that this Student Handbook is correct at the time of writing. Changes detailed in the Student Handbook apply each year to all students so if you are studying for longer than a year, please familiarise yourself with the latest version of the Student Handbook. Students will be advised of any significant changes or amendments that occur during the year. The College collects and uses information about you in accordance with the principles set out in the University's student fair processing notice at <http://www.ox.ac.uk/students/life/it/studentrecord/data>. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. By signing and returning the College contract you agree to such use by the College of individual personal data.

Take part in College life

Find out what is going on in and around College

We will use your Kellogg email address to contact you through the Nexus email service and to send you important information. We will also send you email newsletters about events that are happening in College, or virtually, throughout each term and we will post details of news and events on the website.

Kellogg has an active and lively presence on Facebook, Instagram and Twitter which you are encouraged to join or follow. Find us on Facebook at www.facebook.com/KelloggOxford on Twitter [@KelloggOx](https://twitter.com/KelloggOx) and Instagram [@Kelloggcollege](https://www.instagram.com/Kelloggcollege).

We also encourage you to read the [Kellogg Blog](#). We welcome blog posts from all sections of the Kellogg community: if you would like to write a post about any topic relating to your research, studies, or life as a student at Kellogg then please email communications@kellogg.ox.ac.uk.

From time to time we may send you surveys that we would be grateful if you could complete so that we can keep improving our services to better meet the needs of all our members.

Do make sure you keep your contact details up to date using Student Self Service, and remember to use – or at least regularly check – your Nexus email account as this will be used for all communication from College whilst you are a student.

You can also find information on our website www.kellogg.ox.ac.uk.

Studying at Oxford

We very much expect that your time studying at Oxford will be rewarding. This is a complex organisation and you may find some things unfamiliar and confusing. Your department and faculty will provide information about your programme of study and we will help support this, as well as provide you with social and wellbeing support. In addition to the information from your department, faculty, school and Kellogg, you will also receive information and advice from the central University.

This section of the Student Handbook will help explain your access to IT provision and course progression while studying at the University and following completion of your course.

Starting your Studies

IT: University Username (Single sign-on)

The College, the University, and (usually) your academic department or faculty, all provide a variety of computing facilities. Your Oxford University username and password, also referred to as your Single Sign-On (SSO), allows you to access many of these facilities including library resources, student self-service and the virtual learning environment (Canvas). Your SSO account also provides access to Office 365 applications via office.com which includes your University email account, One Drive storage and use of MS Teams. It also entitles you to download the latest version of Microsoft Office for use on your own devices. The University implementation of Office 365 is also known as Nexus 365.

New students will be sent their Single Sign-On credentials by IT Services before coming up to Oxford as part of the Registration process. This will usually be issued to the email address used during the admission process seven working days after a completed University Card Form is received by the University Card Office.

Returning students should have received Single Sign-On account details when they started. If you are unsure of your Oxford Single Sign-On account or password, details are available at: www.it.ox.ac.uk.

It is essential for you to activate this Single Sign-On account, not least because you will need to check your University email regularly. Graduate students usually have two email addresses linked to the same mailbox, College and departmental. Both are in the form firstname.surname@unit.ox.ac.uk. The *firstname.surname* part of your email address comes from your official name, if this name is not the one by which you are usually known, then you may ask that your email address is changed to reflect a preferred name. To do so, please contact

registration at IT Services (registration@it.ox.ac.uk). You may find it helpful to refer the information provided by the University's IT Services www.it.ox.ac.uk/want/get-started.

Your University email address is the only official electronic communications channel. All communications from the College and University will be sent to that email address, including instructions for online annual University Registration, examination details, and general University and College information. Students, regardless of their mode, type or course of study, are required to **check their email account at least once a day** to ensure that they do not miss important instructions or information.

If you wish to arrange for your College and department email messages to be forwarded to your personal email address, there is a facility for you to do this when setting up your account.

Please see the Registration section of this Student Handbook for details of how to activate your Single Sign-On account.

Once you have a Single Sign-On username you can also register for a remote access service account which provides access to the campus wireless networks.

It is important that you remember to re-enrol each year on the anniversary of your start term (if you are on a course longer than one year) in order to keep your Single Sign-On account active. You will also be asked to update your password annually. If you do not do this you may lose access to services prematurely.

Please check the expiry date of your University Card. When it expires, your access to University facilities will cease with some temporary exceptions. If your University Card is due to expire, or has expired, before the completion of your studies, contact the Academic Office immediately. For more information about your University Card, please see the Registration information in this Student Handbook. A student's Single Sign-On account will usually expire 11 months after card expiry. This is so you can book your graduation ceremony in SITS/eVision, and have access to the Student Self Service and Graduate Supervision System. For more information: https://help.it.ox.ac.uk/iam/registration/finishing_at_oxford#graduate

Expiry of email accounts

Your University email address will expire one month following your [University Card](#) expiry. If you have set up email forwarding (which must be done before expiry of your email account) mail will be forwarded for an additional two months following completion of your course. Therefore, you can be contacted via your Oxford email account for a total of three months following the end date of your University Card. For more information about email account expiry https://help.it.ox.ac.uk/iam/registration/finishing_at_oxford/email

Student Self Service

Student Self Service is the University portal for accessing your student record. It is also used to access a number of services including examination entry, graduation booking and proof of student status. More information about Student Self Service and how to access it www.ox.ac.uk/students/selfservice

Registration (University Enrolment)

An essential part of being a student of the University is the annual completion of registration using Student Self Service (www.ox.ac.uk/students/selfservice).

The registration process is mandatory for all students, both those new to Oxford and those returning for subsequent years of study. If this process is not completed it will affect your status at the University.

You must be registered in order to:

- Attend your course (programme of study)
- Release your loan from the UK Student Loans Company (SLC), your postgraduate masters' loan, or your payment from your sponsor/awarding body (as appropriate)
- Enter for exams, check exam details, and access your results
- Use your Nexus email account
- Obtain your University Card / keep your University Card valid
- Download or print an enrolment certificate
- Ensure that you are eligible for council tax exemption or discounts (exclusions apply)

Registering as a new student

To register as a new student, you must have:

- Accepted your offer of a place
- Met the conditions of your offer (academic and financial)
- Returned your University Card Form
- Received by email your University Single Sign-On username and activation code and followed the instructions to set up your account

New students who have not completed the steps above will not be able to access any pages in Student Self Service in order to register.

If you are starting a new course at the University, you will be sent your Single Sign-On username and an activation code by email up to seven days after your completed University Card Form is received by the University Card Office. You should activate the account promptly to ensure that you can access key services as soon as you need them.

You will be sent an email when the registration period opens and you are required to register before the Friday of Week 1 of term. The University registration periods are:

- Michaelmas term - 1 September to 16:00 on Friday of Week 1
- Hilary term - 2 January to 16:00 on Friday of Week 1
- Trinity term - 1 April to 16:00 on Friday of Week 1

When you first login to Student Self Service you will need to check your personal, contact, academic, and other information and confirm that you wish to be enrolled at the University of Oxford. You will be able to update most of the record yourself but there are some core details (e.g. name, date of birth) that you will need to make a request to amend. You may be asked to supply evidence (e.g. passport, birth certificate) in support of these changes before they are made for you by the University.

Registration using Student Self Service is designed to be quick and simple but if you encounter problems, please contact Student Information (student.information@admin.ox.ac.uk) for assistance. The series of screenshots outlining the registration process at www.ox.ac.uk/students/selfservice may also be of help.

It is your responsibility to maintain your personal information and contact details throughout your studies at the University of Oxford using Student Self Service. You will normally be able to update these details at any time throughout the year.

Once you have registered via Student Self Service the College will complete an internal process to confirm your registration. We do this on a daily basis (weekdays only) during the Registration period. You will only be able to collect your University Card from College after this has been done, and this will be by appointment.

Students entering the UK on a Tier 4 Student Visa will be required to complete arrivals monitoring with the College before enrolling. A small number of students might be required to do this in-person at College (booking an appointment in advance) but we expect to be able to complete these steps for the majority of Tier 4 Student Visa holders remotely. For those who choose to collect their Biometric Residence Permit (“BRP”) from College, this will be done as part of the same appointment used to issue the University Card. You will be sent instructions for making these appointments in due course.

Once we have completed your registration, your student maintenance loans and grants (where applicable) will be paid directly into your bank account following the first day of term for your programme of study. (Please allow three to five working days.) You will also be able to log back in to Student Self Service to print off an Enrolment Certificate which may be used to prove your student status to claim for Council Tax exemption if you are living in private accommodation or as supporting documentation to open a student bank account among other things, please remember in order to open a bank account you must have listed your complete student address and postcode.

Please note that your name will appear on all University-issued documentation as it does in Student Self Service. This includes the Enrolment Certificate and Degree Certificate. If you notice an error in this, you should report it immediately in order to arrange a timely correction.

Registering as a continuing student

If your programme is longer than one year, you will need to re-enrol on the anniversary of your original enrolment. For example, a student who began studying a three-year programme in Hilary term 2020 would re-enrol in Hilary term 2021 and then in Hilary term 2022.

Continuing students will be prevented from registering if:

- It is not the anniversary term of the start of your current course, for example, if you are a Hilary term starter and you are trying to register during the Michaelmas term

registration period. You will be able to access all pages of Student Self Service, but you will need to log back in and register at the start of your registration term.

- You are returning from a suspension and the relevant central office is unaware of your return date, or there is a hold against your record.
- You are not required to register because you are beginning a period of suspension.

You need to log-in to Student Self Service and check your personal, contact, academic and other information and confirm that you wish to be enrolled at the University of Oxford. When this is done you will have re-registered and will be re-enrolled for your next year of study.

It is your responsibility to maintain your personal information and contact details throughout your studies at the University of Oxford using Student Self Service. You will normally be able to update these details at any time throughout the year.

The University Card

The University issues a University Card to each student which will show your photograph, the name of your college, your programme of study, Student Number, library reader's number, and an expiry date. The expiry date printed on University Cards is normally the expected maximum programme completion date. Your University Card is an important, unique form of identification. University Cards are first created when a student returns the University Card Form at the start of their studies. By signing the Card Form you agree to obey all the rules of the institutions and facilities to which it allows you access. University Cards are issued to the Academic Office at the College to distribute to you when you have completed registration. Please note that we are unable to post cards for reasons of security. If you are unable to come to Oxford to collect your Card, we or your department or faculty shall retain it until collection. Collection will be by appointment only.

In addition to being an essential form of identification, your University Card allows access to the College (including the main building, Library and Hub), the Bodleian Libraries as well as some departmental libraries and facilities, and other University buildings. Your card will also allow you access to use some of the devices such as the printer in the workroom in the College Library. Your card may also be required for registration purposes at some faculty libraries and, increasingly, it can be used to authorise payments around the University and in College so it is important to keep it with you at all times.

You **must** have your University Card with you when sitting examinations.

As well as access to physical facilities, the University Card underpins digital access. Most importantly, it validates your Single Sign On user account and Nexus365 e-mail account.

Please check the expiry date of your University Card. When it expires, your access to University facilities will cease with some temporary exceptions. If your University Card is due to expire, or has expired, before the completion of your studies, contact the Academic Office immediately where we will arrange for it to be renewed if applicable, as this does not happen automatically. If you complete your studies before the expiry date of your University Card, you should not use it.

If you lose your card, if it is stolen, or you need to obtain a replacement for a damaged card, you can find details of who to contact here help.it.ox.ac.uk/iam/registration/university_card. If your card is lost or stolen you must report this to the Academic Office at College as soon as possible so that the access on the card can be stopped. There is a £15 replacement charge for lost cards which will need to be paid via the online store. Please note that, once a card has been reported as lost it will be cancelled; if the old card is found it cannot be used and the charge will still apply. There is no charge to replace damaged cards or for stolen cards if a crime number can be provided.

University website information for students

The student pages of the University's website, www.ox.ac.uk/students, provide an excellent single point of access to information, services and resources for current students. Make time to familiarise yourself with the information provided there which we are sure you will find useful. Topics covered include:

- Arriving as a new student
- Skills and work experience
- Student-led support
- Examinations and assessments
- Study guidance
- Student conduct
- Fees and funding
- Complaints and appeals
- Health and welfare

International students

Kellogg is an international college with about two-thirds of our students and many of our academics and researchers coming from outside the UK. We recognise that studying in another country can be daunting and we want to make every effort possible to help you feel at home. If there is anything that we can do to help, please contact the Academic Administrator, Sarah O'Brien sarah.obrien@kellogg.ox.ac.uk, so that Kellogg can make sure that you are able to settle in and enjoy your time in Oxford.

Please consult the University website for information on visas for study and other services for international students: www.ox.ac.uk/students/new/international The advice on this website is comprehensive and can assist you in finding help should you need it. The University's Student Immigration team can be contacted by email for visa information and help: student.immigration@admin.ox.ac.uk

You have a responsibility to ensure that you comply with the conditions of your visa whilst studying at Oxford; further details can be found at www.ox.ac.uk/students/visa/during/legal

If you are required to register with the police as part of your visa requirements, you should check the University website for the latest enrolment procedures. The closest police station to College is on St Aldates in the city centre. For more information please read the University website: www.ox.ac.uk/students/visa/during/police

Induction and welcome events

In order to help students settle in and get to know Oxford, Kellogg College runs a series of Induction events known as Welcome Weeks. Welcome Weeks will run from Monday 21 September 2020 to Sunday 11 October 2020.

Due to the ongoing pandemic many of the events will be virtual in 2020. The events will provide an opportunity to learn about College, academic life at Oxford and to socialise with other students, staff and Fellows. You can find the Welcome Week events listed on the College website.

We hope that you enjoy those sessions you attend and that they give you a good start to the academic year and help you get the most out of your time at Kellogg.

Students starting their studies in either Hilary term or Trinity term will receive important information by email, they will also be offered the chance to meet with members of the Academic Office staff virtually or in person depending on the restrictions in place at the time.

Your department, faculty or school will also be holding induction sessions. Information on these sessions will be sent to you by your department or faculty and should not conflict with College induction events.

You may, of course, contact the Academic Office (academic.office@kellogg.ox.ac.uk) at any time with any questions you may have.

Academic Dress

Academic dress is still regularly worn at Oxford. You will be required to wear academic dress on a number of occasions during your time as a student. Full academic dress consists of *subfusc*, a cap, and a gown. It is worn on the most formal occasions.

Subfusc is a smart, dark outfit worn under gowns on formal occasions. It consists of the following:

- A plain white shirt or blouse with collar and sleeves
- AND a white bow tie OR black ribbon OR black bow tie OR black full length tie
- AND a dark suit worn with dark socks OR a dark skirt worn with black tights/stockings OR a pair of dark trousers worn with black socks or black tights/stockings
- AND black shoes

Serving members of HM(UK) Forces may substitute an appropriate uniform (typically No. 1 or No. 2 dress) for *subfusc* while ministers of religion may substitute appropriate clerical dress. Students are expected to provide their own *subfusc* on all occasions when it is to be worn.

With *subfusc*, students wear a gown and cap. The custom and practice of this College, when academic dress is required, is that all current student members of College will wear:

- A knee-length, plain black gown with long black streamers from the shoulders and a plain collar; this is known as the Advanced Student Gown.

- AND a plain black mortarboard with tassel OR a plain black, soft cap. A plain black headdress such as a turban or headscarf may be substituted for religious reasons. A uniform cap is worn by members of HM (UK) Forces choosing to wear uniform in place of *subfusc*.

Please note: Students are not permitted to wear the mortarboard indoors, but they are required to carry it as part of *subfusc* unless they opt for the soft cap, which is usually worn at all times.

The principal times when you will be required to wear full academic dress will be matriculation, examinations, and graduation. On less formal occasions, you will not be required to wear full academic dress: instead the gown can be worn over clothes appropriate for the occasion. For example, at a Guest Night Dinner at Kellogg, students would wear the Advanced Student Gown over a suit or dress or equivalent outfit of their choosing. It is usual for the dress code to be indicated in event details on the College website or in other literature. For events outside Kellogg, different practices may apply and you are advised to consult your host for guidance.

Common subfusc errors to avoid

These include: wearing fabrics that are too light in colour or include a coloured pattern; blouses without a collar; shirts or blouses that are not plain white; light or coloured tights or socks; or shoes that are not black. If you are incorrectly dressed you may be prohibited from taking part in important and enjoyable formal occasions so please do follow the guidance above in order to avoid disappointment!

Purchase of Academic Dress

We recommend that you buy academic dress particularly if you are a full-time student because you are likely to wear it several times. The usual cost for cap, gown, and tie/ribbon tie is approximately £35.00.

The principal outfitters in Oxford are:

- Shepherd & Woodward www.shepherdandwoodward.co.uk
- Ede & Ravenscroft www.edeandravenscroft.com
- Walters of Oxford www.walters-oxford.co.uk

New items can be purchased from these or other outfitters. You may find second-hand gowns and accessories on sale in charity shops in the city. We recommend that you purchase your academic dress from one of the specialist academic dress providers in Oxford and avoid online retailers whose products do not always meet requirements.

Academic Dress Hire

Academic dress (either full or part) is worn on many occasions at Kellogg and elsewhere in the University. This includes Ceremonies, examinations, and dinners. If you expect to attend such events frequently, it is recommended that you purchase an Advanced Student Gown (approx. £25).

The College maintains a small supply of gowns, caps, and ties that may be hired or borrowed by prior arrangement, please email academic.office@kellogg.ox.ac.uk. Priority will be given

to part-time and PGCE students or to those who need items for examinations. If you wish to borrow a gown for a Guest Night Dinner, please email enquiries@kellogg.ox.ac.uk.

Matriculation

Matriculation is the ceremony that marks your formal admission to the University's academic community. Due to the ongoing pandemic, it will not be possible for the University to host this large-scale event in October and students due to matriculate will be matriculated in absentia during 0th Week of Michaelmas Term.

The Formal Welcome to the University by the Vice-Chancellor will be hosted online on Saturday 17 October 2020. Whilst this will not be a formal Matriculation Ceremony, the University aims to maintain as many of the traditions as possible, including the relevant lines of Latin, while acknowledging the extraordinary circumstances that we face.

Unlike in previous years, all new students will be invited to view the Formal Welcome by the University, regardless of whether you have attended a previous Matriculation Ceremony.

Students starting in Hilary or Trinity Term 2021 will be informed nearer the time whether they will matriculate in absentia or in person. College will update you. Matriculation will take place on either Thursday 11 March 2021 or Thursday 17 June 2021 for those students starting in Hilary or Trinity Term 2021. If required to attend in person, the matriculation ceremony is a formal occasion on which full academic dress must be worn. The University does not allow guests to attend matriculation ceremonies.

Alternative arrangements

For several years, the University has exceptionally agreed alternative arrangements for students enrolling for certain programmes of study. These arrangements are made on a by-programme basis and apply to all students joining those programmes. Exceptions from these arrangements are not permitted for individual students on such programmes.

Students joining the following programmes will not matriculate in person and will not, therefore, attend a ceremony.

- Executive Master's in Business Administration ("EMBA")
- MSc Major Programme Management
- MSc Taxation
- MSc Nanotechnology for Medicine and Health Care
- MSc Sleep Medicine
- MSc in Microelectronics, Optoelectronics and Communications
- MSc Teaching English in University Settings (TELUS)
- MSc Applied Linguistics for Language Teaching
- MSt in Practical Ethics
- MSc Educational Assessment

Individual exemption from attendance for previous matriculation and incorporation

Under University Statutes and Regulations students who would otherwise be required to matriculate in person are exempted from this requirement in the following circumstances.

If a student has previously matriculated at the University of Oxford (e.g. in order to study for an undergraduate or previous graduate degree) they cannot matriculate again. They will not, therefore, attend a ceremony.

If a student has previously studied at either the University of Cambridge or at Trinity College, Dublin, and obtained one of a specific list of degrees as a result, they may choose to incorporate. Students choosing to incorporate are deemed to matriculate at the same time and, therefore, do not attend the matriculation ceremony. Please note that students incorporating may be charged a fee by the University.

Please note that individual exemption must be confirmed in advance by the Academic Office to ensure that the exemption is valid.

Graduate supervision and Graduate Supervision Reporting (GSR)

Students who are studying for degrees in which coursework forms a significant element will be taught the relevant subjects in University lectures, seminars and tutorials. This teaching is likely to be undertaken by a number of academic staff from the departments, faculties or schools of their chosen programmes of study. Each student will also be allocated a Supervisor by their department or faculty to undertake oversight of their academic work as a whole. In the case of graduates undertaking a degree which is wholly or principally composed of research, a subject matter Supervisor will be assigned by the relevant faculty board or department who will be responsible for supporting the student's academic work.

It is crucially important that you keep in contact with your Supervisor and keep them apprised of any issues you may have in the course of your studies. Your Supervisor is required to submit a termly report on your academic progress. This is done on the University's online platform for Graduate Supervision Reporting (GSR). All matriculated graduate students are strongly encouraged to use GSR to keep track of your termly progress and during the reporting window in Weeks 7-9 of each term (and one in the summer for research students) you will be invited to submit a report. This is an opportunity to reflect on your achievements, comment on your progress with your graduate work and note the number of meetings you have had with your Supervisor(s) and College Advisor. You will also be able to set a flag to indicate if you have any concerns about your academic progress. There are different levels of concern and the system is not prescriptive so please complete in a way that best reflects your experience and which can assist your department, faculty or school in supporting you. Your progress reports will also be viewed by your College Advisor; please note reports are also viewed by the Senior Tutor in consultation with the Academic Office. The Director of Graduate Studies in your department, faculty or school will also view all reports to keep informed as to students' progress and experience.

Everything that you will need to know about submitting a progress report in GSR for your specific course will be included in your course handbook issued by your department or

faculty. Course handbooks, along with other valuable information, can be found at: www.ox.ac.uk/students/academic/guidance/graduate

College Advisors

All students are assigned a College Advisor by the College. Your College Advisor can provide personal support for you, or simply be a friendly form of contact while studying in Oxford. Kellogg College Advisors are usually Fellows or other postdoctoral members of College who in most cases will have knowledge relating to your programme's broad subject area or at least be able to offer an insight into getting the most out of your course and Oxford more generally.

Your College Advisor will be able to:

- provide pastoral support, including on any health, personal or coping issues, and / or direct you to appropriate persons for assistance;
- monitor your progress by discussing with you your University supervision reports and being available for consultation either in person, online, or by email;
- discuss with you any problems or difficulties you may be experiencing in your department, faculty or school, and / or with your Supervisor;
- consult the Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support and opportunities that are available within the College and the wider University.

Your College Advisor is not only there for you to contact if you encounter difficulties. There are many ways in which they can enrich your time at Oxford and help you make the most of your time here. They may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans. College Advisors would not normally be expected to provide academic references, as others are better placed to do so. However, they might agree to provide a reference for other purposes, such as Junior Deanship applications, or a character reference.

The role of your College Advisor should not be confused with that of your department, faculty or school Supervisor who is responsible for directing your academic progress. Your College Advisor is not responsible for supervising your academic work or for giving detailed academic guidance or commenting on written work.

You will be notified via email by the Academic Office before the start of your first term with the details of the College Advisor that you have been assigned. You can expect them to contact you shortly after this to make an introduction and invite you to meet up with them in person or remotely. You are strongly encouraged to take up these invitations and also to contact them outside of previously arranged meetings as and when you need advice or help.

You can expect your College Advisor to introduce themselves to you and do please follow up opportunities to meet with your College Advisor whether remotely such as by Skype, MS Teams, or Zoom, or for lunch or coffee, or at other events if restrictions allow.

College Advisors will view copies of your termly academic supervision reports via the Graduate Supervision Reporting (GSR) platform and may contact you if concerns have been indicated in these reports by either yourself, your Supervisor or your Director of Graduate Studies. The Senior Tutor in consultation with the Academic Office will review GSR reports which have flagged a concern on a termly basis. It is particularly important that you consult your College Advisor if you are experiencing any difficulty with your Supervisor or for matters that you would prefer not to discuss with your department or faculty in the first instance.

If, for any reason, you are unable to contact your College Advisor then you should feel free to contact the Senior Tutor or Academic Administrator. You are also welcome to consult other College Officers and members of College as necessary. Their main areas of responsibility are set out on the [College website](#), with their contact details. Details of some College Officers whom you may wish to contact during the course of your studies are listed below.

If you have any questions about who is your College Advisor please contact academic.office@kellogg.ox.ac.uk. Your College Advisor may change due to periods of sabbatical or if they leave their post with the College. Under exceptional circumstances students may seek a change of College Advisor through application to the Senior Tutor.

Important College Contacts

Senior Tutor

Dr Yasmin Khan

For queries or issues relating to your academic programme which cannot be resolved within your academic department, faculty or school, or for which you would value another perspective.

senior.tutor@kellogg.ox.ac.uk

Academic Administrator

Sarah O'Brien

The Academic Administrator has an overview of College life. Do contact her regarding progress with your course, or for personal or financial matters that are causing you concern. The Academic Administrator liaises with the Proctors on behalf of students and is also the College's Disability Co-ordinator so can help with study support needs and related matters.

All Academic Office staff are happy to assist students and can be contacted on

academic.office@kellogg.ox.ac.uk

Dean

Dr Tara Stubbs

The Dean is responsible for the maintenance of good order in College and the general well-being of all College members. This includes ensuring that all members of the College are treated with courtesy, consideration and respect.

Junior Deans

The Junior Deans are resident students at Kellogg College and a useful first point of contact for students. They are available to offer welfare support and provide on-site assistance out-of-hours and on weekends. Where appropriate, the Junior Deans may refer issues to College

staff and/or support services within the University. You can contact the Junior Deans, Charles or Natalie, at: junior.dean@kellogg.ox.ac.uk.

The Junior Deans are also available for out-of-hours emergencies (i.e. 19:15 – 08:30 weekdays, and all weekend); please call 07932 951849.

Finance Bursar

Gary Walker

The Finance Bursar is the principal non-academic administrative officer of the College, as well as the chief financial officer. Gary is responsible for all administrative staff of the College and for ensuring their effective management and performance, working with the managers of each section as appropriate.

Domestic Bursar

Mel Parrott

The Domestic Bursar is responsible for ensuring the buildings and estate are kept in good condition so that the students, Fellows and staff can make best use of them. Mel is also responsible for the catering operation of the College, ensuring the highest quality of food is provided for all College members at the best possible cost.

The President

Professor Jonathan Michie

Students may contact Jonathan at any time with any issue related to the College. In the President's absence students may contact the Vice-President, Dr Judith Hillier.

Equality/Harassment Advisors

Dr Richard Stevens and Dr Alison MacDonald

Any issues of harassment may be discussed with these Advisors.

Pastoral Advisor

Dr Alistair Ross is the College's Pastoral Advisor and, as such, is available to be consulted on any religious or personal matters on a confidential basis.

Fellow Librarian

Dr Jonathan Healey is Kellogg's Fellow Librarian and you can contact him if you have questions about the College library.

Sustainability Fellow

Dr Sandie Byrne is the College's new Sustainability Fellow who supports Kellogg's commitment to reducing its impact on the environment. They would be pleased to hear from you if you would like to find out more.

Fellow with responsibility for part-time students

The Fellow with responsibility for part-time students has a particular interest in ensuring that Kellogg is welcoming and supportive for its many students who are studying on a part time basis. This role is to be appointed.

LGBTQ+ Fellow

If you would like to discuss issues relating to sexuality and gender, Professor Max Van Kleek is happy to hear from you for a confidential discussion. The LGBTQ+ Fellow helps Kellogg be an inclusive and welcoming space for all Kellogg members.

Middle Common Room (MCR) Officers

Students might also wish to consult with Officers of the student Middle Common Room. The names of elected MCR officers are available on the College website at

<https://www.kellogg.ox.ac.uk/kellogg-college-experience/middle-common-room-mcr/the-mcr-committee/>

College Academic Progress Meetings

All students will be offered a chance to meet, either in person or virtually, with senior members of the College's academic community in Hilary term to discuss your studies informally and provide feedback on your experience of College life. These meetings will take place during Weeks 3 and 4 of Hilary term 2021. Both students and College have found these meetings very valuable in previous years. These meetings are not mandatory (except for some scholarship holders). These meetings are subject to availability and will be booked on a first come, first served basis so do look out for your invitation to attend.

Academic conduct and regulation

While there isn't room to go into all academic matters and regulations, below you can find information on important parts of your academic journey. Comprehensive information is provided on the University's website, in the University's Student Handbook, Examination Regulations and in your programme's handbook, in addition to this College Student Handbook.

Examination Regulations

All students are required to acquaint themselves with the University of Oxford's Examination Regulations, which contains the regulations for degrees conferred by the University together with regulations made by boards, and certain other relevant information, such as financial matters and conduct in examinations. These are the important, formal regulations for your programme of study. Approved changes and additions to the Examination Regulations are published from time to time in the University Gazette (www.ox.ac.uk/gazette/) which is published weekly during term time. The regulations are held online at www.admin.ox.ac.uk/examregs.

Residence in Oxford

All full-time student members reading for a degree at the University are required to reside, for the period prescribed for that degree, within twenty-five miles of Carfax Tower in the centre of the city. Student members engaged on part-time courses do not have a statutory requirement to be resident in Oxford for their studies but may need to attend Oxford to complete the requirements of their programme of study therefore part-time students should be clear about the attendance expectations for their course. Full-time students who are exceptionally permitted to undertake their research in a well-found laboratory outside Oxford under the provisions of the Regulations for the Degree of Doctor of Philosophy, are exempt from the residence requirement.

If a student member has special circumstances requiring them to reside and keep terms in a property situated more than twenty-five miles from Carfax Tower, an application to the

Proctors seeking dispensation from the residence requirement must be made via the Academic Office (academic.office@kellogg.ox.ac.uk). You should discuss any application first with your department, faculty or school because their support will be required for the application.

Regulations for Residence are detailed in the University's Examination Regulations at www.admin.ox.ac.uk/examregs.

University Student Handbook (Proctors' and Assessor's Memorandum)

The Proctors and Assessor are senior officers of the University elected by colleges to serve for one year, with particular responsibility for University examinations, conduct and welfare. Students are expected to be familiar with the contents of the University Student Handbook (Proctors' and Assessor's Memorandum). The University Student Handbook is available at www.ox.ac.uk/students/academic/student-handbook

The topics covered include welfare, fitness to study, examinations, conduct, disciplinary procedures and rights.

As well as providing general information and guidance, this handbook gives you formal notification (and explanation) of the University's codes on residence, intellectual property rights, examinations, conduct and complaints. Please take time to read the information, so that you do not end up at a disadvantage should you get into difficulties or want to exercise your rights under any of the procedures.

Course Handbooks

All programmes of study should have a Course Handbook which will contain important information specific to your course. Your department, faculty or school will make you aware of how you can access your Course Handbook so please be in touch with your department if you do not know how to do so as you are expected to understand its content and will find it useful.

The University Student Handbook, alongside Exam Regulations, your Course Handbook, and this College Handbook, all form part of the regulatory framework of the University. Therefore, it is important that you read all of these documents.

Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.

It is your responsibility to understand the University's rules on plagiarism. It is essential that you understand the definition and become familiar with the University's statement on plagiarism: www.ox.ac.uk/students/academic/guidance/skills/plagiarism

If you are unsure of any aspect on how to acknowledge your sources, be sure to discuss this with your Supervisor. Even if you are a part-time student, perhaps with limited experience of academic writing, the responsibility is on you to understand fully the term "plagiarism" and how to avoid it and the potential consequences of inadvertent or deliberate plagiarism. Plagiarism is treated as a serious breach of academic integrity. You may wish to take the free online skills course on '[Avoiding Plagiarism](#)'.

Backing up work

From time to time students around the University have had laptops and valuables stolen or damaged. In some cases this results in a disastrous loss of essential material, such as an essay, research data, or a dissertation that is a key part of assessment. The University Proctors, who are in charge of the administration of examinations and assessments (see below), will not accept any sort of computer difficulties, problems with printing or backing up work as valid reasons for submitting examination work later than the official deadline. Therefore you are urged to back up all your written work and on no account to store back-ups, or notes that you have made while writing your essays, with your laptop. Keep your back-up material separate – preferably in at least two copies in different locations. Depending on your department's information security policy, you may wish to use a cloud backup product such as Microsoft OneDrive, alongside your normal backup routine. For further advice please see www.infosec.ox.ac.uk/protect-my-computer

Examinations and assessments

The best place for up-to-date information about examinations is www.ox.ac.uk/students/academic/exams and <https://www.ox.ac.uk/coronavirus/students>

Your department, faculty or school, and College will support you in order that you can complete all academic work to the best of your ability. You can check which exams and assessments you are entered for, read exam timetables and find your Candidate Number via Student Self Service. You will need to check whether your exams will be taken online or in person. The majority of exams in Michaelmas Term 2020 will be taken online. Your department, faculty or school will advise you of exam arrangements for your programme of study and a lot of support will be provided. If you are to take any exams in person, you should check the venue of exams carefully and rest assured that in the event that exams in person are required, they will observe social distancing guidelines.

If you require any alternative exam arrangements because of a disability or medical condition, do be sure to apply for them via Kellogg's Academic Administrator or Academic Office in good time. If you encounter any medical or personal difficulties that affect your ability to sit your exam or adversely affect your performance, contact the Academic Administrator or a member of the team in the Academic Office at College immediately. If this is due to medical reasons, you must secure a medical certificate immediately.

Remember you will need to wear full academic dress, i.e. *subfusc*, gown and cap, to all examinations and to take your University Card for exams that you sit in person.

Please note: it is important that students inform the College in good time about any medical needs, disability, or specific learning difficulties which require alternative arrangements to be made. Requests for alternative arrangements must be made in good time before the date of the exam, as most will require you to secure supporting evidence. You can find details of permissible items to take into exams here:

www.ox.ac.uk/students/academic/exams/guidance

Sitting a formal examination

Information about sitting an examination online, or at the Examination Schools or Ewert House (if appropriate to your programme of study), will be provided in advance, with

specific details such as date, time, and location given as soon as they are known. Your examination papers will be set by your department, faculty or school.

A College contact will be available on the day of the examination in case problems arise. If you are scheduled to sit an examination at the weekend or on a bank holiday please advise the Academic Office so that they can arrange support in case of unforeseen circumstances.

Should you be unable to sit an exam through illness or other urgent, unavoidable cause, please contact the Academic Office as soon as possible. If the reasons are medical, you should obtain a medical certificate immediately as this will be required in any applications that are subsequently made to seek permission for your attendance at the exam to be excused.

If you are required to sit an exam in person, rather than remotely, you will need to wear *sub fusc*. See [Academic Dress](#) for more information (page 12 in the pdf).

Viva voce

This is an oral examination. Research students will receive instructions and information from their department or faculty or Academic Supervisor. Some masters' courses, depending on their regulations, may require you to be available for a *viva voce*.

Full academic dress i.e. *sub fusc* with cap and gown must be worn for all formal examinations that take place in person.

Submission of written work

You may be required to submit work either electronically or by hand. The assessment details you receive from your department, faculty or school will confirm the submission requirements. If work is to be submitted electronically, please follow the instructions and leave yourself time to complete the submission correctly. You should ensure you have access to the submission system and your department can assist you with this. Electronic sites are not always available once you have attempted a submission or after the deadline and in which case you should contact your department, faculty or school for assistance.

Work is generally due in by noon. Please ensure you are in good time and preferably hand it in well before the deadline. You are likely to incur financial and/or academic penalties, and not have your work accepted, if you submit late without prior permission.

If during the course of your studies you need to hand in written work to the Examination Schools or to your department or faculty, you should refer to details about your work, its presentation, type of bindings etc provided by your department, faculty or school. Regulations differ from course to course and you should clarify any queries with your department or faculty before submission. Please also note that on any particular day there may be many different pieces of work being handed in. It is important, therefore, to ensure that the following details are correct before submitting work to the Examination Schools or to your department or faculty:

- Your work and any declaration or other documents required should be contained in one suitable, sealed envelope.

- It must be clearly addressed to the Chairman of the appropriate examination or Course Director, as appropriate.
- Your examination candidate number (if applicable) should be on the top right corner in large clear print. Please note that your candidate number is different from your student number. You can find your candidate number on the 'Examination and Assessment Information' page in Student Self Service on the University website.
- Staff at the Examination Schools or your department or faculty are always happy to help with examination-related information, so please do ask if you have any concerns.

Information about the submission of written work can also be found on the University website: www.ox.ac.uk/students/academic/exams/submission

Examination results

Examination results will be published on the Student Self Service pages. You will be able to access results on eVision using your Single Sign-On, for up to 11 months after completion of your course.

Extension of deadlines for examined/assessed written work

If you are struggling for reasons beyond your control to meet a deadline, because of illness or another urgent cause, and wish to apply for an extension to the deadline based on time lost then, after discussion with your Supervisor, you should contact the Academic Administrator at College. Some part time courses are able to authorise short extensions so you may want to consult your department if you think this is the case.

There will be a facility for making self-certificated extension requests to the Proctors using an online form and other extension requests, including dissertation extension requests, will need to be made via emailing academic.office@kellogg.ox.ac.uk and an application will then be made on your behalf to the Proctors.

An extended deadline will be set if your application is granted. Extension requests should be for relatively short periods of time and no more than 12 weeks for a single assessment. If you think you will be unable to work for a very long time, you should speak to college about making other arrangements to postpone your studies.

It may be necessary for the Academic Administrator to discuss cases with the College's Senior Tutor or colleagues in the Academic Office. The Proctors will only consider exceptional and unforeseen circumstances. If the request is lengthy or affects the course regulations, then the Proctors may refer this to Education Committee of the University. Kellogg College recognises that some of these requests may be sensitive and will handle all information confidentially.

If a request is to be made to the Proctors you will need to provide the following information:

- Information (titles and unit codes) of the assignments, papers, exams, or dissertation concerned
- Dates, deadlines, and mode/place of submission (NB: Oxford deadlines are usually noon)

- An explanation of the issue, how you have lost time for circumstances beyond your control, and why extra time is needed for submitting. This should be in the form of a separate short written statement by you, either as an email or a letter.
- Supporting medical evidence if illness is the issue, or other relevant independent verification as applicable. This is mandatory.
- If extra time is being requested, a new proposed date must be specified to the Proctors. The Proctors consider extensions on the basis of time lost for factors beyond your control. They will not consider open-ended applications. If the reasons are medical, it is helpful if the doctor supports the amount of time requested. There should be a correlation between the time lost due to the unforeseen circumstances and the amount of time requested.

Please note: If you wish to submit medical evidence to support an application to the Proctors, you must provide current medical evidence that is specific to the circumstances of the extension. Evidence of a diagnosis may not suffice, nor can old records be considered.

- Full-time students resident in Oxford should make an appointment with the College Doctor at the 19 Beaumont Street Surgery (provided they have registered with that Surgery) or their own doctor and discuss medical concerns with the doctors there. The surgery should be able to offer you a telephone or online appointment unless attendance at the surgery is essential.
- Part-time students who are living at home should contact their local doctor. The doctor should make an assessment and complete a medical certificate which should be sent to the College. If possible, non-University medical professionals should use the [External Medical Certificate Template](#).

The Proctors consider a number of complex cases and often experience a high volume of cases around the time of exams and results. Do try and start any application as soon as possible and as well in advance of the deadline as possible. The Proctors only approve applications for exceptional reasons and may take some time to consider any request. Do not delay proceeding with your work while waiting for an outcome.

In the case where you have not received an outcome from the Proctors by the original deadline, you will receive missing or late submission notices and your work can potentially attract penalties. However, penalties will be removed if the extension request is subsequently granted. If the extension request is not allowed, the penalties will remain although you will receive an opportunity to appeal the outcome. Please note that if in the absence of an outcome you decide to submit your work, this is likely to be the piece of work that is marked i.e. you will not usually be allowed to replace it if the extension request is subsequently allowed. Also please be mindful of response deadlines that are detailed in non submission notices and in late submission notices.

While students are able to discuss matters of concern with their department, faculty or school, they must not consult their examiners. Similarly, applications for extensions to work submissions must be made via College rather than directly to the Proctors.

If you feel that you might need to withdraw from your course or from an examination, do discuss this in the first instance with your Academic Supervisor. Remember, if applicable, suspension or withdrawing from your studies may affect your visa eligibility.

Incorrect submission

If you discover that you have submitted the wrong piece of work, perhaps one that is incomplete or a previous version, you should contact the Academic Office and an application can be made to the Proctors to seek permission for the correct piece to be examined. This is exceptional and permission should not be relied upon. In such circumstances you should provide the following information:

- Title, unit code, place, mode and date the submission is due.
- Details of the nature and timing of the incorrect submission.
- Reasons for the incorrect submission.

The Proctors will want to be satisfied that no changes have been made to the piece of work after the deadline so it is advisable to email a copy of the correct work to your department before the deadline (or as near to it as possible) so that if permission is granted by the Proctors, your department holds a version to be marked.

Suspension of Studies or Extension of Time

It may be that you encounter unavoidable difficulties that mean that you need to take time out and suspend your studies temporarily. Talk to your Supervisor for advice about your studies in the first instance. If you are unable to make progress on your studies then you should apply to your department, faculty or school to suspend your studies via a form GSO.17 Application for Suspension of Studies. If you need additional terms, subject to the arrangement of your course, you will need to apply to your department to extend your studies via a form GSO.15 Application for Extension of Time.

There are additional arrangements for student parents and you may find it helpful to consult the University's guidance for [student parents](#).

Please note: Departments and courses have different regulations about this so do ensure that your course allows for the changes to your studies. The forms need to be approved by a number of parties so you should apply in good time with the process being completed by Week 2 of term if possible. You will have to provide reasons for the requests and independent verifiable evidence (as appropriate). It should be noted that retrospective suspensions are rarely granted; any such request must make clear why the request for suspension could not be made ahead of time.

Graduate Study (GSO) forms are available to download from www.ox.ac.uk/students/academic/guidance/graduate/progression

If you need an extension to a deadline for examined or assessed written work please refer to the [Examination and Assessment](#) page of the Student Handbook.

Mitigating Circumstances Notices to Examiners (formerly Factors Affecting Performance)

If you have experienced circumstances that have adversely affected your academic progress, such as illness or personal events, for example bereavement, you can submit a mitigating circumstance notice (MCE) so that the examiners are made aware of the situation. Such applications must be made as near the event as possible and in advance of the meeting of the Board of Examiners which will determine results, and must be accompanied by supporting evidence.

Applications can be made after Examiners' meetings (up to three months following the release of results) only under exceptional circumstances. Please contact the College's Academic Administrator to discuss such applications.

Applications for a mitigating circumstances notice to examiners are submitted on [Student Self Service](#). Before completing full details of your circumstances, you will need to request to start a new notice by providing a very brief reason to your college in Student Self Service. Further instructions on what to include in a mitigating circumstance notice to your examiners, timing of notifications, how these are considered by your examiners and complaints procedures can be found in the Guidance Notes on the University website: www.ox.ac.uk/students/academic/exams/guidance

You are encouraged to discuss the circumstances you believe have affected your performance with the Academic Office in the first instance to determine the best course of action.

Complaints and academic appeals

We hope that your studies go well but if you have concerns about University examinations or teaching, staff or student conduct, research integrity or services, you can find information about the procedures to follow at www.ox.ac.uk/students/academic/complaints. The initial raising of a concern may well resolve the problem but if you remain dissatisfied with the outcome then at this page you can find out how to submit a formal complaint.

The Office of the Independent Adjudicator (OIA)

Most student complaints about a higher education institution are resolved internally via a complaints procedure. The Office of the Independent Adjudicator for Higher Education provides an independent scheme for the review of unresolved student complaints and the promotion of good practice. Where the OIA rules in favour of a student, it may recommend that the University or college should do something (e.g. look again at a complaint, or pay compensation) or refrain from doing something. To activate the OIA procedures, you must be a current or former student of the University or one of the colleges and must have first exhausted all the available internal procedures. To confirm that your case has been dealt with internally, you need to obtain a Completion of Procedures letter from the office that informed you of the outcome of your case. You have a maximum of 12 months from the date of that letter to apply to OIA.

The OIA can deal with complaints about: programmes of study or research; services provided to you as a student by the University and/or by your college; or a final decision by the University or by your college about a disciplinary matter or complaint. The OIA cannot deal with complaints about matters of academic judgement; matters that are the subject of legal proceedings; or matters relating to student employment.

Please see the OIA website www.oiahe.org.uk for further details or contact the Academic Administrator if you require further information.

Libraries

Oxford meets the needs of its students, academics and the international research community with a wide range of library services provided by more than 100 libraries, making it the largest university library system in the UK. They also have a wide variety of digital resources available. In addition to the main Bodleian Library building, you will also have access to libraries and collections at departments, faculties and colleges. You can find comprehensive information about the University's libraries at www.ox.ac.uk/research/libraries

You can find more information about the Kellogg College Library here www.kellogg.ox.ac.uk/study/kellogg-college-library

Lecture lists

Lecture lists for the departments and faculties of the University are accessible on-line at www.ox.ac.uk/students/academic/lectures

For listings of all scheduled talks across the University you may wish to bookmark the Oxford Talks website: talks.ox.ac.uk. Oxford Talks is a one-stop shop to help you navigate all seminars, talks and lectures that take place at Oxford and find those that match your interests.

Oxford University Careers Service

The University Careers Service is located at 56 Banbury Road, Oxford OX2 6PA, which is very close to Kellogg College. For further information:

Website: www.careers.ox.ac.uk

Telephone: + 44 (0)1865 274646

The College has run successful careers events previously and you will be notified of future events as they arise. Meanwhile, if you have suggestions we are always keen to hear them so do please contact either the MCR Committee or the Academic Administrator.

Oxford University Language Centre

The University Language Centre is located at 12 Woodstock Road, Oxford. The Language Centre is the language hub for all Oxford students and staff and provides resources and services for members of the University who need foreign languages for their study, research or personal interest. For detail of the courses on offer, as well as the most up to date information on opening arrangements for the term ahead please visit <https://www.lang.ox.ac.uk/>

There is also a Language Library, which has one of the largest collections of materials for language learning in the UK. The use of this lending library and its Study Area (computer-based learning resources and multi-media study rooms) is free of charge to students and staff of the University. Please note: the Language Library remains closed due to Covid-19 for updates on reopening please check their website <https://www.lang.ox.ac.uk/visit-library> or you can contact the Language Centre by email librarian@lang.ox.ac.uk

If you decide to pursue a Fast Track modern language pathway course, Kellogg College will be happy to reimburse half the costs of the course on production of a certificate confirming successful completion. For more information about courses, including application deadlines, please contact the University Language Centre.

Completing your studies

Following the completion of your last assignment, your final marks will be confirmed by the appropriate examination board. After this has occurred, your academic transcript will be produced and Leave to Supplicate granted so that your degree can be conferred at a Graduation Ceremony.

Academic Transcripts

A transcript is an official summary of a student's academic performance and progress to date. It will only include final marks confirmed by the appropriate examination board. A transcript may be needed for verification by prospective employers or by other educational institutions to which you are applying.

All students who commenced their studies on, or after, Michaelmas Term 2007, will automatically receive one paper copy of their final transcript upon completing their studies. This will be sent to the 'home address' listed in your Student Self Service account – please ensure these details are kept up to date. Electronic copies of transcripts (final and on-course) are not available. For further information on transcripts please see www.ox.ac.uk/students/graduation/transcripts/

Graduation

We take pride in the achievements of our students and we are very pleased to play a role in their graduation. Each eligible student will be given the opportunity to attend a graduation ceremony (usually held at the Sheldonian Theatre) following the completion of their studies.

Students who complete a PGCE, PGCert or PGDip programme will attend a celebration organised by their department, rather than a University ceremony at the Sheldonian.

More information about graduation can be found [here](#).

Degree certificates

Once you have your degree conferred at a degree ceremony in person or in absentia you will automatically receive a degree certificate. Students who have completed an award bearing

non-matriculated course (e.g. a postgraduate certificate or postgraduate diploma) will receive an award certificate from the department.

Additional copies of degree certificates cannot be ordered. If your degree certificate is lost, stolen or damaged, you can order a replacement certificate at a cost of £40. For further details please refer to www.ox.ac.uk/students/graduation/certificates/.

The name which is held for you on the University's central records system at the time when you complete your degree (are granted 'leave to supplicate') will be the name on your Degree Certificate and Degree Confirmation Letter. The only retrospective changes that can be made are where an administrative error has occurred or where the University is required to make a retrospective change under the provisions of the Gender Recognition Act 2004, so please double check that the information in your student record on Student Self Service is correct. For example, that all your middle names are present and correct and that any special characters such as letters with accents are correctly represented. If you need to make any changes to your name you will be required to present official documentation such as a passport or birth certificate in order for us to enact the change.

Please note: If you need official confirmation that you have successfully completed the requirements for your degree before it has been formally conferred at a graduation ceremony you can order a Degree Confirmation Letter from the University's online shop free of charge. The letter will confirm that you have successfully completed your course at the University of Oxford, the dates of attendance and the classification you received (if applicable) and it can be used for most official purposes before you receive your certificate. To order a Degree Confirmation Letter please see www.oxforduniversitystores.co.uk/product-catalogue/degree-conferrals/degree-confirmation-letters

Graduation

Graduation Ceremonies are co-ordinated by College and the University and are usually held in the Sheldonian Theatre. The College has places allocated to it by the University at a number of graduation ceremonies throughout the year at which your degree can be conferred. As graduation is dependent on completion of your programme of study and the availability of a College place, the dates offered to you may differ to the ceremonies offered to other people on your course and your friends within College. College will be responsible for the detailed arrangements for your graduation.

The University has three "graduation seasons" aligned with when the final results for most taught programmes are expected to be published. These graduation seasons are:

- July/August
- November
- February-May

Kellogg presents students for graduation in all of these seasons. However, as the number of places allocated to Kellogg at these ceremonies varies, with places allocated to College for the different programme types based upon the expected number of finishers, you might not be offered a graduation ceremony in each of the seasons.

Places for taught programmes' students are typically allocated to Ceremonies closest to the scheduled publication of results. Places for research programmes' students are allocated across the cycle to account for the individual publication of results.

Please note: permission to graduate (supplicate) may be withheld from any student with outstanding course fees debts to the University or the College.

Graduation Ceremonies and Coronavirus (Covid-19)

The University has taken the difficult decision to cancel degree ceremonies taking place between May and November 2020 due to the ongoing coronavirus pandemic. No decisions have yet been taken about ceremonies from January 2021 onwards. Further information will follow as soon as possible about future ceremonies and Kellogg is as fully supportive as possible in helping you celebrate your success.

The following guidance is based upon the normal arrangements for graduation and might, therefore, be subject to change in light of any continuing restrictions.

We hope the below information will help to answer any questions you may have about booking your graduation. For further information or to make amendments to your graduation booking, please contact the Academic Office, academic.office@kellogg.ox.ac.uk.

Booking your Graduation

Ordinarily, invitations to book a place at a graduation ceremony will be issued by email from the University's Degree Conferrals Office. This email will provide instructions on making a booking through [Student Self Service](#). When you are invited to book your graduation, you will be presented options based upon the availability of places for Kellogg and the timing of the actual or expected completion of your studies. Where possible, students will be given a choice between several Ceremonies when making their initial booking. If an option is shown as "unavailable" this indicates that a Ceremony is feasible for you but no places are available at present. **It is possible that these systems may change due to the pandemic so please be sure to follow the latest instructions.**

Students are encouraged to make their choice promptly as places are booked on a first come, first served basis. The timing of this invitation will depend upon the type of programme you are undertaking.

- **Research students** (DPhils and MSc by Research) will be invited to book when they receive their Leave to Supplicate. This usually follows the viva voce examination and the expiry of any period given for corrections.
- **Modular masters students** (some MSc and MSt courses) will receive an invitation to book after the publication of their final results. The modular masters courses are MSc Evidence-Based Healthcare (all strands), MSc Experimental and Translational Therapeutics, MSc Mathematical Finance, MSc Nanotechnology for Health Care & Medicine, MSc Software Engineering, MSc Software and Systems Security, MSc Surgical Science and Practice, and MSt Practical Ethics.

- **Non-modular masters students** (all MBA, EMBA, MFA, MPhil, MPP, MSc, and MSt courses not listed above), will receive an email invitation from the Degree Conferrals Office in December of your final year of study and given until the end of the following January to do so. After this booking window has closed, please contact the Academic Office to make arrangements to be added to a ceremony waiting list.
- **Research or taught students who finished in a previous academic year** should contact the Academic Office to make arrangements to be added to a ceremony waiting list.
- **PGCE students and students reading for a PGCert or PGDip** do not attend Graduation Ceremonies. Separate award presentations and celebrations are arranged by Departments for these students.

Whilst we hope that you will be able to take graduation as an opportunity to celebrate your success with friends and family, some students choose to graduate *in absentia* (i.e. without attending a Ceremony). This is an arrangement under which a student's name is entered onto the list of graduands but they are not present for the conferral in the Ceremony. There are many reasons for graduating in this way and it can be arranged through the booking system.

In some circumstances, it is possible that there will be no places available for some students to graduate. If this happens, there are alternatives that can be pursued.

- graduating in absence ("*in absentia*")
- being waitlisted for a suitable Ceremony

The Academic Office can advise on these options in light of your particular circumstances.

Please note that, as Student Self Service presents options based upon the availability of places for Kellogg and the timing of the actual or expected completion of your studies, alternatives are rarely available. Therefore, if the system offers an option (or options) that do not align with expected availability or that clash with other commitments, for those wishing to graduate in person we would normally recommend booking a place at a Ceremony if one is available. The lead time for graduation is often long enough that attendance can, in many cases, be made possible (e.g. by rescheduling other commitments). Pursuing an alternative (joining a Ceremony waiting list or simply postponing graduation) will almost always lead to a delay and complicate arrangements for you and any guests who will be joining you.

If you choose to postpone your graduation, you will be unable to make an immediate booking in the future and your graduation booking will be added to a Ceremony waiting list. This can be arranged by the Academic Office.

Making changes to your Graduation booking

If you discover that you can no longer attend your graduation, please cancel your booking as soon as possible, and no later than 60 days before the Ceremony. This includes candidates on the waiting list for a Ceremony. If you do not, and/or if you are booked onto a space that

becomes available after 60 days before the Ceremony, you will not be permitted to cancel your booking and you will graduate in absentia unless there are exceptional circumstances.

If you booked your graduation before completing your studies (non-modular masters students) and it is within the booking window (December-January of the final year of study) then a change can often be made in the system. You can cancel the booking and, if a place is available at another Ceremony, re-book. If a place is not available at another Ceremony, then the Academic Office can advise on how to proceed.

If you booked prior to completion of study and the booking window has closed, then it will usually be possible to cancel the booking via the system. It will not normally be possible to re-book to graduate in person. The Academic Office can advise on waiting list options or postponement to a later date.

If you booked after completion of study (research and modular masters students), it is usually possible to manage the change entirely within the booking system. Simply login and follow the links to make the change.

Ceremony Waiting Lists

If you miss the window for booking onto a ceremony, or if all the ceremonies happen to be already fully booked, you can be placed on a waiting list for a specific ceremony. This can usually be done through Student Self Service. If this is not possible, the Academic Office can assist.

If you choose to go on a waiting list for a Ceremony, should a place become available, you could be added automatically to the Ceremony as little as 30 days before the date. If you are added less than 60 days before the Ceremony then you will not be able to be removed from the graduation and if you are unable to attend, you will graduate in absentia. It is up to you to inform the College if and when you would like to be removed from a Ceremony waiting list so that you do not find yourself in a position where you become booked to attend a Ceremony for which it would be too late to make arrangements.

Historic students (completed their studies in a previous academic year) are not able to make an immediate booking so all graduation bookings are made via the Ceremony waiting list process.

Arrangements for the Day

If you book to graduate in person, you will be contacted by the Academic Office via email approximately eight weeks before the ceremony date to make arrangements for your attendance including number of guest tickets and academic dress hire.

On the day you will register at College approximately two hours before the Ceremony. You will collect any guest tickets and items of academic dress arranged through the College and attend a short briefing by the Dean of Degrees, who will present you at the Ceremony. Graduands and guests will then walk to the Ceremony together. After the Ceremony there are celebrations at College including group pictures, informal certificate presentations, food and drink.

Each person graduating will be guaranteed two tickets for guests to accompany them to the ceremony itself. Guest tickets for the Ceremony are issued free of charge. Additional tickets are only available when other graduands do not use their full allocation of two and we cannot guarantee availability. Three weeks before the Ceremony College will conduct a ballot to reallocate any spare tickets to those who have requested one. You will be asked in the booking form if you would like to be entered into the ballot. If you have guests with you on the day who do not also have tickets to attend the ceremony with you, they will be able to watch the livestreaming of the ceremony at a venue in College.

Following the Ceremony, the College will hold a celebration for new graduates. Guests are invited to join graduates and we can usually accommodate up to three guests, subject to availability. Tickets must be paid in advance for guests. Graduates attend free of charge.

Degree ceremony videos and live streaming

All Oxford degree ceremonies are filmed and can be purchased either on-line or by contacting the University's Media Production Unit. Further information is available at: http://help.it.ox.ac.uk/media/degree_ceremony

You are also able to view a live streaming of graduation ceremonies at <https://livestream.com/oxevents>. This may be enjoyed by your friends and family who are not able to attend the ceremony and share the celebration with you. Please note that the names of those graduating in absentia are not read out.

IT: College Information

Please note that in order to access online services in College and most other University sites, including the internet via the University's network, you need an active Single Sign-On account. The IT Officer can provide you with a temporary account which you can use on your own device, if necessary, to activate your Single Sign-On account. However, you are advised to complete the necessary registrations **before arrival in Oxford**.

You can find all essential IT information at www.it.ox.ac.uk/welcome

Students in Kellogg College accommodation

If you are staying in College accommodation you will be sent information about IT as part of the 'Domestic Arrangements'. In order to connect to the wireless networks from your College room you will need to set up a remote access password. For all network and wireless issues, including WiFi, contact the IT Officer (it-support@kellogg.ox.ac.uk).

IT provision at College

We provide workstations and printing facilities to enable students and staff to work in College, as well as wireless access and local IT support. Please be mindful of instructions about social distancing and safety when access is provided to shared facilities.

If you have any IT problems, contact the College IT Office by email on: it-support@kellogg.ox.ac.uk, or by telephone on +44 (0)1865 612023. You will find the IT Office on the second floor of number 62 Banbury Road. We operate a daily drop-in session

10.30 - 12.30 each weekday in term time, please let us know in advance if you would like to visit at other times.

The College also has an IT Fellow (Professor Andrew Martin for 2020/21), who is concerned with policy and strategic planning, and would welcome constructive comments about the development of IT within College.

IT Rules

Use of IT Services within the College is governed by rules which apply throughout the University (and also when accessing University facilities remotely, e.g. via VPN): see www.it.ox.ac.uk/rules. The University reserves the right to monitor network traffic when necessary to do so: the circumstances are set out in the University IT regulations. The College Regulations relating to the use of IT can be found here <http://handbook.kellogg.ox.ac.uk/wp-content/uploads/2018/09/Kellogg-College-IT-Regulations.pdf>.

Information security is an important consideration and all students should complete the free online training available at <https://infosec.ox.ac.uk/do-the-online-training>. It is important to remember that Oxford is regularly targeted by phishing emails designed to trick you into providing your SSO credentials, so please treat all emails, particularly those asking you to reset passwords or access restricted files with a caution.

IT: wireless network access

Eduroam wifi is available across the University, including at Kellogg College's communal and residential buildings.

Instructions on how to register for and use eduroam are available at: <https://help.it.ox.ac.uk/network/wireless/services/eduroam/index>

IT: Central University services

IT Services has computing facilities for student and staff use, and runs an extensive range of IT courses (<https://help.it.ox.ac.uk/courses/index>). IT Services are located in a number of offices across the city with the main office at 13 Banbury Road.

IT Services operates a 24-hour, 7-day Help Centre on tel: +44 (0)1865 612345. More contacts can be found at <https://help.it.ox.ac.uk/help/request>.

Accommodation

Oxford is a beautiful and vibrant city in which to live and offers a wide variety of accommodation options for both full-time and part-time students. In the process of joining Kellogg College you will have received some information about accommodation which we hope you found useful.

Full-time students are required to be resident in Oxford (unless they have secured exceptional permission to do otherwise) and should make sure that College has your Oxford address. For the academic year 2020/21 we continue to expand our offering of accommodation to students both on site and in rooms dedicated to Kellogg students in buildings that are managed by the University. It may also be that you have secured accommodation through the Graduate Accommodation Office directly or are renting in the private sector.

Part-time students will make a variety of accommodation arrangements depending on the requirements of the course, from summer residential courses to intensive week-long modules. The College has excellent short and medium term accommodation, which you may wish to book during a stay in Oxford. To make a booking you should contact accommodation@kellogg.ox.ac.uk.

College accommodation

Our Victorian houses are located on Bradmore Road, in a leafy and tranquil part of Oxford. All of our College-owned houses have gardens, where you can study, relax and find some peace and quiet.

As well as our wonderful onsite Hub Café which provides delicious and affordable food and drink, there are local shops, pubs and restaurants a five-minute walk away on North Parade. University Parks are only a short walk from Bradmore Road and Norham Road. While, the bustle of the city centre is approximately a 20-minute walk away.

When you move into College accommodation you will be welcomed by a member of staff. All information and regulations pertaining to students living in Kellogg accommodation will be issued to new resident's in a 'Welcome Pack', which will include our Domestic Arrangements booklet and is to be read carefully in conjunction with your Licence to Occupy.

During the academic year 2020/21, each student room in College accommodation will be inspected twice each term by a member of our cleaning staff, and you will be notified in advance. Cleaning of communal areas only is provided in College accommodation. Accommodation is provided on a self-catering basis and every room has access to kitchen

facilities. Alternatively, you may wish to dine in the College Dining Hall and Hub Café. Please find more information about catering in College via our website.

Please note that smoking, including vaping, is not allowed in any College buildings or enclosed spaces on the main College site or in the College Gardens. There are designated smoking and vaping areas in the grounds of the student accommodation only, these must be used if you wish to smoke or vape.

For issues relating to the fabric of the buildings such as walls, doors, lighting, windows, plumbing or heating in College-owned accommodation, these are the properties on the main College site, please contact the Head of Facilities Management via buildings@kellogg.ox.ac.uk.

For issues relating to furnishings of the building, pest infestation, cleaning, and your Licence to Occupy please contact the Accommodation Manager via accommodation@kellogg.ox.ac.uk

For issues relating to IT problems, including WiFi, please contact the IT Officer, via it-support@kellogg.ox.ac.uk or on +44 (0)1865 612023.

There are two Junior Deans who reside on site at Kellogg College who can assist with welfare related matters and out of hours lock-outs or lost keys. The Junior Dean can be contacted via junior.dean@kellogg.ox.ac.uk or for immediate or out-of-hours assistance (Monday to Friday 19:15 – 08:30 and all day Saturday and Sunday) please call +44 (0)7932 951 849.

If you are unable to reach the on-duty Junior Dean in an emergency please call the Oxford University Security Services on +44 (0)1865 289999.

A resident is appointed as a House Officer in each accommodation building operated by Kellogg College, and they play a key role in the safety of College accommodation and act as a valuable conduit between residents and the College. If you wish to contact a House Officer you will find their contact details on the notice board in each accommodation building on site at Kellogg College or please contact the Accommodation Manager via accommodation@kellogg.ox.ac.uk

Please also refer to the important Health and Safety Information under ‘**Life at Kellogg**’.

University-owned accommodation

Kellogg College offers further rooms in University-owned accommodation, which you can reserve via College. These are at 38/40 Woodstock Road, Walton Street and Castle Mill.

Students residing in University-owned accommodation will receive a tenancy agreement from the Graduate Accommodation Office and are subject to the rules and regulations specific to that accommodation. Please note that these buildings are managed by the Graduate Accommodation Office. Any students residing in these properties that experience any defects or problems should report these directly to the Graduation Accommodation Office.

If you would like further information, please visit www.admin.ox.ac.uk/graduateaccommodation

Private accommodation

Students can rent accommodation privately and this is common in Oxford. However, do be careful that you are dealing with a reputable landlord or accommodation agency and that you have a contract. Be mindful of the length of the contract and its conditions. Sharing a property with friends or other students often means joint liability for damage and unpaid bills. The landlord is required to put the deposit in a tenancy deposit protection scheme and they can use this to pay for any damages but should not unfairly charge for wear and tear.

[Oxford Housing Group](#) is a Facebook group which may help with finding suitable accommodation for graduate students in need of Oxford accommodation. Oxford SU (Oxford University Student Union) also provides accommodation information and a Living out Guide which students may find useful. For further information see <https://www.oxfordsu.org/wellbeing/student-advice/accommodation-looking/>

Part-time Student and Guest Accommodation

Kellogg College offers short and medium-stay accommodation to students and guests coming to Oxford. Our properties are situated in the heart of our College site, which is close to most University departments and faculties and libraries as well as the city centre, making Kellogg College a desirable place to stay for a visit to Oxford.

We are able to offer a range of rooms, including single, double, and superior double or twin rooms, which have been finished to a high standard. Guests are welcome to book accommodation for a short period (nightly or weekly). We are also able to offer accommodation for up to a term or longer, subject to availability.

Kellogg's guest accommodation offers a shared kitchen or kitchenette, and living space where you can relax and meet fellow guests. Residents can also enjoy the view that overlooks the main College site from some guest rooms.

Guest accommodation includes the following facilities:

- Linen and towels are provided (excluding termly bookings).
- Bedding.
- Toiletries are not provided in this accommodation.
- Flat-screen television in every bedroom
- Tea and coffee making facilities in every bedroom (excluding termly bookings).
- Sheltered bike racks for residents.
- WiFi provision, via the University's IT Network for members of the University. Visitor's internet access is available via the Cloud.

Please refer to our website for further information regarding catering options on site during a stay.

Further information regarding the prices and promotional offers available to guests at Kellogg College is available on the College website at: <https://www.kellogg.ox.ac.uk/kellogg-college-experience/accommodation/short-stay-accommodation/>

Make a booking - To make a booking enquiry please email the Accommodation Manager via accommodation@kellogg.ox.ac.uk or visit our website.

Financial Information

To take up your place you will have demonstrated that you can afford to undertake your studies, by completing the Financial Declaration. In this section you can find information on all things financial – from fees to working while you study. Also, importantly, what you need to do if you encounter any changes in your financial circumstances.

Course Fees

Course Fees are payable for the provision of tuition, supervision, academic services and facilities by the University (including your department or faculty) and the support, like welfare and student advisors, provided by the College. Course Fees do not include residential or other living costs.

Fees vary by course and individual Fee Status and are typically paid ahead of the start of each academic year that you are in fee liability. Fees are normally paid to the College but, in some cases, they are paid to the department or faculty providing the course instead.

The University has a listing of all Course Fees for the current and next academic year <http://www.ox.ac.uk/students/fees-funding/fees/rates>.

Fee payments to the College

You will receive an invoice for your fees from College at or before the beginning of the academic year. You will find a 'ways to pay' section at the bottom of your invoice. Payment of fees may be made by the following methods:

- Online store www.admin.ox.ac.uk/finance/payinginvoicesonline/
- Credit card or debit card
- Electronic bank transfers (please pay in sterling and ensure that all bank charges are covered, so that the amount owed is paid in full). Bank details will be issued with your invoice. Please ensure that your payment reference contains your **INVOICE NUMBER**
- For international fee payments, via third-party money transfer agents. Kellogg College has partnered with Flywire to help make your international payments safe and secure. For more information on how to pay this way please visit our website www.kellogg.ox.ac.uk/study/fees-and-funding/
- Cheque (GBP sterling)

Please do not make any payments without being in receipt of an invoice or making prior arrangements with the Finance Office.

All fees are to be paid in full at or before the beginning of the academic year (by the end of 1st Week – 16 October 2020). Every reasonable effort will be made to issue invoices in line with this deadline. However, this depends upon a number of factors outside the College's

control. Where these prevent the invoice being issued in a timely manner, a reasonable extension of the payment deadline can be made.

In some circumstances, the College can agree to accept the payment of fees in instalments especially when as a condition of a loan agreement (for example the government postgraduate loan scheme pays students in 3 instalments during the year, and the College can agree to accept payments towards fee invoices to reflect the instalment payments of the loan scheme loans). In **exceptional circumstances** it may be possible to agree an instalment plan for fees not associated with a loan. In all cases the fees should be fully paid before the end of the academic year and it is not generally acceptable to leave a high proportion of the total fees payable until later in the year. If you would like to arrange this, please email the Finance Office (financials@kellogg.ox.ac.uk) once you have received your invoice, setting out your reasons for wishing to pay in instalments. Please note this will need to be agreed in advance of the due date of your fees which will be clearly stated on your invoice.

Fees collected by Departments, Faculties, and Schools

Students on certain programmes do not pay their fees to the College. Instead they pay their course fees to the department or faculty providing the programme of study.

This is most commonly the case for students on part-time modular programmes, fees for which are structured differently because of the flexible nature of studies. This will typically consist of a registration fee for the academic year and a varying sum for the modules to be undertaken during the year. Typically, you will be expected to pay your fees to the department or faculty rather than the College if they dealt with the Financial Declaration during the admissions process.

Departments or faculties collecting fees will have their own arrangements for this including payment methods and deadlines and questions regarding payment should be directed to the department or faculty.

Period of fee liability

Each programme has a defined period of fee liability that determines for how long fees should be paid. This is normally expressed as a number of terms and/or years from initial enrolment on the programme. All programmes have a standard period of fee liability. Some have a separate minimum and maximum as well. The typical periods of fee liability are as follows.

Programme Type	Standard period of fee liability	
	Full-time	Part-time
DPhil	3 years/9 terms	6 years/18 terms
Non-modular masters (MSc, MSt, MBA, MPP etc)	1 year/3 terms	2 years/6 terms
Modular masters (some MScs)	Not applicable	2 years/6 terms
PGCE	1 year	Not applicable

Students are normally required to pay fees for all time spent on course during the period of fee liability. If a student interrupts their studies (e.g. suspending for a period) this pauses the period of fee liability until the interruption ends.

Further information on fee liabilities can be found at www.ox.ac.uk/students/fees-funding/fees/liability

Continuation Charges

Students who have reached the end of their standard period of fee liability, but are still registered on course, may be required to pay a termly University and/or a College continuation charge. Details of College continuation charges can be found at: [Continuation Charges](#).

Research students who are outside fee liability will also be liable to a termly University Continuation Charge. You will be notified directly in advance by the University, not by College, and payment is made via the online shop. Details of University continuation charges can be found at: <http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge>.

Further information on fee liabilities can be found at www.ox.ac.uk/students/fees-funding/fees/liability

Fee Status

The level of fees charged to each student on a programme is determined by their Fee Status. This is determined by the University in accordance with government regulations.

If you have any queries regarding your fee status please refer to the information on the University website at www.ox.ac.uk/students/fees-funding/fees/status

If you believe that your fee status is incorrect or has changed, you can contact the University's Fees & Funding staff (student.fees@admin.ox.ac.uk) for an assessment. In order to assist with an assessment you should complete and return the Fees Questionnaire that is available to download from the above web page. On the rare occasions when there are delays in determining your fee status, it will be assumed that you hold Overseas status for the purpose of estimates and invoices until College receives official confirmation otherwise.

The UK Council for International Student Affairs (UKCISA) also provides guidance on fee status for tuition fees: www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics

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The UK Council for International Student Affairs (UKCISA) also provides guidance on fee status for tuition fees: www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics

Postgraduate Loans

If you are in receipt of the UK Government's postgraduate loan (see www.ox.ac.uk/admissions/graduate/fees-and-funding/loans/uk-masters-loans for details of the scheme) disbursement will be in three equal instalments directly to you. If you will be using the loan to pay your fees, you will need to arrange payment to the College from your own account or seek an instalment plan supported by your postgraduate loan.

US Federal Loans

If you are in receipt of a federal loan then disbursement will be made in three equal instalments by bank transfer to College. Upon receipt of the disbursement, College will deduct a proportion for fees and accommodation (if you are living in College managed accommodation), unless you are not using the loans to pay your fees. The balance will then be paid directly to you by College, within 14 days, so that you can use these funds for living expenses. The main scheduled disbursement dates are in October, January and April each year. Further information on US Federal Loans can be found at: www.ox.ac.uk/admissions/graduate/fees-and-funding/loans/us-loans

Scholarships

If you have received a scholarship for fees, the College will normally issue an invoice direct to the funding body for the appropriate amount. If the scholarship does not cover the full amount to be charged, an invoice for the balance will be issued to you. Although the College is willing to invoice the funding body directly, students remain responsible for ensuring that fees are paid, and should ensure timely notification to College of any scholarship agreed with a funding body, together with details of the contacts at the funding body.

Battels

Battels is the name given in Oxford colleges for a credit account which is settled termly. In recent years Kellogg has joined other colleges in largely replacing battels with more efficient and appropriate direct payment systems for the payment of meals and other charges.

There may still be an occasional College charge which will be invoiced via battels.

Rent

Students living in College accommodation should refer to the Domestic Arrangements 20-21 for more information on paying the rent.

Council tax exemption and discounts

Full-time students are usually exempt from paying council tax but part-time students are not exempt. Once you have completed your University registration, you can download and print an Enrolment Certificate from Student Self Service and use it to claim your council tax exemption if eligible by applying to your local authority. Enrolment Certificates must be

stamped by the Academic Office. Please note that part-time students and full-time students living with non-students are not normally eligible for council tax exemption. The final decision on all exemptions and discounts is made by the local authority.

International students – bank accounts

International students might wish to open a bank account either before or upon arrival in the United Kingdom. We strongly recommend that all international students consult the University Guide which can be found [here](#)

Grants, awards and scholarships

The College provides opportunities for financial support for your studies – see details of some of these below, including the Research Support Grant and Kellogg College Travel Grants below. There are also awards for you to consider and sometimes new opportunities arise during the year so check your termly financial support email, from the Academic Administrator, and the College website.

Scholarships are only usually available for those applying to start a course of study but if you're thinking of moving to DPhil study in the future we hope you will consider applying for a Kellogg College Progress scholarship.

Please note due to the wishes of donors or for unforeseen circumstances sometimes a grant/award may change following publication of this Student Handbook. For up to date details on awards please do check on the 'Scholarships at Kellogg' section of our website.

Grants

Kellogg College offers the opportunity to apply for a Research Support Grants to all students and the Kellogg College Travel Grant is available for DPhil and MPhil students to apply for. All recipients are kindly expected to provide the Communications team with details of the research, travel, or conferences enabled by these sources of funding.

Kellogg College Research Support Grants

All Kellogg students are entitled to apply for a Kellogg College Research Support Grant to assist with costs incurred for the research component of their courses, or to assist in funding programme-related or career development opportunities. The maximum amount that you can be awarded during your studies is dependent on your programme type. DPhil students can apply for a maximum of £1000. MPhil students can apply for a maximum of £500. Masters students can apply for a maximum of £250. Once this amount has been reached, no further applications can be made. One application can be made per year and all applications must be made within years of fee liability.

The grants exist to help you with the expenses you incur as you undertake your research or take up programme-related or career development opportunities. The grant is applied broadly with examples of applications including software, specialist library fees, internships (completed before the last component of your course is finished) and fieldwork expenses. The grant does not help with known expenses such as travel to attend classes, or laptops. These examples are for guidance only so do discuss your particular requirements with the College Academic Administrator. The grant is for incurred expenses so must be accompanied by receipts; it is not for prospective expenses.

The application form is available [here](#) . The application form will require you to attach receipts and fill in your Supervisor details, as they will be contacted to approve your application. Applications will be accepted throughout the year but must be submitted no later than 1 September 2021 for research or eligible activities conducted during the academic year 2020/21 and before the last component of your course is finished. (Please note that applications received near the end of the University's financial year, which is 31 July, may take up to four weeks to be processed.)

Kellogg College Travel Grants

DPhil and MPhil students are eligible to apply for a Kellogg College Travel Grant. These funds exist to help students meet travel, registration and attendance costs when presenting their work at conferences, or to help meet the travel expenses of research trips. Applications for presenting papers at conference need to be accompanied by a short statement from your Supervisor confirming support for your participation in the conference, a description of the standing of the conference, and outlining any support that will be coming from the department or faculty.

Applications for research travel expenses also need to be accompanied by a short statement from your Supervisor confirming their support for your research trip and outlining any support that will be coming from the department or faculty. All awards will be for a maximum of £750 and only one application may be made per annum and a maximum of three applications may be made in total during years of fee liability. These applications will be considered termly; the deadline for submitting an application is noon on Friday of 5th Week and they must reach the Academic Administrator, Kellogg College, by then.

Please note that if 2019/20 was your final year of fee liability and your research travel or conference presentations have been delayed due to the pandemic and are now planned for 2020/21 you are able to apply for a Kellogg College Travel Grant despite being out of fee liability.

The application form is available [here](#). The application should be submitted to the Academic Administrator with a supporting statement from your Supervisor. Your application will be considered by the Travel Grant Committee whose decision is final. The amount awarded will depend on demand. You will be notified whether your application has been successful and of the amount that is to be awarded. The amount will be paid to you on provision of receipts once the expenses are incurred. It may be possible for Kellogg to pay some costs (such as registration) in advance for you but this will be by special arrangement with the College.

You will be expected to provide evidence that you presented the paper at the conference if a grant is awarded. If you do not attend a conference or research trip for which an award has been made you will be obliged to return the grant. If a Travel Grant Award is made to you, you are required to provide a short report about details of the research or conference activities you undertook further guidance on this can be found on the Notes for Guidance which form part of the application form.

Awards

Kellogg College offers a number of awards and will let you know of any new opportunities as they arise, or you can find details on the College website, including details of former recipients. In 2020-21 Kellogg hopes to offer the following awards:

Kellogg College Community Engagement and Impact Awards

All current Kellogg College students are eligible to be considered for a Kellogg College Community Engagement and Impact Award. These awards are given to students with a demonstrated commitment to community engagement, increasing impact, promoting knowledge exchange or widening participation within the current academic year.

Successful recipients of a Kellogg College Community Engagement Award will receive £250 in recognition of their achievements and we hope to invite recipients to attend a reception in the summer to celebrate their success.

Applications will open in early 2021. Look out for details of how to apply on our website. View last year's recipients [here](#)

Monika Teserova Award

Each year Kellogg College is pleased to offer a Monika Tesarova Fund Bursary of £100 made available due to the generosity of a College Fellow. The Monika Tesarova Fund Bursary exists to support a Kellogg student wishing to invest in their studies or take up an opportunity while studying at Oxford that they would ordinarily be precluded from doing due to financial constraints. While this does not have to be directly relevant to your studies (although it may be), it must be something that you believe will enhance your experience of studying at Oxford.

Look out for eligibility criteria and details of how to apply on the website.

Scholarships

Kellogg College is delighted to offer a wide and varied number of scholarships. Most scholarships exist for those applying to start a programme of study; however, there are very occasional scholarships that are available to students who are already on course and details of these are advertised on the website as they become available.

If you are studying for a master's in 2020/21 and are hoping to move on to study a full-time DPhil at Kellogg in 2021/22 you will be eligible to apply for a Kellogg College Progress Scholarship. Competition for the scholarship is high and the number of awards limited. You will need to select Kellogg as your first choice College in your DPhil application.

Details of all scholarships offered by Kellogg College will be published at: www.kellogg.ox.ac.uk/study/scholarships

Hardship Funding

We recognise that sometimes your financial situation will change due to unforeseen circumstances beyond your control. Hardship funding for unforeseen hardship or financial emergencies after the start of a course, is available for matriculated students by application. During the admissions process, you will have confirmed that you know the cost of your course and that you are confident you can afford to complete your studies. If you do find yourself in any financial difficulty contact the College's Academic Administrator who will advise you and discuss your circumstances in confidence. If you make an application to any College or University Hardship Fund, you will be asked to explain how your circumstances differ exceptionally from those anticipated when you applied to your programme, the nature of the hardship that you are facing, and how, given some support, you will then be able to afford to complete your studies. You may also want to consider whether applying to your department to suspend your studies may be a better course of action if you are facing financial hardship.

Please note that if you make an application to the University Hardship Fund (UHF), you will first have had to apply to your College and, if applicable, to the Access to Learning Funds (ALF). For this reason it is important to be mindful of the deadlines of those funds and discuss your details with College at the earliest opportunity.

You will receive an email at the start of each term with details of financial support and opportunities available.

A new hardship scheme will be launched for the 20/21 academic year by the University for postgraduate research students whose finances have been impacted by the Covid-19 outbreak beyond Trinity term 2020. Further information will be available on the University's website and on the dedicated coronavirus hardship funding webpage.

Kellogg College Hardship Fund

Kellogg recognises that you may encounter financial difficulties for unforeseen and exceptional circumstances beyond your control. If this is the case and you are experiencing hardship you can make an application to the College's Hardship Fund which is able to make awards between £200 and £1000 in certain circumstances. Consideration will be given to any changes from your current circumstances to those that you anticipated, the level of hardship that you are experiencing, and whether you can demonstrate that, with some assistance, you are able to afford to complete your studies. In the first instance, contact the Academic Administrator who will discuss your circumstances confidentially and explain the next steps.

The College Hardship Committee will endeavour to consider your application promptly. Please note that if you anticipate also making an application to any University's Hardship Fund and/or the Access to Learning Fund, you will need to allow enough time to receive a response from the College to fit the University Hardship Fund's termly application deadlines which are available on its application form.

Access to Learning Funds (ALF)

The Access to Learning Fund is based on national guidelines and assists Home fee status students who experience financial difficulty. This is available for both full-time and part-time students to apply.

Application forms are available from the Academic Office in its termly email to students about financial support or from the University's Student Fees and Funding Office. For information regarding this fund please visit www.ox.ac.uk/students/fees-funding/assistance/hardship/alf or enquire by emailing student.funding@admin.ox.ac.uk.

As part of the application to the Access to Learning Fund, you will need to consult College first to see if Kellogg can assist you with hardship funding so please contact the Academic Administrator as soon as you foresee a need for such an application so that you can discuss your circumstances confidentially and find out the next steps.

University Hardship Fund (UHF)

The University Committee on Student Hardship makes awards on the grounds of unforeseeable hardship and may provide help in the form of a grant or loan, depending on the applicant's circumstances. Awards to successful applicants are made on the basis of a comparison of a student's proposed finances for the current academic year with University estimates of finances required. You will need to demonstrate that your circumstances have changed exceptionally since you completed the Financial Declaration. The Committee meets on a termly basis but will not normally consider more than one application per student per year, unless there have been significant changes in that student's circumstances. Awards generally do not exceed £3,000. All students registered for a degree at the University are eligible to apply to the Committee.

You must discuss applications with College first as part of this process so please contact the Academic Administrator as soon as possible in such circumstance and they will be happy to discuss your concerns confidentially with you and advise you of the next steps.

Application forms will be emailed to you by the College at the start of each term with information on other forms of financial support and opportunities. Please take note of relevant deadlines which are contained in the forms and their accompanying guidelines. The University Hardship Committee meets once a term and further information is available from www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf

College Disability Fund

The College has a modest amount of funding to assist students who may incur unexpected costs arising from a disability or medical condition. If you believe that College may be of assistance please contact the Academic Administrator who will advise you confidentially and make an application to the College's Hardship Fund on your behalf.

Vice-Chancellors' Fund

A fund has been established through donations by members of the Chancellor's Court of Benefactors in honour of three recent Vice-Chancellors: Lord Neill of Bladon, Sir Richard Southwood and Sir Peter North.

The fund is intended to assist academically outstanding DPhil students who are in the final stages of the DPhil and are able to demonstrate they are in need of financial assistance. For further information please go to:

www.ox.ac.uk/students/fees-funding/assistance/hardship/vcf

Sports Funding

College funding for membership fees

Students at Kellogg College can apply for funding towards University sports team membership fees. To be eligible to apply you must be playing for a University team at either Blues or national level and where you are representing a team as an individual, Kellogg College must be mentioned. For further information, and to apply, for funding for university sports team membership fees email sports@kellogg.ox.ac.uk

College funding for capital sports purchases

Students participating in sport at Kellogg College can apply for funding for capital sports purchases. Payment of capital costs is designed to enable members of Kellogg to represent their college in a specific team sport. This might include purchase of equipment, contributions to a one-off payment, etc. For further information, and to apply for funding capital sports purchases email sports@kellogg.ox.ac.uk

Oxford University Society Sporting Awards

The Oxford University Society Sporting Awards are available to both undergraduate and graduate students at Oxford. They are awarded annually in Trinity term for the following academic year. The aim of the awards is to provide assistance to talented University sportspeople, allowing them to excel in their chosen sport, and make a difference to the Oxford sporting community. For more information, visit the [Oxford University Society Sporting Awards](#) page.

For all enquiries relating to funding, and sport at Kellogg College, please email sports@kellogg.ox.ac.uk

Subsidised online exercise classes

Kellogg hopes to offer subsidised access to online exercise classes provided by University Sports. You will be emailed the details when these become available.

Other Funding

All students should refer to the University's fees and funding web pages where information on others sources of funding, prizes and awards can be found www.ox.ac.uk/students/fees-funding

Students from the United States of America should also investigate <https://studentaid.ed.gov>

For helpful general information for overseas students planning to study in the UK see www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scholarships-and-funding-your-studies

Oxford bursaries and fee reductions

(Only PGCE students from the UK/EU are eligible to apply)

If you are a UK or EU PGCE student you may be eligible for a bursary towards your living costs based on your household income and/or a tuition fee reduction. See www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support for further details or email enquiries to: oxfordopportunity@admin.ox.ac.uk

Work Opportunities

The University Guidelines on paid work for graduate students (both full-time and part-time) are available at <https://academic.admin.ox.ac.uk/policies/paid-word-guidelines-graduate-students> This guidance is intended to help you to ensure that any paid work that you undertake does not adversely affect your ability to progress with your studies.

There are opportunities to work at College in both paid and voluntary capacities. These can be great ways to get to know other students and contribute to the smooth running of the College. Examples include registering as a Student Ambassador to assist at College ceremonies, or an Environment Ambassador to help work on sustainability projects at College. There are also opportunities to become a Housing Officer in a residence, or apply to become a Junior Dean or Grace Sayer. We will let you know of these opportunities but, as ever, do ask a member of the Academic Office staff at any time.

Life at Kellogg

Simply put, the College has overall responsibility for ensuring that your intellectual, welfare and social needs are met and for helping you to meet your University academic requirements.

We do this in a number of ways: guiding you through registration and matriculation, providing opportunities to build social and academic networks, and presenting you for graduation.

College Officers and fellowship

The Fellows are the senior members of the College who are elected by the Governing Body. Kellogg College's Fellows are drawn from across the academic community and from all over the world and play a key part in the academic and social life of the College. The College has a number of categories of fellowships and a full list of Fellows, including their contact details, can be found on the Kellogg website at www.kellogg.ox.ac.uk/explore/our-people/.

Some Fellows are also College Officers with specific roles in the College. They include: the President, Vice-President, Senior Tutor, Dean, Tutor for Admissions, Research Co-ordinator, Equality/Harassment Advisors, IT Fellow, Fellow Librarian, Senior Fellow, Fellow with responsibility for Part-time students, LGBTQ Fellow, Pastoral Advisor, Welfare Fellow, and Deans of Degrees. All College Officers would be delighted to help you with any questions that you may have.

Kellogg College Centres

Kellogg is home to several Centres, which aim to enhance the academic and social life of the College. They bring together two or more disciplines, integrating the research interests of Fellows and students, and provide a progressive intellectual space for inter-disciplinary research not available elsewhere in the University.

The centres are inclusive, integrating the research and research-related activities of academic and shared-interest communities and individuals within the University of Oxford and across the wider academic community. In addition to contributing positively to the academic status and reputation of the College, the centres are actively involved in seeking external funds for research activities. Further information on Kellogg's research centres can be found at www.kellogg.ox.ac.uk/kellogg-centres/

College Common Room

All current Kellogg students, fellows, staff, and alumni are members of a shared common room community. Membership for others is by invitation and is comprised of individuals from the University and the community who are involved with, or who share, the interests of Kellogg College. (It should not be confused with the Middle Common Room, which is the student body of the College.)

Middle Common Room (MCR) – Student Organisation

The Middle Common Room (MCR) is the student body of the College and all students automatically become members upon joining the College. The MCR President and other members of the elected committee represent the students at various College meetings and can be a strong voice for students. The President and Fellows of the College welcome input on the future of the College from the MCR. There are elections to MCR Committee posts in Michaelmas term and in Trinity term.

The MCR organises many and varied social events throughout the year and encourages students to get involved, make suggestions and give feedback about their college experience. The MCR's social calendar, otherwise known as the Event Card, will be communicated by email and published on their [website](#) and their Facebook group at www.facebook.com/groups/kelloggmcrc. The Facebook group also acts as a social hub for students to organise movie nights, pub trips/quizzes, punting, exchange dinners and various other social activities. Photos from major events, such as the Kellogg Ball, are hosted on the MCR Facebook page, www.facebook.com/KelloggMCR.

The Richardson room and the kitchen behind College reception will remain closed to students during Michaelmas 2020, due to current social distancing and gathering guidelines. The Hub space may be used when the Café is open. Access to the Hub is by University card.

MCR Committee

The MCR President for 2020-21 is Sandeep Unwith. You can find details of the full MCR Committee at [Kellogg College MCR Committee](#)

Elections for some MCR Committee positions for the academic year 2020/21 will take place in Michaelmas term 2020. Details of these positions can be found on <http://kelloggmcrc.com/the-committee/>. All posts for academic year 2020/21 will be up for election in Trinity term 2021, you will be informed of the election procedures by the Returning Officers. Please come and make your views known and take part. It's a great way to meet people and influence the history of your College.

MCR constitution

A copy of the [MCR Constitution](#) is available on request from the MCR President or Secretary

Oxford SU (Oxford University Student Union)

All matriculated graduate students are members of Oxford SU (Oxford University Student Union) which represents students' interests before the University. The Kellogg student body is affiliated to Oxford SU and has the right to elect an Oxford SU representative who should attend meetings and voice the collective opinions of Kellogg College students. Oxford SU has a Mature Students' Officer who can be contacted by email at maturestudents@osu.org. The Oxford SU Offices are situated at 2 Worcester Street, Oxford.

Oxford SU is affiliated with the NUS (National Union of Students) and students can purchase an NUS Extra card which gives access to a huge array of discounts both online and on the high street, see cards.nusextra.co.uk/ for further details. Oxford SU's own website www.oxfordsu.org contains a breadth of information on facilities, services and support available to students.

Oxford SU Student Advice Service

The Student Advice Service is the only advice, information and advocacy service exclusively available to Oxford University students. The service is staffed by advisors who can help you with any questions or concerns regarding academic disputes, appeals, personal relationships and mental health. They usually offer drop-in sessions during term time although due to the pandemic they are currently working remotely. For a list of the most up to date ways to contact see the website [here](#) or email (advice@oxfordsu.ox.ac.uk). They are based at 4 Worcester Street, Oxford, OX1 2BX.

College opening hours

Reception is staffed from 08:30 to 19:15, Monday to Friday, apart from some periods during the summer, Easter and Christmas when reception is only staffed until 17:00. During these hours, the front doors will be open and you will be able to access facilities freely, apart from the Library which requires Card access 24/7. Outside of these hours, the front doors will be locked at all times. If you wish to access the College and its facilities outside these hours, you can have your University Card enabled as a door key at Reception or the Accommodation/Events Office.

College administration

The administrative staff of the College all have offices located at 62 Banbury Road but are mainly working from home due to Covid 19 restrictions. There will be opportunities to consult College staff but this will be by appointment only in Michaelmas Term and may be extended into the rest of the academic year. You will also be able to make appointments to discuss matters via Teams. The administrative staff are committed to providing an excellent service to you despite these constraints which are in place for the safety of all.

The Hub

The Hub front door (situated on the West Elevation facing the Banbury Road) is open 08:00 to 17:00, Monday to Friday, and 09:00 to 15:00, Saturday and Sunday. Outside these times access is controlled by University Card use. On request card access will be enabled only for College members, this can be done at Reception.

College records

At the conclusion of your admission to the College you will have been asked to sign a Student-College Contract, which sets out the terms of the relationship between you and the College. Among the obligations you accept in signing is to ensure that the College is kept informed of changes in your personal details. This should be done through Student Self-Service.

For our part, the College has undertaken to process the information we hold about you only for the purposes of providing the services and support we have undertaken to give you. The College handles all student information with appropriate care.

Photography Permissions

We would occasionally like to use photographs taken at events on our website or in other promotional material. We aim to obtain permission from identifiable subjects used in website images and will always seek permission when the image belongs to someone else. If you are unhappy with the use of a photograph or would like one removed, please email communications@kellogg.ox.ac.uk and we will arrange for it to be removed immediately.

College student regulations

All students are required to read this handbook and the regulations contained throughout, including [The Regulations Relating to the use of Information Technology Facilities](#). Students are expected to act in the interests of Kellogg College at all times.

You will have received both a student contract and a copy of the Student Responsibility Agreement which you should have read and returned, approved, to college. If you are staying in College accommodation, you will have received a tenancy agreement. In the light of Covid 19 it is particularly important that members of the college community can rely on everyone taking their responsibilities to keep each other safe seriously. Social distancing, wearing face coverings, and abiding by directions are important parts of enjoying College safely. Wilful disregard for safety may lead to disciplinary measures.

Post and pigeonholes

The following information relates to our post and pigeon hole procedures post the current Coronavirus pandemic. Please visit the [Kellogg and COVID-19 website pages for procedures during the pandemic](#).

Pigeonholes for student post can be found in the Richardson Room; post is organised alphabetically by surname.

All parcels delivered to College must be of a **small and reasonable size and the College reserves the right to, and will, refuse oversized parcels.**

Parcels or packages received at College for students are stored at Reception. You will be notified by email if a parcel or packet arrives for you and should collect it as soon as reasonably possible. While every care is taken to look after student parcels the College accepts no responsibility for them.

Parcels not collected within seven days of delivery to College will be disposed of. We are unable to accept fresh produce at Reception, this restriction does not apply to flowers. Parcels cannot be accepted during College closures or at weekends.

We are unable to forward post so part-time students and those not resident in Oxford are advised to check the pigeonholes when they are in College.

Post will be held until the 8th week of the following term, at which time, if unclaimed, it will be returned to sender or destroyed. If you are no longer a member of College you will be contacted to advise that the post is available for collection. If you are unable to collect the post it will be returned to sender or destroyed.

You may leave notes for Fellows of the College and administrative staff at Reception. Students who wish to take advantage of the free internal messenger service (to other Oxford Colleges and departments or faculties) may do so by leaving post with staff on Reception. The College will NOT pay for any external mail to be sent.

The notice boards outside the Dining Hall and in the Richardson Room will contain notices of University events, lectures, concerts, and other social events and items of interest to the student body. A news and events email is circulated weekly during term time to advise of seminars, dinners and other activities in College. The MCR Committee circulates separately details of its social activities during the year.

College Bar

The College Bar is run by the students. It is **usually open from 6.30 pm – 10 pm, Wednesday to Saturday, during term time. Due to current restrictions, this schedule is suspended for Michaelmas 2020.** There will be an altered schedule of opening times, which will be communicated via College emails.

It is closed out of term time but can be opened with prior notice. A wide range of alcoholic and non-alcoholic beverages are available to purchase from the Bar; it is a great place to meet friends and relax.

If you require bar service for an event or a gathering, the Hospitality team will be glad to assist you. Please provide as much notice as you can and the team will do its best to fulfil your request. Please email events@kellogg.ox.ac.uk.

Hub Café

The Hub Café is open 08:00-17:00 Monday to Friday and 09:00-15:00 Saturday and Sunday throughout the year except during the College Easter and Christmas closures. Opening hours are shorter during vacations, and will be advertised in advance on the main website's [Hub page](#).

The Café serves hot and cold drinks, pastries, sandwiches, hot food, cakes and biscuits, weekend brunch, and daily specials and offers all at excellent prices. Coffee served is Fairtrade and Rainforest Alliance certified, all packaging is compostable or recyclable where possible, and waste food is recycled using recognised schemes. All food served at Kellogg is sourced as locally as possible. **The Café is cashless and accepts payments by Upay (using either your University card or Upay app), credit or debit card.**

Use of vending machines in the Hub is currently suspended. This will be reviewed later in Michaelmas Term and information will be updated on the College website.

Travel and transport

Parking at College

Students or their guests may not park any vehicle on any College property, at any time. If a student holds a Blue Badge the College can arrange for a parking space to be made available when visiting the College. Please consult the Head of Facilities Management for advice via buildings@kellogg.ox.ac.uk.

Bus and train passes

*Please be aware that there may be ongoing disruption to public transport due to the pandemic, you should check the service operator's website before you travel for the most up to date advice.

Local service operators offer discounted travel passes/smartcards:

Oxford Bus Company: www.oxfordbus.co.uk/thekey/

Stagecoach: www.stagecoachbus.com/about/oxfordshire

National Rail: www.nationalrail.co.uk/times_fares/17.aspx

National Rail offers a number of national and regional railcards for discounted rail travel (subject to conditions). See the [National Rail website](#) for full details.

The most common railcard for full-time students is the 16-25 Railcard which gives you 1/3 off most rail fares throughout Great Britain. To be eligible you must be aged 16-25, or a mature student 26 years or older and in full-time study. Further information on eligibility criteria and how to apply for a railcard can be found at www.16-25railcard.co.uk/eligibility-benefits/eligibility/. You may need to provide a stamped copy of your enrolment certificate, you can do this by emailing a copy of the enrolment certificate to academic.office@kellogg.ox.ac.uk who will then be able to stamp it an email a copy back to you.

Students on distance learning and part-time courses do not qualify for a 16-25 Railcard, or an 18+ Student Oyster card.

Bicycle hire and purchase

Oxford is a fairly compact city and getting around by bicycle is a popular method of commuting from one place to another. It is also a busy city so please take care when cycling.

Cycling is popular in Oxford. There are numerous bike shops around the city selling or renting new and second hand bikes. Some shops provide "buy back" schemes which may be cheaper than hire, whereby money is given back when you return your bike to the shop you bought it from after an agreed term.

You may choose to buy a bicycle once you are in Oxford, or indeed may be bringing one with you. College has bicycle racks on site for student use. You should ensure that you have a suitable, sturdy lock to keep your bike safe and secure, working front and rear lights as required by law, and a safety helmet. Bicycles can also be hired from dockless bike hire operators across the city, for more information visit [Oxford City Council's website](#).

Safety on the road is a key consideration especially if you are not used to riding a bike in a UK city. There are some dedicated cycle lanes, but Oxford is a busy city and you should always make sure that:

- you are visible (wear reflective/high-visibility clothing), especially when it is dark outside;
- your bike is roadworthy, i.e. that you have fully functioning front and rear lights as required by law, a bell, and that your brakes work;
- you wear a helmet that conforms to recognised safety standards and fits you properly. Local bike shops can assist you in choosing the right headgear

[Sustrans](#) has a wealth of information for cyclists, covering how to stay safe on the roads, bike security and bike maintenance.

To help you stay safe on the roads and keep your bicycle secure, Estates Services have a stock of discounted D-Locks, high quality LED cycle lights and Hi-vis arm bands. If you would like to buy a discounted D-lock, lights and hi-vis bands please visit [Security Services](#), or alternatively contact the Admin Office on (2) 72944.

Further information on staying safe whilst cycling can be found [here](#).

The Broken Spoke Bike Co-op in Oxford offers drop-in workshops to enable you to fix any bike-related issues yourself (with some guidance from their staff). They also offer cycle training courses if you feel that you would benefit from instruction before hitting the highway. Some of these services usually offered are closed or restricted due to the pandemic. For the most up to date information on workshops and training go to the website bsbcoop.org/

You are advised to read the 'Rules for Cyclists' from the UK's Highway Code about staying safe on the roads: www.gov.uk/rules-for-cyclists-59-to-82

Bike theft is a particular problem in Oxford so we strongly recommend that you invest in a good lock and insurance and never leave your bike unlocked while unattended. You can register your bike with the University Cycle Registration Scheme; doing so may help the Police get your bike back to you if it is stolen. Kellogg College encourages all students who have a bicycle to register it with the scheme. For details please see www.admin.ox.ac.uk/ouss/cra/cyclesecurity/ you can also find details of purchasing discounted locks and light on this site.

The College has a large amount of cycle racking available across the Estate, please ensure that you secure your bicycle only to the cycle racking provided. **Please note:** Any bicycle left against or secured to any other College property will be removed and the College will not provide any reimbursement for locks damaged when removing offending bicycles.

Security at College

It is important that you take care of your belongings whilst you are in College. Unfortunately, all colleges experience thefts from time to time so DO NOT leave your laptop or other items unattended, even for a very short time. The College has a number of small personal lockers that can be used to store personal belongings when on site for short periods, less than 24hours only; these are situated on the left at the top of the small flight of stairs leading to

the Geoffrey Thomas building at 60 Banbury Road. Each locker will be emptied using a secure master key at 09:30 every working day, this is to ensure that they are always available during events and not used for longer term storage. Any items remaining in a locker when they are cleared will be stored securely in the Facilities Office. In order to reclaim your belongings you will be required to provide the locker key and details of the effects. Again, all possessions will be taken from the locker and stored elsewhere for four weeks only, after which time they will be disposed of.

If you are working in College outside office hours, please ensure that you close all doors and lock all windows upon leaving, particularly if you are the last person to leave. Never allow anyone to follow you into a building unless you know them to be a member of the College.

Health and safety

We all have a responsibility for health and safety at the College. The College is responsible for ensuring that at all times a safe environment is provided and students and guests have a responsibility for behaving in a reasonable manner at all times. As part of providing a safe environment the College operates a number of policies and procedures and students should ensure that they are familiar with and abide by them.

The College makes an analysis of the risk of such events as fire, outbreak of disease or major breakdown and develops procedures for dealing with them. The analysis and the procedures are documented and are available for inspection by students, subject to data protection legislation and assessed security risks.

The Head of Facilities Management is responsible to the Domestic Bursar not only for maintaining the buildings but also for electrical safety, the fire and intruder alarm systems and fire-fighting appliances. Any malfunction of fire-fighting or security equipment should be reported immediately to the Head of Facilities Management via buildings@kellogg.ox.ac.uk

Explosives and Firearms

Firearms, explosives, pyrotechnics, inflammable materials etc may not be brought into or stored in College buildings or accommodation, whether in your room or elsewhere. This includes replicas and/or deactivated firearms of any kind.

Fire

The only permitted items of private electrical equipment containing high-current heating elements are hair dryers and these items should never be left unattended when in use. All electrical items over two years old brought into College must have been PAT tested. Students should ensure they have current test documentation if they are asked to provide it. The College tests the fire alarms on a weekly basis in all buildings.

Cooking in rooms is not permitted and neither are candles, shisha pipes, incense sticks or other naked flames, fairy lights, microwaves or drapes. Toasters and electrical heaters other than those supplied by the College are not permitted in College. Any prohibited items will be removed by the Domestic Bursary team.

Students should check routinely that all wiring and plugs are in good condition, of the correct voltage (240v) and properly connected. (If in doubt, have the item checked by the Domestic Bursary staff).

Most commonly, fires have been caused by smokers. **Smoking and vaping is prohibited in all College buildings and throughout the main site.** If you smoke or vape, please ensure that this takes place in the designated areas outside student accommodation and that you dispose of cigarette ends carefully in the receptacles provided. **Anyone found to be smoking or vaping in any College building or accommodation will be reported to the Dean of College.**

No naked flames, oil burners, candles or the like are permitted anywhere on site.

Make sure, as soon as you move into a College room that you know the fire escape arrangements and the location of fire appliances and alarms. Fire doors must never be wedged open: they are designed specifically to prevent the rapid spread of smoke and flames. **SMOKE DETECTORS AND FIRE FIGHTING EQUIPMENT MUST NOT BE TAMPERED WITH. THIS IS A CRIMINAL OFFENCE AND WILL BE DEALT WITH ACCORDINGLY.**

There are instructions in every room on what to do in the event of a fire: read them, and refresh your memory from time to time. Fire drills are held each term.

Emergency services (fire, police, or ambulance) should be called from the nearest phone in the case of any obviously serious incident. For the emergency services call 999.

Reception should be informed as quickly as possible thereafter, or the Junior Deans out of hours. The individual raising the alarm should remain with any injured person at or near the scene of the fire or other incident in order to relay relevant information to the emergency services when they arrive.

First aid

If you or someone on site requires first aid please contact Reception for assistance during normal office hours (08:30 – 19:15, Monday - Friday). For assistance outside office hours please contact the Junior Dean. First aid kits are located around the College site and an accident book is held in Reception. All accidents regardless of the severity should be reported to Reception as soon as possible after the incident occurs.

Further information on health and safety at Kellogg, including the College's Emergency Procedures document are available on request from the Domestic Bursar, subject to data protection legislation and assessed security risks.

The College Library

The following information relates to the Library post the current Coronavirus pandemic. Please visit the relevant [Kellogg and Covid-19](#) website pages for information about the Library during the pandemic.

The College Library occupies the ground and first floors of 60 Banbury Road (Geoffrey Thomas House). It is open twenty-four hours a day, seven days a week, when College is open.

Access requires a College-registered University Card, which must be used to release the doors both on entering and on leaving the Library. Although it is tempting to follow someone through an open door, it is helpful if everyone uses their card, as the system provides useful data for the management and future development of the Library. The Library is also protected by CCTV in each room and in the circulation area.

The book stock is the result of a number of significant donations, which have created research collections in some areas, and a programme of purchases. The latter is largely suggested by students and aimed at supporting courses for which the student body is regularly of significant size.

The College is part way through a programme of cataloguing and shelving in systematic order, which will continue throughout 2019-20. In common with several other colleges, the Library uses the Dewey classification, which works decimally. The catalogue is part of the Bodleian system and is consulted using SOLO. New items appear on SOLO as they are added, but it may take a few days longer for them to reach their correct position on the shelves.

While cataloguing and shelving are proceeding, an effort has been made to cluster items by subject; however, the order of shelving is, in places, random and catalogued and uncatalogued items relating to the same subject may be located in different rooms. At the start of the academic year, the main subject clusters are:

- Archaeology – catalogued: Computer Room and Herbert Lane Room Annexe
- Architectural History – catalogued: Herbert Lane Room
- English Literature – catalogued: Herbert Lane Room Annexe; uncatalogued: Reading Room; Stopforth-Metcalf Room (Philip Healy Collection);
- French Literature – uncatalogued: Lillian Butler Davey Room (H T Barnwell Collection)
- general reference – catalogued: Computer Room
- History – catalogued: Herbert Lane Room Annexe; uncatalogued: Reading Room; Lillian Butler Davey Room; Stopforth-Metcalf Room (Philip Healy Collection);
- History of Art – catalogued: Herbert Lane Room
- History of Gardening – catalogued: Herbert Lane Room
- History of Planning – catalogued: Herbert Lane Room

- Linguistics and Phonetics – catalogued: Computer Room
- Local History – catalogued: Herbert Lane Room Annexe; uncatalogued: Reading Room
- subjects not covered elsewhere in this list – catalogued: Computer Room
- Race and Migration Studies – uncatalogued: Upper Reading Room
- Sustainable Urban Development – catalogued: Herbert Lane Room

The National Resource Centre for Historical Dance (Early Dance Circle Collection), in the Lillian Butler Davey Room contains much that is relevant to the history of dance, gesture and costume, and some history of art and history of music. It is in the process of being catalogued; until that is complete, there are lists available both in the room and at www.kellogg.ox.ac.uk/wp-content/uploads/2015/04/NRCHDlist.pdf. It is hoped that both this collection and the Philip Healy Collection will be substantially catalogued during 2019-20.

Students are welcome to browse and to use the books in all rooms, though the Stopforth-Metcalf Room is occasionally closed for seminars or meetings: this can be checked by contacting events@kellogg.ox.ac.uk. During 2019-20 the books in the Stopforth Metcalf Room will be catalogued by a cataloguer based in the room during office hours; readers may nevertheless use the room at all times when it is not reserved for meetings.

All books are for reference only. They may be moved between Library rooms, but under no circumstances may an item be removed from the Library. When readers have finished with books they are requested not to re-shelve them, but to put them in the location marked 'awaiting shelving' in each room (dark brown in each room apart from the Herbert Lane Room, where the shelves are white).

Requests for Purchase

There is a small annual budget for the purchase of books. Requests for items which are likely to be of use to a number of students, especially over the long-term, may be made to the Fellow Librarian (jonathan.healey@kellogg.ox.ac.uk). Please bear in mind that some books take several weeks to arrive even if they are ordered immediately. The Acquisitions Policy can be seen at www.kellogg.ox.ac.uk/wp-content/uploads/2015/04/Library-Acquisitions-Policy-27-May-2016.pdf

Students with disabilities

The ground floor of the Library is wheelchair accessible, though it is advisable to let Reception know in advance of a visit. There is a ramp at the front door (not usually in use and is locked) and there is a lift from the Reception area. Assistance with fetching books from upstairs or from higher shelves may be requested from Reception during opening hours.

There is a height-adjustable desk (sitting to standing position) in the Computer Room and another in the Lilian Butler Davey Room. The one in the Computer Room has a larger and fully adjustable screen, and an ergonomic keyboard. Also in the Computer Room, at one of

the ordinary desks, is an even larger screen. All these facilities may be used by anyone, but priority should at all times be given to those whose need is greatest.

The Library has a Summary Statement of Provision for Students with Disabilities (available at www.kellogg.ox.ac.uk/wp-content/uploads/2015/04/Kellogg-Library-Disability-Statement.pdf), which is reviewed annually.

Health and safety

On each floor of the Library is a large wheeled ladder for reaching items on the higher shelves. The ladders may be moved between rooms, **but, are never to be carried up and down the stairs.** For readers' own safety, please do not stand on chairs or tables.

The desks in the Herbert Lane and Lilian Butler Davey Rooms have power sockets attached to them, and in the Stopforth-Metcalf Room there is a power box in the floor near the window. Please use these sockets rather than those round the perimeter of the rooms in order to avoid the hazard of trailing wires across the floor.

The Computer Room

The Computer Room on the ground floor of the Library contains some desktop computers with Word for Windows, Excel, Access, and access to the Internet. It also has the printing and copying facilities. Use of the computers is free to College members, and there are some desk spaces for the use of personal laptops, etc. The IT Officer will make every effort to ensure that all students are made aware of any network problems. If you are travelling a long distance at the weekend to use College study facilities, please check your College email account for any IT updates.

Printing and Copying

The College has a Canon multi-function device (MFD) in the Computer Room which handles all printing, copying and scanning requirements.

Kellogg allows students 300 sheets of photocopying or printing paper per year, free of charge. Usage above 300 sheets may be charged at the rate of 5p per black and white page and 10p per colour page.

Items for printing can be sent from the computers in the Computer Room, or remotely from other devices. To send a file to print it needs to be attached to an email and sent from a Nexus365 account to the dedicated mailbox mobileprint@kellogg.ox.ac.uk. Valid formats for the attached files are Word, Excel and PDF.

Please remember that a print job stays in the printer queue for a maximum of 72 hours. For full instructions on how to use the machine, or should you have any problems, please contact it-support@kellogg.ox.ac.uk or 01865 612023. If additional printer paper is required, please ask at Reception.

Rules for the Use of the Kellogg Library

To allow all students to be able to work effectively in the Library, please ensure you keep to the following rules at all times and be considerate of other users of the Library. Please note that the Rules apply throughout the Library, including the hall and stairs.

Books

1. The borrowing of materials from the Library is not currently permitted. Unauthorised borrowing will result in disciplinary action.
2. Books should not be re-shelved, but should be placed on the 'awaiting shelving' shelves.
3. Library materials may be used in any room within the Library. If you need to consult a book which is in a room temporarily inaccessible (e.g. for a seminar), please ask Reception, who may be able to help.
4. Writing in books is forbidden: those found to have written in books, or otherwise to have deliberately or negligently damaged them, will be charged for their replacement.
5. The corners of pages should not be turned down to mark places, nor should open books be placed face-down on any surface.
6. Knives, scissors and other sharp objects are not permitted in any Library rooms. If uncut pages need to be separated, Reception should be asked for assistance.

Food and Drink

7. **No food is permitted in the Library.**
8. Drinking water may be taken into the Library provided it is in sealable bottles, and hot drinks may be taken in provided they are in KeepCups (available from the College Hub or from Bodleian Shops and some Bodleian Libraries, the MCR also have a limited supply for students to borrow).

Noise

9. **No conversations (in person, phone, Skype or otherwise) in the rooms or hallway. If you need to have a discussion or conversation, please leave the Library.**
10. No music or other audio material should be played in the Library. If you are using headphones, please check that absolutely no sound is audible to other people in the room.
11. Be aware that everyone has certain habits while working (clicking pens, drumming on the table etc.) but as the Library is a communal workspace, please try to work as quietly as possible at all times.

General Conduct

12. Please do not reserve work-stations or leave materials (papers, bags etc.) on any of the desks unless you are returning within a very short amount of time. If you are leaving for a seminar and are planning on returning later, please remove your property to make way for others. Items left unattended may be removed by College staff.

13. If you are using one of the College computers, make sure you log out and switch it off when you have finished.
14. Please do not use the sofas in the Library to sleep on. If you feel like relaxing for a while, please go to the Hub.
15. If you are the last person to leave any Library room (especially at night), please make sure all windows are closed, the lights and all workstations are switched off.

If you feel that other people are not keeping to these rules and are disturbing you in any way, please do not hesitate to contact the Fellow Librarian at jonathan.healey@kellogg.ox.ac.uk, the Junior Deans at junior.dean@kellogg.ox.ac.uk, or the Dean at tara.stubbs@kellogg.ox.ac.uk.

Group working room

Outside the Library, the Richardson Room may be booked for group working. Bookings are made through Reception in person or via enquires@kellogg.ox.ac.uk.

Reading Collection

In addition to the Library, but separate from it and managed by the Academic Officer of the MCR, is a Reading Collection – an uncatalogued collection of ‘good reads’ donated by students, staff and Fellows. The main part of the collection is housed in the Common Room in the [College Hub](#). As it increases in size, it is anticipated that it will expand into the Richardson Room, with some items in the short-stay accommodation at Donald Michie House. Items from the Reading Collection may be borrowed: it is a self-service system, based on trust; all we ask is that items are returned in a reasonable time. Donations of fiction or non-fiction, paperback or hardback, are always welcome and may be left at Reception for the Academic Officer who will insert bookplates and add them to the Collection. Please consider recycling any book you have enjoyed in this way rather than taking it to a charity shop.

Rewley House Continuing Education Library

Students of Kellogg College enjoy full access and borrowing rights at the Rewley House library. The library supports courses run by the Department for Continuing Education and is therefore a general collection, though some key subject areas are: archaeology, architectural history, fine art, and history of art.

For details of opening hours during term time and vacations, see www.bodleian.ox.ac.uk/conted

College Events

Kellogg College runs a number of social and academic-related events throughout the year. There are usually several events each week. During the ongoing pandemic and given the changing social distances restrictions College events are likely to look different in the 2020-21 academic year. We hope to offer a number of virtual events, including Welcome Weeks, during Michaelmas Term as well as College events if the restrictions allow.

As well as the emails from the College Communication Team (sent weekly during term time), a list of the events being offered at College can be found <https://www.kellogg.ox.ac.uk/latest/events/>

While the events might vary from previous years, we hope you will enjoy them, find stimulating discussion, and make new friends. Suggestions for new events are always welcome. Please email events@kellogg.ox.ac.uk to provide feedback or ideas.

College Seminars

A number of College seminars usually take place during term time over the course of the academic year. Details of seminars are circulated to College members by email and published on the College website. The number of such seminars may be very limited or exclusively online only during Michaelmas term 2020. This will be reviewed during the term and members updated via emails and/or College website.

There may be opportunities for students to present and discuss their research at informal seminar series held at Kellogg College. These sessions are usually themed, with College researchers presenting their work to a non-expert audience. They allow an insight into the wide variety of research that is being conducted at Kellogg College and provide an open and informal forum to learn about new topics, from education to genetics, anthropology to social policy.

In 2018-19 Kellogg hosted its inaugural graduate symposium which was a great success and we hope to offer this again in Trinity Term 2021 so do look out for this.

Flag days

You will sometimes notice the Kellogg flag or other flags flying. This happens on designated days, which may be celebratory days such as the College's Foundation Day, or to show the College's support for the community such as flying the Rainbow flag, or to mark the Queen's Birthday, or to mark respect on more solemn occasions. The flying of these flags is determined by College policy and flags may only be flown by the Facilities Team in accordance with this policy.

College merchandise

The College has a range of merchandise that carries the College crest – hooded tops, glassware, polo shirts, ties, scarves, cufflinks and much more. Merchandise can be paid for by debit/credit card, with cash or cheque. Examples of College merchandise are displayed in the circulation space near Reception if you would like to take a look. If you wish to purchase an item please contact Reception in the first instance, alternatively you can contact the Finance Office - tel + 44 (0)1865 612022 or email financials@kellogg.ox.ac.uk.

Catering at Kellogg College

Kellogg College offers a range of dining options for students and their guests. In the College's Dining Hall there are two-course lunches, College Dinners and Guest Night Dinner options. The College Hub Café serves a selection of hot and cold drinks, pastries, lunches and weekend brunches, should you prefer an alternative to the Dining Hall meals.

Michaelmas 2020: College is aiming to open lunches and dinners in the Dining Hall from the 5 of October 2020. Procedures are being finalised with regards to meal timings, menus and various measures surrounding the current safe-guarding regulations. The general format and normal structure are outlines below; however, specific information regarding lunches and dinners for Michaelmas 20 will be communicated to members before they start via College website and email.

Please refer to the [Kellogg and COVID-19](#) pages on the College website.

If you have any questions in the meantime, please get in touch with our team at hospitality@kellogg.ox.ac.uk

Lunches

Lunches taken in the College Dining Hall are subsidised and are available from 12:45 to 13:45, Monday-Friday, in term time (between 0th and 10th weeks). Lunches may be available outside full term; details of these are listed in the news and events email.

Lunch options each day are as follows:

- Soup of the day (vegan)
- Main course of the day (meat or fish) (except Mondays)
- Main course of the day (veg or vegan)
- Salad boxes (meat/fish, veg and vegan options)
- Side salad
- Dessert of the day
- Cheese plate
- Fruit

All items are individually priced. You may wish to buy a soup and a main, or a main and dessert, or all three, for example, to avail meal deals. We recommend you purchase your meal choices all at once in order to avoid queueing more than once.

Dinners

Kellogg College serves an evening meal every Monday-Friday during weeks 1-8 each term. Most evenings this meal will be a College Dinner, however there are weekly Guest Night Dinners and occasional special evening events too. All dinners take place in the Dining Hall.

Please note that there no Guest Night Dinners planned for Michaelmas term 2020.

Further information on dining in College can be found on the website at:
www.kellogg.ox.ac.uk/kellogg-college-experience/facilities/dining-hall/

College Dinners

College Dinners are served between 18:15 and 19:15 every evening, Monday – Friday, during weeks 1 – 8 each term, except when a Guest Night Dinner or other event is scheduled in College.

There is no dress code for College Dinner and it's a relaxing way to enjoy a meal.

Menu format is similar to the lunch offering. However, College dinners more informal than lunches and facilitate tray service.

Menus for College lunches and dinners will be published on the College website at the start of each term. They are also available via hospitality@kellogg.ox.ac.uk. Please note that in Michaelmas term 2020, College lunches and dinners will start on Monday, the 5th of October.

It is not necessary to book College lunches and dinners in advance, but Guest Night Dinners must be booked in advance. However, we recommend you arrive as close to the meal's start time as possible. If you have a special dietary requirement the kitchen needs to be made aware of (e.g. gluten free, dairy free), please notify hospitality@kellogg.ox.ac.uk at least two days in advance to ensure that an appropriate meal can be provided if possible.

As places are limited, you may want to contact hospitality@kellogg.ox.ac.uk if you would like to give advance warning (of at least 48 hours) that a group of you are attending so that the number of meals can be increased.

Guest Night Dinners

The College holds several Guest Night Dinners per term. These are formal dinners with a seating plan. Guest Night Dinners begin with a drinks reception where you can mingle with other guests, followed by a sit-down three course meal, coffee and mints. The dinners include a range of alcoholic and non-alcoholic drinks.

Students and Fellows are encouraged to attend and may bring guests. All members of the College are encouraged to extend a warm and courteous welcome to all guests, both at the reception and at table.

Booking is required for Guest Night Dinners.

The dress code is smart and formal (i.e. suits, jackets, ties, dresses, smart trousers). Academic gowns (the [Advanced Student Gown](#), as is the custom at Kellogg), should be worn by all students for Guest Night Dinners. Gowns are also worn by Fellows but are not worn by guests.

Plenty of people attend a Guest Night Dinner alone and you can rely on a friendly reception and good company. However, if you would prefer to be accompanied, the Junior Dean who attends all Guest Night Dinners, would be happy to meet you at the event. To contact a Junior Dean, please email junior.dean@kellogg.ox.ac.uk, to arrange meeting at the event and to arrange to be seated with them.

Guest Night Dinner charges are generously subsidised by the College.

Special dinners and events

Each term the College holds several special dinners and events. Information, dress codes and prices with regard to these special events can be found on the College website and will be sent to you over the academic year. A list of dates for guest nights and main events for the year is published on the [College website](#) on a yearly basis.

Booking Procedure

Members are required to book in advance for Guest Night Dinners and certain other events, the College website and email newsletters will indicate when booking is required.

Bookings will close promptly at 17:00, three working days prior to the event, excluding weekends and bank holidays, or when the event is full. Bookings will not normally be taken after this time other than for the waiting list, unless circumstances are exceptional.

Book in for Guest Night Dinners online using your Upay account www.upay.co.uk (see the [Meal charges and payment](#) page for more information on Upay). Bookings cannot be made by telephone. You must have a minimum credit of £15 in your Upay account in order to be able to book for Guest Night Dinners. Details of the booking process can be found at www.kellogg.ox.ac.uk/life/dining

When booking online, please be sure to indicate the full name(s) of your guests, any dietary requirements (e.g. vegetarian, vegan, coeliac) for you or your guest(s); such requests can only be dealt with by prior arrangement. *This information must be provided in the free-text box online before you complete your booking.* Vegetarian/vegan meals and most special diets can be catered for, and other requirements met within reason, and to the best of the ability of the kitchens – please contact Bookings **for further information about Food Allergy and special diets** provision via bookings@kellogg.ox.ac.uk.

Please indicate at the time of booking if you wish to have a meal without alcohol as an ingredient. If any of your guests are also current students of Oxford University, please mention this in the message box.

Cancellations for Guest Night Dinners after the cancellation deadline (12:00 noon five working days prior) will not be refunded and will be subject to a cancellation fee equivalent to the College subsidy of the meal provision. Should a student and/or their guests(s) fail to

attend a meal or event, for which they have booked, without giving prior notice within the cancellation period, they will be charged the full cost of the meal or event. The full cost of the meal is £35 and this charge (for late cancellations and no-shows) will be made soon after the event. You cannot transfer your booking to someone else if you cannot attend. For more information, download the [Booking procedure Ts & Cs](#)

Guests cannot attend College events without their host (College member) present at the event, including Guest Night Dinners.

All queries regarding Guest Night Dinners should be sent to bookings@kellogg.ox.ac.uk or [read the Booking Procedure FAQs](#)

Brunches

Saturday and Sunday brunches are available at the College [Hub Café](#) from 10:00 to 13:00 between 0th and 9th weeks. These provide a friendly and relaxed way to enjoy your weekends.

A limited breakfast menu is available on weekend mornings in the Hub Café, out of term-time.

It is not necessary to book in advance for brunch and you pay the café member staff at point of sale. **Please note that the Hub Café operates a cashless payment system; payment must be made by credit or debit card, or with a Kellogg Upay account.**

Upay and meal charges

All catering bookings and payments are made using Upay. This account will be created for you and an email will be sent from Upay to your @kellogg.ox.ac.uk email address in order for you to log-in to your Upay account. You can access your Kellogg email address once you have activated your Oxford University Single Sign On account (SSO). The email from Upay will include a link to the Upay portal, your username and a password. Please follow the link to the Upay portal and log-in using the credentials provided in the email. **Please do not click on 'Register for a Upay account' button on the Upay portal.** Please be sure to change the password as soon as you can.

The Upay system requires you to top-up your account with money which can then be spent in the Dining room, Hub Café or for booking College events. The maximum recommended balance is £250.

You can download the Upay app to your smartphone and access your account to book College events and pay for meals and events through the app. Please contact hospitality@kellogg.ox.ac.uk if you have any questions about Upay.

Paying for College meals

Lunches and College Dinners are paid for at point of sale using your Upay account which is linked to your University Card. Simply tap your University card on the smart card reader at the till. This is the fastest method of payment at the till so helps to keep the queue moving quickly.

The till is cashless. You may choose to pay with your credit or debit card as an alternative to Upay. **To receive the subsidised student meal charge, please ensure you bring your University card with you.**

Meal charges

Student meals are subsidised by the College and meal prices for students and their guests are available below.

Lunches and dinners	Student	
	Member	Guest
Soup	£1.90	£2.30
Meat main	£3.75	£4.50
Veg/vegan main	£3.75	£4.50
Meat/Fish Salad	£3.75	£4.50
Veg/Vegan salad	£3.75	£4.50
Dessert	£1.50	£1.80
Cheese	£1.50	£1.80
Fruit	£0.30	£0.30
Plain side salad	£0.60	£0.75
Guest Night Dinner	£15.00	£20.00

Package / meal deal (buy together to avail deal)	Student	
	Member	Guest
Soup + Main	£5.50	£6.60
Main + Dessert	£5.00	£6.00
Main + Cheese	£5.00	£6.00
Soup+Main+Dessert	£6.50	£7.80

Price details for special events will be published along with information about the event.

Cancellations for Guest Night Dinners after the cancellation deadline of 12:00 noon five working days prior will not be refunded and will be subject to a **cancellation fee equivalent to the full cost of the meal (without the College subsidy) which is £35.**

While children (always accompanied by a responsible adult) are welcome to attend many events there may be some that they are not able to attend. Please check the event details or ask the Events Officer before planning to bring children to College events.

Students are welcome to email hospitality@kellogg.ox.ac.uk for all of their general meal related queries, feedback and suggestions. You can also email events@kellogg.ox.ac.uk if you wish to run an event in College with or without catering.

Life outside your studies

*We want all our students to feel at home at Kellogg, so each year we organise a number of induction events during the first three weeks before term starts, this year being **Monday 21 September 2020 – Sunday 11 October 2020**, which we refer to as ‘Welcome Weeks’.*

This year many of the events will be held virtually. We will be offering a range of cultural and informative events, that will be complemented by events run by the MCR. All of the events are designed to help you make the most of your time at Oxford.

The schedule of Welcome Weeks events is published on the College website, and it will also be circulated by email. Events will also be mentioned on the [MCR website](#) and [Facebook group](#).

If you miss these events and have any questions about life in Oxford please contact the Academic Office – academic.office@kellogg.ox.ac.uk. We hope to make some events available to access online after the event. If you would like a tour of Kellogg you will need to give at least 24 hours notice and these will be by appointment and subject to any required distancing. Tours are not available at weekends or on bank holidays.

There are Welcome Back events on the Friday of the 1st Week of Hilary and Trinity Term to which both new and continuing students are welcome.

Freshers’ Fair

The Freshers’ Fair, organised by the [Oxford University Student Union](#) (Oxford SU), will be held virtually this year. The planned date for this is Wednesday 7 October 2020. Further information can be found at <https://www.oxfordsu.org/oxfordfreshers/>

Sport

Taking part in any form of activity can help improve your fitness and general wellbeing. Research shows that physical activity can boost your self-esteem and improve sleep quality and energy levels, as well as helping to reduce any feelings of stress. Taking part in some form of physical activity during your time at Kellogg College can also be a good way to meet people and make friends. There are many sporting activities – both competitive and recreational – for you to take part in whilst you are in Oxford.

Contacts

The MCR Sport Officer for 2020-21 is Nikolaos Kanellakis
(nikolaos.kanellakis@kellogg.ox.ac.uk)

The chair of Kellogg College's Sports & Recreation Committee for 2020-21 is Andrew Simpson (sports@kellogg.ox.ac.uk)

Sport at the University of Oxford

Sport at Oxford University caters for a wide range of abilities, from beginner to elite, part time and full time. There are over 85 recognised University-wide sports clubs for you to join in addition to College clubs and teams. The larger, more established clubs will most regularly recruit members with prior experience and conduct trials at the beginning of Michaelmas term; however, many clubs are open to all members of the University. Further details on specific clubs and Oxford sport in general can be found online, using the Oxford University sport website: www.sport.ox.ac.uk

The University Club is a sport and social club, and a members' club for staff, postgraduate students and alumni at the University. The Club has a gym and a timetable of exercise classes as well as being a home for several team sports. The gym is currently £65 per year, and available to all graduate students to become members. For more information, including how to join, please visit www.club.ox.ac.uk

Sport at Kellogg College

Please be aware that due to the ongoing pandemic some of the sports mentioned below may be operating differently or not at all, depending on the current restrictions, please check the relevant webpages for the most up to date guidance if you have any questions please contact sports@kellogg.ox.ac.uk.

The College hopes to offer subsidised online exercise classes via University Sport. You will be sent details of this opportunity.

We have a close affiliation with Christ Church Boat Club, enabling Kellogg students the opportunity to row during your time at Oxford whether you are a beginner or an experienced rower. Kellogg students row in the Christ Church boats for intercollegiate competitions but if you are chosen to row in the University boat, you will be listed as representing Kellogg College. For further information, please visit www.kellogg.ox.ac.uk/kellogg-college-experience/sport-and-recreation/.

In addition, Kellogg has its own football team, which plays matches in the MCR league on Saturday mornings during Michaelmas and Hilary terms. Kellogg students also participate in intercollegiate cuppers tournaments in a range of individual and team disciplines throughout the year. As a Kellogg student you will have additional opportunities to take part in yoga, join a squash ladder, and play in tennis and volleyball teams. There is also a croquet set stored at Reception which is available for student use. Many of these activities have had to stop or change significantly due to the current pandemic, the MCR has been running virtual Yoga sessions during this time, with plans to continue in Michaelmas Term. For the most up to date information on MCR sports please contact the MCR Sports Rep Nikolaos Kanellakis (nikolaos.kanellakis@kellogg.ox.ac.uk)

We offer some financial support to our students in order to help them cover the costs associated with membership of University sports teams, alongside funding for sports equipment purchases for use by Kellogg students; we also encourage students to set up their own teams and societies, and can offer financial help towards this. Applications for funds are made to the Sports and Recreation Committee. Further information is available at: handbook.kellogg.ox.ac.uk/financial-information/sports-funding/

The sporting community at Kellogg College is vibrant and various. Every year, in Hilary term, we host a Sports Dinner to celebrate the sporting successes of our students both individually and as members of College and University teams. Each year we invite successful sports persons to share their experiences and insights in a pre-dinner seminar or presentation. In previous years we have had Olympic Gold medal rowers and the Oxford Blues rugby captain taking part in presentations on making it to the top, the role of sports in physical and mental wellbeing and the parallels between successful sports teams and successful teams in other walks of life.

To find out more about sport and recreation at Kellogg College, including information about Kellogg team sports and access to sporting facilities, please visit www.kellogg.ox.ac.uk/kellogg-college-experience/sport-and-recreation/ or email sports@kellogg.ox.ac.uk. The MCR Sports Officer will also be happy to answer your questions

College punt

College members may make use of a punt moored at the [Cherwell Boat House](#) which is available in the season from April to mid-October, free of charge. Please refer to our website for more information about how to book the College punt.

You can only book two weeks in advance. We are not able to take bookings at Reception and cannot hold dates for you before the two-week period. At the Boat House you will need to present your University Card and printed confirmation of your booking. If you return the punt late you will disappoint and inconvenience those other members waiting to use the punt and you will be liable for a penalty of £20. www.kellogg.ox.ac.uk/life/sport/college-punt

Musical activities at Kellogg

Kellogg has a rich musical life and there is much to get involved in whether as a performer or spectator.

College Concerts

Biannual concerts are organised by the MCR Committee and College for Michaelmas and Trinity terms. A concert each year is dedicated to the memory of Dr Diana Wood. The concert is named in her honour, recognising Diana's great contribution to Oxford and its students and her benefaction which helped Kellogg establish its first fully endowed doctoral scholarship. The concerts are informal and showcase largely classical music played by College members, though lighter music and jazz are welcome.

If you would like to take part, or have any queries or suggestions for musical activities at Kellogg, do contact the [MCR](#) Arts and Culture Officer or the MCR President.

College Grand Piano

The College has a grand piano, which has a rich and romantic tone, available in the Dining Hall for use by College members. Please note that the grand piano will not be available to use during Michaelmas Term 2020. For more information about using the grand piano, please contact Reception.

Kellogg College Short Book Book Club

Kellogg College Short Book Book Club is an informal and friendly book club that meets once a term, in 9th Week, to discuss books which are all under 200 pages in length. The Book Club also meets at the end of the Summer Long Vacation to discuss a longer book enjoyed over the holiday. All College members are welcome to join in. Refreshments are provided. You can find details on the website here: www.kellogg.ox.ac.uk/events/type/book-club

Health, Wellbeing, and Disability

An essential part of being able to get the most out of your time here is to look after your health and to know how to obtain support if you need it. There is a lot of assistance available. One of the best places to find information is the University's website

www.ox.ac.uk/students/welfare

If you have concerns about Covid 19, a great source of information is the University's website <https://www.ox.ac.uk/coronavirus> This includes details of what to do if you think you may have coronavirus symptoms and how to use the University's Early Alert System for testing. It is recognised that Covid 19 fears may cause anxiety and this website also includes details of support for your mental health, as well as practical information on being prepared for self-isolation. College is here to support you if you encounter difficulties. If you have are required to self-isolate on arrival, at any other time of the year, or have concerns that you would like to raise with College above Covid 19, please email covid@kellogg.ox.ac.uk

Health, wellbeing and disability support

If you declared a disability on your application form you should have been contacted by an advisor from the [University's Disability Advisory Service \(DAS\)](#). If you did not declare a disability but believe that you should have done so then please contact DAS. This is the best way to ensure co-ordinated support for your studies and living in Oxford.

If you have a disability or medical condition of any kind it is advisable to also contact the Academic Administrator in College, Sarah O'Brien sarah.obrien@kellogg.ox.ac.uk, to find out what support may be available for you. Likewise if you are vulnerable because of Covid 19, Sarah will be able to help you navigate the support that is available. Arrangements can be made to assist you if you have a disability, such as allowing you extra time in exams or providing specialist IT support; this is also true for those with a Specific Learning Difficulty, such as dyslexia. The Academic Administrator is also the College's Disability Co-ordinator and Secretary to the Equality and Welfare Committee and can help you make the most of the many opportunities for support that are available while you are in Oxford. Your physical and mental health are of equal importance and students are able to access the University's free, excellent Counselling Service. All students also have access to a free, confidential mental health support service called [Togetherall](#). Likewise, if you have personal circumstances that may mean you require support, such as being a carer, do contact the Academic Administrator, who will be able to advise you.

Within College, in addition to the Academic Administrator and the Academic Office, the following people may be helpful to you when you need support: the Dean, your College Advisor, the Junior Deans, the Welfare Fellow, the LGBTQ Fellow, the Fellow with responsibility for part-time students, the MCR Equality and Welfare representative, the

Pastoral Advisor, and peer supporters. Please visit the [Health, wellbeing and disability pages](#) on the College website for further details and contact information.

Your department or faculty will have a designated Disability Co-ordinator responsible for ensuring that support is provided as required. If you have a disability it is advisable for you to make contact with this person so that you can work together.

The College site is accessible to wheelchair users. There is an accessible work space in the Library, and a large monitor prioritised for students with a visual impairment. The College has some funds available to assist students with disabilities or unanticipated costs arising from a medical condition; this may be as proposed by the University's Disability Advisory Service or supported by medical evidence. Applications will be considered on a case by case basis. If you feel this may be of interest to you, please contact the Academic Administrator.

Please go to the University website for further details of available support:
www.admin.ox.ac.uk/eop/disab/

Accessing Health Services (NHS)

The National Health Service is the UK's state health service, which provides treatment for UK residents through a wide range of healthcare services. Some of these services are free and others have to be paid for.

All students (and their dependants) who are studying in the UK for six months or more are entitled to register with the NHS. As a patient, the NHS is accessed through your General Practitioner (GP/Family Doctor). If you are already registered with a GP in the UK and move to Oxford to study, you are advised to register with a local practice.

If you are entitled to NHS treatment then the following services are provided without further charge:

- consulting a GP and most other GP services (e.g. visiting a clinic)
- treatment in a hospital (both emergency and non-emergency)

Services that you may need to pay for are:

- medicines prescribed by your GP
- maternity/midwifery services
- Some GP services such as vaccinations for travel and obtaining a sickness certificate (the GP surgery should have a list of charges for such services)
- dental treatment
- optical treatment

Immigration Health Surcharge (effective from 6 April 2015)

An immigration health charge for access to NHS treatment was introduced on 6 April 2015 as part of Tier 4 and other visa applications, including for student dependants. The charge must be paid even if you have your own private medical insurance and do not intend to use the NHS.

The charge for a student is currently £300 for each year or part year over six months of the visa being applied for, plus £150 for part of a year that is less than six months, although the exact amount you have to pay depends on how much leave you are granted. Dependants

usually pay the same amount as you. You'll find the most up to date information on charges available at www.gov.uk/healthcare-immigration-application

Students who already have a visa will be covered as normal for NHS treatment unless and until they need to make a further visa application.

Anyone applying for entry clearance of up to six months or less is exempt and will instead have to pay for any healthcare at the point of use. For that reason anyone coming to the UK on a [Short-Term Student visa](#) must ensure that they have sufficient private medical and travel insurance.

Comprehensive Sickness Insurance (CSI) for EEA and Swiss students

EEA (including EU) and Swiss students in the UK must have Comprehensive Sickness Insurance (CSI) for the duration of their studies. The European Health Insurance Card (EHIC), obtainable for free from your country of residence, is the most straightforward way of satisfying the CSI requirement. Further information is available from www.ukcisa.org.uk on fulfilling the CSI requirement and also how this is important for any future application for permanent residence. For the most up to date advice relating to the impact Coronavirus has on this please see the information page [here](#)

There are likely to be changes to the EHIC card from 1 January 2021 due to the exit of the UK from the EU. For the most up to date information please refer to <https://www.gov.uk/european-health-insurance-card>

Kellogg College doctor/GP

www.19beaumontstreet.com

General Enquiries: +44 (0)1865 240501

It is important to register with a doctor in case you need access to support. The College has an arrangement with the doctors at the 19 Beaumont Street Surgery to provide medical cover for our students. We strongly suggest that you look at their website (address above) and refer to the information below about registering online with the surgery. **You are advised to register with the practice as soon as possible** so that, should you become ill, you know that you are able to consult this practice and so that you do not lose out on access to services and medication.

- All full-time and part-time students who will be living in Oxford are advised to register with the practice as soon as possible, ideally before arrival in Oxford and certainly within the first two weeks of Michaelmas term.
- If you are a part-time Home/EU student and will not be living in Oxford we suggest that you remain registered with your local doctor.
- If you are studying in the UK for **less than six months** then you can access healthcare privately (charges apply) at 19 Beaumont Street. You would not be entitled to routine NHS healthcare unless it is a medical emergency that cannot wait until you return home.

Registration is most easily completed online at www.campusdoctor.co.uk/oxford where you click on the link for Kellogg College. You should allow some time to answer the questions and the practice advises that you may wish to obtain a printout summary of your computer records (or access them online) from your current medical practice to assist in answering the questions such as about vaccinations.

It is particularly important for international students to register as soon as possible as your eligibility for free non-GP services is dependent on how long you have been registered with the NHS rather than how long you have been in the country.

Patients registered with the 19 Beaumont Street Surgery are registered with the practice as a whole and not with a specific doctor. If you need to see someone you can telephone and make an appointment with any of the doctors there. You can choose a male or female doctor, but bear in mind that doctors do get quite booked up, so you might have to wait to be seen, unless it is an urgent matter. If you wish to see a nurse, you can telephone for an appointment in the treatment room, but again, this can get very booked up, so you will be unlikely to get an appointment on the day unless it is urgent. The surgery will be able to advise you of systems that are in place for consultations due to the coronavirus pandemic. You should not attend the surgery if you are concerned that you are experiencing Covid 19 symptoms. If you think you have coronavirus symptoms or have been in contact with anyone who has, first consult <https://111.nhs.uk/covid-19> for NHS 111 advice.

More information on access to healthcare services can be found at:

www.ox.ac.uk/students/welfare/health/doctors

www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare

Medical paperwork/certificates/prescriptions

If you have any pre-existing medical conditions, please bring as much information as possible with you to Oxford, so that appropriate care and management of any conditions can be put in place. It will greatly help medical staff at the surgery if you can provide details of medical conditions and any medicines that you are taking.

If any pre-existing medical conditions or new medical conditions affect your studies, or mean that you may require additional study support or alternative examination arrangements, do discuss these with the Academic Administrator in good time, and certainly ahead of any timetabled examinations. Doctors' certificates will be required if you apply for an extension, for some alternative exam arrangements, and other applications based on medical grounds.

Dental services

If you are eligible for NHS treatment, you can receive your dental treatment at a subsidised rate. However, some dentists have limited spaces for NHS patients, and many do not accept NHS patients at all. If a dental practice is not accepting NHS patients then you may still be able to register as a private patient but should note that you will pay the full cost for any treatment.

Local dentists in Oxfordshire can be found by searching: www.nhs.uk/service-search

There is also a dental practice based at Oxford Brookes University called Studental which takes NHS patients. For more information on services offered and how to register, visit their website: www.studental.co.uk

Local hospitals/Accident and Emergency departments

John Radcliffe Hospital

www.ouh.nhs.uk/hospitals/jr/default.aspx

Tel: 0300 3047777

Headley Way, Headington, Oxford OX3 9DU

The John Radcliffe is Oxfordshire's main Accident and Emergency (A&E) site and the A&E department is open 24 hours a day.

Please remember: if the situation is an emergency and you need immediate care **dial 999** and ask for an ambulance.

For medical advice in a non-life-threatening situation, call 111. You can find more information about the 111 service at

www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx

You should also contact NHS 111 if you have any medical concerns about coronavirus.

Immunisations - Very important health information

You are **strongly recommended** to receive the following vaccines **before** you arrive in Oxford, if you have not already received them:

- Meningococcal ACWY (MenACWY) if you are under 25 years of age
- Measles Mumps and Rubella – MMR1 and MMR2, i.e. the normal two doses.

Contact your General Practice to arrange this, if necessary. Both immunisations should be readily available outside the UK for international students.

When you register with the College doctor or any other doctor in Oxford, you will be asked for the dates of your immunisations, and have an opportunity to arrange immunisations if you still need to receive them. Information on college doctors and nurses is available at www.ox.ac.uk/students/welfare/health/doctors. During Michaelmas term if you have registered with the College doctor there will be an opportunity to have vaccinations at the surgery.

For a comprehensive guide to medical preparation for your studies and how to deal with emergencies please see the University's guidance at www.ox.ac.uk/students/welfare/health

Diversity and equal opportunities

Kellogg College is committed to valuing each other and our differences. Valuing who and what we are, and having this respected by others contributes so much to the richness of the life of Kellogg College. Kellogg College prides itself on being an inclusive community.

University of Oxford policies

The University of Oxford welcomes diversity, recognising the particular contributions to the achievement of the University's mission that can be made by individuals from a wide range of backgrounds and experiences.

The University aims to remove any barriers which might deter people of the highest ability from applying to Oxford. The University aims to provide an inclusive environment which values diversity and maintains a working, learning and social environment in which the rights and dignity of all its students are respected to assist them in reaching their full potential.

The University seeks to ensure that no member of its community is unlawfully discriminated against on the basis of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief (including lack of belief), sex, or sexual orientation.

The University values freedom of speech and you can find a copy of the University's statement on the importance of freedom of speech on the [College website](#). The College, in line with the University and other sectors, observes its statutory Prevent duty to have due regard to the need to prevent people from being drawn into terrorism.

Your attention is drawn to the web pages of the University's Diversity and Equal Opportunities Unit: www.admin.ox.ac.uk/eop/

Specific University policies relating to equality, harassment, and transgender can be found at the website above. Many are available on the College's website.

Kellogg College shares the values and fully supports the aims of the University regarding equality and inclusion.

Kellogg College and confidentiality

Here at Kellogg College we want to underline our respect for you and any information personal or otherwise, which you give us. On the Kellogg website's [Health Wellbeing and Disability](#) page, under Health and Wellbeing statements and policies, you can find the College's [Guide to Confidentiality](#) which explains how we approach confidential information. Kellogg complies with GDPR requirements.

Kellogg College Equality & Welfare Committee

The Equality & Welfare Committee meets once a term chaired by the Dean and includes student representation. Please contact the Academic Administrator, sarah.obrien@kellogg.ox.ac.uk or the MCR's [Welfare and Equality Officer](#), if there are issues that you would like raising at these meetings.

Complaints procedure

The Proctors will consider complaints raised by students under the University Student Complaints Procedure in relation to University administrative and support services, and in relation to University academic services (e.g. libraries and counselling) and support (e.g.

teaching and supervision). See www.ox.ac.uk/students/academic/complaints for more information and guidance including about Academic Appeals.

The Proctors have no jurisdiction over college complaints and appeals but you can consult the Proctors' Office caseworkers informally if you are unsure whether the issue is a college or a University matter.

If you are considering making a complaint, we encourage you first to take your concern to the person responsible for the matter it relates to as, in the majority of cases, an informal resolution is a better outcome.

If you are considering a complaint about College, help and advice is available from the Dean, Senior Tutor, Academic Administrator, Finance Bursar, Domestic Bursar, MCR, or Oxford SU representative. You can be accompanied at any stage by a friend or an advisor.

If you are dissatisfied with the outcome of informal resolution of College complaints, you may make a formal complaint in writing to the President who will take this matter forward, and you will be advised of the appeal process should you remain dissatisfied.

In matters relating to harassment, and to discipline, there are similar procedures. Kellogg values its supportive community and respects all members. It does not tolerate harassment.

A person subjects another to harassment by engaging in unwanted and unwarranted conduct which has the purpose or effect of:

- *violating another person's dignity, or*
- *creating an intimidating, hostile, degrading, humiliating or offensive environment for another person. [1]*

The recipient does not need to have explicitly stated that the behaviour was unwanted.

If you feel that you are being subjected to harassment by another college member, please contact the Dean or Academic Administrator to discuss your concerns confidentially. They will work with you to agree the next steps which may involve raising this with the alleged perpetrator with your consent. While all parties will be listened to, the safety of the person reporting the harassment will be paramount. If efforts to resolve the matter locally are not successful, this may lead to disciplinary procedures. In the event of a very serious case or sexual assault, matters may be referred to the University's Student Support and Welfare Services. This may also be the case should the harassment concern non-Kellogg members. You can find a copy of the College's disciplinary procedures at <https://www.kellogg.ox.ac.uk/kellogg-college-experience/health-wellbeing-and-disability/>

Should your concern be about behaviour of a staff or senior college member, rather than a Kellogg student, please contact the College Administrator in the first instance on college.administrator@kellogg.ox.ac.uk

University facilities

Oxford University childcare nurseries

Matriculated students at the University are eligible to apply for a nursery place. The University's nursery provision is oversubscribed and there is a long waiting list. Further information on applying for a nursery place can be found at:

childcare.admin.ox.ac.uk/nurseries

The University also works in partnership with playscheme providers to provide support for families during school holiday periods. Details on holiday playschemes can be found at:

childcare.admin.ox.ac.uk

Please contact Childcare Services directly if you have any queries: at

childcare@admin.ox.ac.uk

University Counselling Service

The University Counselling Service is located at 3 Worcester Street, Oxford OX1 2BX. Confidential individual and group counselling is offered to all students who are currently matriculated members of the University. For more information see their website,

www.ox.ac.uk/students/welfare/counselling

The service is free and has a lot of experience helping students to manage the pressures that arise during their time at Oxford. Those requiring further information should email counselling@admin.ox.ac.uk. Currently the counselling service is offering appointments via video calls rather than in person, if needed they can look into alternatives. For the most up to date information on how to contact them see [here](#).

In addition, there is the Nightline service based at 16 Wellington Square, which is open 20:00 – 08:00 daily from 0th to 9th week during term time. The helpline number is + 44 (0)1865 270270 and the website is oxfordnightline.org

Emergency contacts

You can contact the University Security Services on + 44 (0)1865 289999. You should not hesitate to call the Emergency Services (Ambulance Service, Fire Brigade, and Police) on 999 if there is an immediate threat (e.g. loss of life, fire or serious damage to property).

Kellogg students and residents in College accommodation have access to the out of office contact number for the Junior Dean in case of emergencies. The contact telephone number, + 44 (0)7932 951849, is displayed on the noticeboards in the residences.

A full list of emergency contacts can be found on these pages of the handbook <http://handbook.kellogg.ox.ac.uk/health-wellbeing-and-disability/college-wellbeing-contacts/> and University emergency contacts at www.admin.ox.ac.uk/ouss/help/

College Wellbeing Contacts

Academic Administrator

The Academic Administrator helps with matters including exam arrangements, financial hardship, extension and suspension applications, and all health and welfare matters. She is the designated Disability Co-ordinator for the College.

Sarah O'Brien sarah.obrien@kellogg.ox.ac.uk

Dean

The Dean is responsible for the well-being of all College members and is the designated Disability Lead.

Dr Tara Stubbs tara.stubbs@kellogg.ox.ac.uk

Junior Deans

Kellogg College has two Junior Deans who are resident students and a useful first point of contact for students with concerns.

Charles or Natalie junior.dean@kellogg.ox.ac.uk

Peer Support

You can contact Kellogg College's peer supporters, who are fellow students trained and happy to listen to you, on peer.support@kellogg.ox.ac.uk

MCR Welfare and Equality Representative

The elected Welfare and Equality Representative is a current student from the Middle Common Room.

Brenda.McCollum@kellogg.ox.ac.uk

Diversity and Inclusion Facilitator

The MCR has welcomed a Diversity and Inclusion Facilitator to foster best practices within Kellogg that ensure the safe and healthy inclusion of all members of our community.

nteranya.sanginga@kellogg.ox.ac.uk

Harassment Advisors

Any issue of harassment should be notified to the advisors who will be happy to meet with you.

Dr Richard Stevens richard.stevens@kellogg.ox.ac.uk

Dr Alison MacDonald alison.macdonald@kellogg.ox.ac.uk

LGBT+ Support

The MCR Equality and Welfare Rep, and Kellogg Fellow Max Van Kleek, would be happy to discuss issues of sexual orientation. You may also like to speak to the Domestic Bursar, Mel Parrott who is a Stonewall Role Model concerned to advance issues of inclusivity in the College. The College currently also has two LGBT+ Allies who can provide support – Christopher Hampson in the Academic Office and Kabilan Puliyadi in the Hospitality office.

Brenda McCollum brenda.mccollum@kellogg.ox.ac.uk
Professor Max Van Kleek max.van.kleek@kellogg.ox.ac.uk
Mel Parrott mel.parrott@kellogg.ox.ac.uk
Christopher Hampson – christopher.hampson@kellogg.ox.ac.uk
Kabi Puliyadi – kabilan.puliyadi@kellogg.ox.ac.uk

Pastoral Advisor

Dr Alistair Ross alistair.ross@kellogg.ox.ac.uk

Safeguarding Lead

Dr Alison MacDonald alison.macdonald@kellogg.ox.ac.uk

Kellogg is appointing a Fellow with responsibility for BAME college members from 2020 with further details to follow.

Alumni information

Your days as a student are just the beginning of a lifelong friendship with Kellogg College; on completing your course all graduates become members of the College's global alumni community. The College has a dedicated [Development](#) and [Alumni](#) Office which looks after our alumni community with a wide range of social, career and networking opportunities, both in Oxford and internationally.

As your Kellogg email address will expire one month after completing your course, make sure you stay connected with us by updating your contact details via our one-page [online form](#).

Kellogg College Alumni benefits

Membership of the College's alumni community is free and automatic.

Benefits include:

- Continued membership of Kellogg College
- Dining rights at College
- A copy of the College's annual *Connect* magazine, unless requested otherwise
- Invitations to the College Gaudy, part of the Annual Alumni Weekend in September, overseas events, and other College talks and events
- Preferential rates for the hire of College facilities such as meeting rooms and social spaces for events and private parties
- Discounted accommodation in Donald Michie and Anne McLaren Houses at Kellogg College

For more details and further benefits please visit www.kellogg.ox.ac.uk/alumni/alumni-benefits.

If you would like information on the availability and cost (where applicable) of College facilities, please email events@kellogg.ox.ac.uk

If you would like to find out about booking accommodation, please email accommodation@kellogg.ox.ac.uk

Access to libraries after graduation

All graduates of the University are entitled to apply for a Bodleian Libraries Reader's Card (free of charge). Further details on how to apply can be found at

www.bodleian.ox.ac.uk/using/getting-a-readers-card/procedure

Kellogg College Development and Alumni Office

Rebecca Baxter – Head of Development and Alumni Relations

development@kellogg.ox.ac.uk

+44 (0)1865 612020

Nichola Barrett – Alumni Relations and Events Officer

alumni@kellogg.ox.ac.uk

+44 (0)1865 612019

Useful links:

www.kellogg.ox.ac.uk/alumni

<https://oxfordalumnicommunity.org/>

www.alumni.ox.ac.uk

www.careers.ox.ac.uk/ (to access resources for Alumni job-seekers and mentors)

<https://www.linkedin.com/groups/1983190/> (Linkedin Group open to alumni and current students)

Oxford University Alumni Office

The Oxford University Alumni Office works with alumni groups around the world. They will normally contact all students soon after completion of their courses.

Oxford University Alumni Office

University Offices

Wellington Square

Oxford

OX1 2JD

Tel: +44 (0)1865 611610

www.alumni.ox.ac.uk

Email: enquiries@alumni.ox.ac.uk

Twitter: @oxfordalumni

Useful Contact and Services

College email contacts

All up-to-date contact information can be found on our website

www.kellogg.ox.ac.uk/discover/people

General College email addresses

academic.office@kellogg.ox.ac.uk

For enquiries about student matters such as matriculation, graduation, and examinations

accommodation@kellogg.ox.ac.uk

All enquiries regarding accommodation

alumni@kellogg.ox.ac.uk

For all Alumni enquiries

bookings@kellogg.ox.ac.uk

To book to attend a College dinner/event (e.g. guest night dinners or special events)

buildings@kellogg.ox.ac.uk

For enquiries about facilities and maintenance issues

communications@kellogg.ox.ac.uk

To let the Communications Office know of awards, achievements, and news that may be of interest to the Kellogg community

development@kellogg.ox.ac.uk

For enquiries concerning opportunities to support College fundraising

enquiries@kellogg.ox.ac.uk

For all general enquiries to the College (e.g. regarding recruitment)

events@kellogg.ox.ac.uk

Arrangements for events (room bookings, catering orders, table reservations, etc.)

financials@kellogg.ox.ac.uk

For information about fees, scholarship payments and financial matters

student-itsupport@kellogg.ox.ac.uk

Use this email to contact the College's IT Officer regarding College IT facilities and assistance with IT problems or issues, including Wi-Fi.

Useful services

Testing for Covid 19 <https://www.ox.ac.uk/coronavirus/health/covid-testing>

Thames Valley Police

www.thamesvalley.police.uk

101 for non-emergencies (use this number to report a non-emergency crime or to give information to Thames Valley Police).

999 only in an emergency (It is an emergency when: a crime is being committed; there is a risk of injury; there is a risk of serious damage to property.)

Medical advice

NHS 111 is the NHS non-emergency number. You can call 111 and speak to a trained advisor, supported by healthcare professionals. They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you. Contact NHS 111 for any coronavirus concerns.

NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

University Security Services

www.admin.ox.ac.uk/ouss/ (for information on personal safety, securing your possessions, residence)

General Enquiries (non-emergencies) +44 (0)1865 (2)72944

Emergency +44 (0) 1865 (2)89999

National Rail Enquiries

www.nationalrail.co.uk

03457 48 49 50

For timetable enquiries for national rail services

Great Western Railway

www.gwr.com

03457 000 125

For information on rail services between Oxford and London, and within the South East, South West, West Midlands and South Wales

Taxis

(The provision of these numbers does not constitute College recommendation.)

ABC Radio Taxi Oxford

www.radiotaxisoxford.co.uk

+ 44 (0)1865 242424 or 770077

001 Taxis

www.001taxis.com

+ 44 (0)1865 240000

Royal Cars

www.royal-cars.com

+ 44 (0)1865 777333

Appendices

Appendix I

Kellogg College IT Regulations

Last Update: Trinity Term 2020

These rules relate to the use of computers and other devices connecting to the College network throughout the College site, including offices, common spaces, and accommodation.

These rules are made by the IT Committee, and confirmed by Governing Body.

1. All use of computers within the University and College is governed by the IT regulations made from time to time by the University's ITCT Committee (and its successors). They are online at:
<http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>
2. In order to give effect to those regulations, and for the safety of the College network, no one may connect any computer or other device to the College Network without explicit permission from the College.
3. Those connecting computers to the College network must take all reasonable steps to ensure that such computers are secured against unauthorised access, virus attack, participation in 'denial of service attacks' etc. They must allow sufficient access to enable the College to satisfy itself of this.
4. For the reasons given in the University IT regulations, access to the network may be barred for any computer or user appearing to pose a danger to the security or integrity of any system or network, until such time as the problem has been remedied to the satisfaction of the College (and, where necessary, University IT Services).
5. No one may, without written authority, interfere with any of the fixed network cabling, nor attempt to gain access to those parts of the network supporting site security functions (such as door locks, CCTV, etc.)
6. In the IT regulations and in these rules, the proper authority for College decisions is the President of Kellogg College, with responsibility normally delegated to the IT Fellow, and most matters further delegated to the IT Officer.
7. Breaches of these rules will be dealt with using the College's disciplinary procedures.

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