Kellogg College Student Handbook 2021-22

This copy of the 2021-22 Kellogg College Student Handbook was last updated in September 2021. 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.

Over the past two academic years, since the initial March 2020 lockdown, we have done 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 have remained on site, living in College. We're currently working hard to ensure College life remains safe as we welcome new and returning students to campus life.

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.

Throughout the global pandemic the College has faced many challenges, and 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 will 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 will 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 **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 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** and Instagram **@Kelloggcollege**.

We also encourage you to read the Kellogg Blog at **www.kellogg.ox.ac.uk/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**.

Occasionally, we may send you surveys. that we would be grateful if you could complete. Surveys are vital for our ongoing efforts to keep improving our services. By taking part in surveys you help us meet the needs of all our members.

There are lots of MCR events and opportunities to connect with fellow Kellogg students either by the MCR website, facebook group, on MS Teams, and in person.

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 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.

Registration and Enrolment

An essential part of being a student of the University is the annual completion of student 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. Until registration has been completed, the University cannot enrol you.

You must be enrolled 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
- 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. An active Single Sign On account is needed to access Student Self Service in order to complete registration.

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 http://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 enrol you. 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 Student Visa (Student Route) 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 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 before the start of Michaelmas Term.

Once we have completed your registration and been enrolled, 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 be re-enrolled on the anniversary of your original enrolment. For example, a student who began studying a three-year programme in Hilary term 2021 would re-enrol in Hilary term 2022 and then in Hilary term 2023. Before re-enrolment occurs, you must re-register. To do this, you will 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. 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 (for instance in rare instances of outstanding fees).
- You are not required to register because you are beginning a period of suspension.

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.

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 and an expiry date. The expiry date printed on University Cards is normally the expected 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 in some cases by special arrangement your department or faculty, shall retain it

until collection. Collection will be by appointment only for new students but other arrangements may be possible on occasion by emailing academic.office@kellogg.ox.ac.uk.

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.

Expired cards

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. Ordering and issuing Cards may take a few days so please try and contact the Academic Office in good time. If you complete your studies before the expiry date of your University Card, you should not use it.

Lost, damaged or stolen cards

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 and we can advise you on the procedure for replacing it. There is no charge to replace damaged or stolen cards if a crime number can be provided. 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.

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

For information about the impact of coronavirus (Covid-19) in the 2021-22 academic year, please refer to the student pages of the Covid-19 Response site.

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 consult 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 during Welcome Weeks. Welcome Weeks will run from **Monday 20 September 2021 to Sunday 10 October 2021**.

The events will provide an opportunity to learn about College, academic life at Oxford and to socialise with other students, staff and Fellows and will be a mixture of online and in-person events at College. 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 online or in person.

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 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 dark suit, worn with a cap and a gown. It is worn on the most formal occasions. On other occasions the gown is worn over clothes appropriate to the event (e.g. over non-academic formal wear for Guest Night Dinners). *Subfusc* is a smart, dark outfit worn under gowns on the most formal academic 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 black 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 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. For the vast majority of students who are newly admitted to the University it is necessary to attend a ceremony in Oxford within the first three terms on course and prior to final assessment.

Public health restrictions in place in 2020 and much of 2021 meant that the University was unable to hold Matriculation Ceremonies as normal. Students were exceptionally matriculated in absentia with the University hosting an online welcome event as an alternative. At present expectations are that Ceremonies will be held as normal in the

coming academic year but alternative arrangements will be made again if the situation changes so that this is no longer possible.

The College is responsible for making the arrangements for the matriculation of all its students and your College Offer Letter will have included information about what arrangements apply in your particular circumstances.

Standard arrangements

Unless otherwise advised, all students commencing study this Michaelmas term should attend the ceremony on Saturday 16 October 2021. Full details of this ceremony and instructions for arranging your attendance will be issued by the Academic Office when all conditions of admission have been met. Students who must attend a ceremony but are unable to do so on this occasion may be permitted to postpone their attendance to a later date by prior arrangement.

Students starting at a later point in the year (i.e. in Hilary or Trinity terms) who are required to matriculate in person will do so at a ceremony on either Thursday 10 March 2022 or Thursday 16 June 2022.

The matriculation ceremony is a formal occasion on which full academic dress must be worn. Following the ceremony, we invite students to join the President and Fellows for a celebration at College. The University does not allow guests to attend matriculation ceremonies and we are not normally able to accommodate them at the celebrations afterwards.

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 course Director and 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 your University supervision reports (GSR) with you 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 or faculty, 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 MS Teams, Skype or Zoom, or for lunch or coffee, or at other events.

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 here.

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 (during Michaelmas Term 2021 Nihan Akyelken will be acting as the Dean)
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
Charles and Coby
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
Dr Alistair Ross
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
Professor Max Van Kleek
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.

BAME Fellow
Dr Shreya Atrey
The BAME Fellow is responsible for providing pastoral support to BAME students. They also assist in the promotion of diversity and creation of an inclusive culture at Kellogg.

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 MCR website at https://kelloggmcr.com/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 2022. 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 seek dispensation from the residence requirement must be made. Research students need to complete a GSO.8 form, while Taught students make an application to the Proctors Office 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 (also known as the Proctors' and Assessor's Memorandum). The University 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 usually 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 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 2020/21 were 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 have declared a disability to the University's Disability Advisory Service (DAS) they will advise the arrangements that will assist you. 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, and if applications are made late it may not be possible to make the arrangements in time for your exam. 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. subfusc 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 Office at College, academic.office@kellogg.ox.ac.uk. Students at the Department for Continuing Education should submit extension requests to their department, except for dissertation extension requests, which should be made to the Proctors via College.

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

- Submission dates (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. Applications can be submitted within four weeks of the submission deadline. 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.

Incorrect submission

If you discover that you have submitted the wrong piece of work, perhaps one that is incomplete or a previous version, you may apply to the Proctors for permission to withdraw a piece of work and submit a different version. There are different forms depending whether you are before or within seven days after the deadline. The forms are on the Proctors' website www.proctors.ox.ac.uk/forms

Extension or Suspension of studies

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. Remember, if applicable, suspension or withdrawing from your studies may affect your visa eligibility.

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.

If you have experienced circumstances that have adversely affected your academic progress, such as illness or personal events, for example bereavement, please visit the Mitigating Circumstances Notice to Examiners (MCE) page of this handbook.

Mitigating Circumstances Notices to Examiners (MCE)

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.
If you have concerns about Kellogg student behaviour, please see the Code of Conduct and Disciplinary Procedures which includes a list of helpful contacts to consult.

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 about their services:

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 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.

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. Alternatively, students can apply to graduate in absentia.

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.

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 Board of Examiners. 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/

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 complete the Postgraduate Certificate in Education (PGCE) for teacher training or who receive an exit award (e.g. a postgraduate certificate or 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 — there is a charge for this service. 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. Please check that the information in your student record on Student Self Service is correct, prior to completing your studies. 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 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 conditional on successful 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 three seasons. However, the number of places for the different programme types varies depending on the number of expected finishers and when their results will be published. Therefore, you might not be offered a graduation Ceremony in each of the seasons.
Places for students on taught programmes are typically allocated to Ceremonies closest to the scheduled publication of results. Places for students on research programmes 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 to the University or the College.

Graduation Ceremonies and Coronavirus (Covid-19)

The University took the difficult decision to postpone degree ceremonies taking place between May 2020 and August 2021 due to the ongoing Coronavirus pandemic. Graduation Ceremonies are due to restart in September 2021. The University is prioritising the bookings of students who completed their studies during 2020-21 and those booked to attend the postponed ceremonies. The Academic Office will be in touch to co-ordinate your graduation booking.

Further information will follow as soon as possible about ceremonies from January 2022. The University recommends that you ensure your personal email address is correct in Student Self Service and that you keep note of your Single Sign On (SSO) credentials.

The following guidance is based upon the normal arrangements for graduation and might, therefore, be subject to change if the University is unable to return to the usual graduation booking arrangements for students finishing their studies during 2021-22.

If you have any questions or wish 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 there are no places available at present. **It is possible that the following process 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 master's 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 master's 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 book. 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 completed their studies 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. For this reason, it is recommended that, if you wish to graduate in person, you book an option offered by the booking system, even if it does not align with expected availability or clashes with other commitments. 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 via the 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. Once there are fewer than 60 days to the Ceremony, you will not be permitted to cancel your booking and you will graduate in absentia, unless there are exceptional circumstances. This also applies to those on the waiting list for a Ceremony who can be allocated spaces within this timeframe.
If you booked your graduation before completing your studies, 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 instructions 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 when you would like to be removed from a Ceremony waiting list to avoid being 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

During the Covid-19 pandemic, the University postponed in-person Ceremonies for graduation. The University intends to restart Ceremonies from September 2021 but has not yet released any detailed information about the arrangements. The details outlined in the following paragraphs are provisional upon the University's decision to resume on-site preparations and celebrations, and are provided as guidance only.

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.

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.

Following the Ceremony, the College will hold a celebration for new graduates and their ceremony guests, where you will be able to collect your degree certificate.

All event details are subject to change.

Degree ceremony videos and live streaming

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 This does not include ceremonies that are *in absentia* only.

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

If you have any queries, please contact the College IT Officer at it-support@kellogg.ox.ac.uk or 01865 (6)12023 during office hours.

our SSO username will be provided to you before the start of your course. You should receive a letter with an activation code with your registration pack. This will enable you to set up a single sign-on password to access your email and other University provided IT services.

Email, Office 365 and Microsoft Teams

Your SSO account will provide access to your university email account and Office 365 applications, including MS Teams, used for remote meetings. You can access this via www.office.com. You will need to provide your SSO credentials (in the form of sso-username@ox.ac.uk) to access.

You are entitled to install Office products on multiple devices, including your phone. Further guidance on how to access and use Office 365 (known as Nexus 365 in the University) can be found on the University IT pages www.it.ox.ac.uk

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 Nexus365 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

Wireless Access

Across the University, in college and at other academic institutions students can use the Eduroam wireless service. To connect to this network in Oxford involves a two-step process:

1. Register for a Remote Access account at https://register.it.ox.ac.uk (requires SSO)
2. Install the eduroam configuration tool from https://cat.eduroam.org

Further guidance on accessing and troubleshooting the wireless networks is available at www.it.ox.ac.uk

VPN

Some library resources are restricted to those who are on the University network. If you are working from home, you can join the network using VPN.

To use VPN, you must register for a Remote Access account and download the Cisco VPN software from https://register.it.ox.ac.uk/

Further guidance on accessing and troubleshooting the VPN is available at www.it.ox.ac.uk

Information Security and Network Rules

All students should complete Information Security Training and be mindful of phishing (spoof emails designed to obtain your login credentials). Please visit www.infosec.ox.ac.uk to register for training.

Students should also read the guidance on using University ICT Facilities https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002

Accommodation Wifi

Eduroam and The Cloud wifi networks are available in all College rooms. Guests who do not have an institutional Eduroam account should use The Cloud which is available for general use (registration required).

Further guidance on registering and using Eduroam

If you have any queries, please contact the College IT Officer at it-support@kellogg.ox.ac.uk or 01865 (6)12023 during office hours.

College IT and IT support

The library has several workstations and access to a colour printer. If you have any IT related support issues you should email it-support@kellogg.ox.ac.uk or call 01865 612303.

Alternatively, you can call the University Help Desk Service (24h) on 01865 612345.

Information Security and Network Rules

All students should complete Information Security Training and be mindful of phishing (spoof emails or phone calls designed to obtain your login credentials). Please visit www.infosec.ox.ac.uk to register for training.

Students should also read the guidance on using University ICT Facilities https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002

Central University IT 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 is 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 and should make sure that College has your Oxford address. For the academic year 2021/22 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, please 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, 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, whilst 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 residents 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 2021/22, each student room in college accommodation will be inspected each term by a member of our Domestic Bursary Team; 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 Dining Hall or Hub Café.

Please note that no smoking, including vaping, is 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.

Contacts

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** 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 612303.

There are two **Junior Deans** who reside on site at Kellogg College who can assist with welfare related matters and out of hours lockouts 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 **House Officer** is resident in each accommodation building owned by Kellogg College. They play a key role in the safety 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 and further information on the noticeboard 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 Wellington Square, Banbury 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 libraries as well as the city centre, making Kellogg College a desirable place to stay for a visit to Oxford.

We 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 short and medium stay 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.

Accommodation includes the following facilities:

- Linen and towels are provided (excluding termly bookings)
- Bedding
- 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.
- Toiletries are *not* provided

Please refer to our website for further information regarding catering options on site during a stay, www.kellogg.ox.ac.uk/kellogg-college-experience/accommodation/short-stay-accommodation/

Booking enquiries

To make a booking enquiry please email the Accommodation Manager via accommodation@kellogg.ox.ac.uk or submit an online form via the website.

Finanancial 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.

Fees paid 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-funding/international-payments
- 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 – 15 October 2021). Every reasonable effort will be made to issue invoices in line with this deadline. However, this depends upon a number 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 course fees to the College. Instead, they pay their course fees to the department/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.

Department/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/faculty.

Period of fee liability

Each programme has a defined standard 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: 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 occasion, it is possible that a determination of your Fee Status may be delayed. During that time, 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

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 2021-22 for more information on paying the rent.

Council tax exemption and discounts

Full-time students are usually exempt from paying council tax; 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, although they may be eligible for a reduction. 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 on the University's website, in the 'Before you arrive' section: www.ox.ac.uk/students/new/arrive

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. There are also awards for you to consider and sometimes new opportunities arise during the year. These will be advertised in a termly financial support email sent by the Academic Administrator to all students, and some opportunities will also be mentioned on 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 the details of a grant/award may change following publication of this Student Handbook. For up-to-date information on awards please do check on the Scholarships 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, this is a mandatory requirement for those who are awarded a Travel Grant.

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 varies according to your programme of study. DPhil students can apply for a maximum of £1000. MPhil students can apply for a maximum of £500. Master's 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 academic year and all applications must be made within years of fee liability. For students who transfer their programme of study, previous awards will count towards the maximum eligible amount.
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. These examples are for guidance only so do discuss your specific 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 for the 2021/22 academic year is available here; the deadline for applications is 1 September 2022. You will need 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 2022 for research or eligible activities conducted during the academic year 2021/22 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 noon on that date.

Please note, if 2020/21 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 2021/22, you are able to apply for a Kellogg College Travel Grant despite being out of fee liability.

The application form is available to download 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 2021—22 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 will be invited to attend a reception in the summer to celebrate their success.

Applications will open early in 2022. Look out for details of how to apply on our website. View last year's recipients here

Monika Tesarova 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. Details of these are advertised on the website as they become available.

If you are studying for a master's in 2021/22 and are hoping to move on to study a full-time DPhil at Kellogg in 2022/23 you will be eligible to apply for a Kellogg College Progress Scholarship. Competition for such scholarships is high and the numbers of awards limited.

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's Oxford Hardship Fund (OHF), you will first have had to apply to your College. 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.

The University introduced hardship funding specifically for students whose finances were affected by the pandemic. You will be made aware of any such funding opportunities if they are made available.

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 termly financial support email provides details of the application process. The College Hardship Committee will endeavour to consider your application promptly. Please note that if you anticipate also making an application to any University hardship fund, you will need to allow enough time to receive a response from the College to fit its application deadlines which are available on its application form.

Oxford Hardship Fund (OHF)

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.

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 and guidance about eligibility 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. You can find out more about managing your finances and hardship funding from the University at www.ox.ac.uk/students/fees-funding/assistance

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.

Gender Expression Funding

If you are a Trans student or would welcome support to assist you in becoming more comfortable in your gender presentation, please contact the Academic Administrator to discuss confidentially how College may be able to assist you financially.

Sports Funding

College funding for membership fees

Students at Kellogg College can apply for funding for 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.

Please complete the relevant form, taking note of the relevant criteria listed on each form:

Application for funding for University sports team membership fees/dues
For further information, please 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.

Application for funding for capital sports purchases
For further information, please 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. There are occasionally opportunities outside of College such as chances to teach other students which your department can assist you with, or to assist students with disabilities which will be arranged by the University's Disability Service (DAS). We will let you know of College and other opportunities as they arise, as will the MCR, but 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. If you would like further guidance, please contact academic.office@kellogg.ox.ac.uk

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, BAME 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 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, unless they elect to opt out. 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/kelloggmcr. 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. You will automatically become a member of the MCR MS Teams groups, which are another way to keep in touch with fellow students.

Students can use the Richardson Lounge on the ground floor next to the computer room, and the small kitchen behind reception. The common room space in The Hub may be used when the café is open. If Covid-19 restrictions apply, please check the Kellogg and Covid-19 website pages for access details to both the Richardson Room and The Hub.

MCR Committee

The MCR President for 2021/22 is Brigitte Whitehead. You can find details of the full MCR Committee on the College website

Elections for some MCR Committee positions for the academic year 2021/22 will take place in Michaelmas term 2021. Details of these positions can be found on http://kelloggmcr.com/the-committee/. All posts for academic year 2022/23 will be up for election in Trinity term 2022, 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 represent 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. For more details on Oxford SU and the Officers for this year please see www.oxfordsu.org

Oxford SU is affiliated with the NUS (National Union of Students) and students can purchase a Totum card (previously known as an NUS Extra card) which gives access to a huge array of discounts, both online and on the high street, see www.totum.com/campaigns/nus-extra-is-totum 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 a full-time manager and two part-time advisors who can help you with any questions or concerns regarding academic disputes, appeals, personal relationships and mental health.

For a list of the most up to date ways to contact see the website www.oxfordsu.org/wellbeing/student-advice (SSO/user login required) or email (advice@oxfordsu.ox.ac.uk). They are based at 4 Worcester Street, Oxford, OX1 2BX.

College opening hours

Reception

Monday – Friday – 08:30 – 19:15

Summer, Easter and Christmas holidays – 08:30 – 17:00 (and at other times as operational needs require)

Library

Access via University card 24/7

If you wish to access the College and its facilities outside these hours, please speak to College Reception

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.

Outside of the pandemic, the offices are generally open **09:00 to 17:00, Monday to Friday**, though closed at lunchtime (typically 12:45 to 13:45) and there are some exceptions, such as IT support. Major variations to these hours (e.g. closures for staff training or public holidays) will be advertised in advance. When we are unable to give advanced notice (e.g. closure of an office due to staff illness) we will provide as much information about alternative contact as possible.

The Hub

Monday to Friday – 08:00 – 17:00

Saturday and Sunday – 08:00 – 16:00

Outside these times access is controlled by University Card use. Card access will need to be enabled to College members only, which can be done at Reception.

For specific times and further information about The Hub, including café menus and offers, please visit www.kellogg.ox.ac.uk/kellogg-college-experience/facilities/the-hub/

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 observing GDPR and data privacy requirements. Our privacy policies are available on the College website.

Photography Permissions

We occasionally use photographs taken at events on our website, on social media channels 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 should familiarise yourself with the Code of Conduct and Disciplinary Procedures which help create a positive environment at College.

You will have received a student contract, which you should read and return, 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. Abiding by directions is an important part of enjoying College safely. Wilful disregard for safety may lead to disciplinary measures.

The University identified the following areas for students to take responsibility to assist in in keeping the community safe. While you are not required to sign an agreement, Kellogg expects you to take responsibility for following these measures.

1. As a collegiate University, Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its students and staff are respected.
2. The purpose of the Agreement is to secure everyone's agreement to protect ourselves and each other within the University, the colleges and the wider Oxford community. It is an affirmation of shared values – community, consideration for others, respect and tolerance, and inclusion. It supplements students' existing responsibilities under University and college policies.
3. Adapting to life in the University and city of Oxford under Covid-19 safety measures is new to everyone. Students and staff will need to develop new habits and make adjustments to their daily life to enable academic and social activity to take place as safely as possible. In learning to do so, we need to treat each other with patience and understanding.
4. The University and colleges have committed to putting measures in place to minimise health risks to students, staff and the wider Oxford community. Each student also has a responsibility for both their own health and that of others, especially those with vulnerabilities.
5. In order to protect our community's health and support our collective wellbeing during the Covid-19 pandemic, each student is expected to make the following eight commitments.

i. I will abide by all national public health regulations brought in to stop the spread of Covid-19. I will also follow the University and/or colleges' specific guidance on health measures, together with local public health guidance as relevant for the circumstances I am in.

ii. I will request a test via the University's Testing for Covid-19: Early Alert Service (EAS) immediately if I experience Covid-like symptoms, or my local testing service, and I will notify my College and Department nominated contact accordingly. I will follow all instructions from the EAS, including in relation to self-isolation.

iii. I understand that Covid-19 is a public health issue and will cooperate fully with University, colleges and public health authorities, including participating fully in any contact tracing as requested.

iv. I will practise effective hygiene methods to limit contact transmission, including regular thorough handwashing with soap, the use of hand sanitisers as requested, the wiping down of surfaces and the correct wearing and disposal/washing of face coverings.

v. If I live in college/University accommodation, I will follow college/University guidelines on how I may interact with and share communal spaces with members of my household. If I live in a private household I will follow the relevant Government/Public Health England guidance. I will also follow guidance regarding how or whether I may enter others' households and any limits on the number of people allowed to visit a household.

vi. I will show respect and consideration for the collegiate University and wider Oxford community. I will adhere to all rules and signage about expected behaviour for the space I am in when interacting with anyone outside my household, whether in college, University premises, on public transport or elsewhere in the city.

vii. I will adhere to the University's policy and Government rules on wearing face coverings as relevant for in-person teaching indoors and in any shared indoor spaces.

viii. I understand that I am responsible for ensuring that my guests adhere to these same standards of behaviour in University, college or other spaces.

Post and pigeonholes

The following information relates to our post and pigeonhole 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 Lounge; post is organised alphabetically by surname.

Parcels or packages received at College for students are stored at Reception. You will be notified by email if a parcel or package 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.

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 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) 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**. Whilst Covid-19 restrictions apply, please visit the Kellogg and Covid-19 web pages for up-to-date information.

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 following information relates to the Hub Café post the current Coronavirus pandemic. Please visit the Kellogg and Covid-19 website pages for dining and catering information during the pandemic.

The Hub Café is open 08:00-17:00 Monday to Friday and 08:00-16:00 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. The coffee served is 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.

Vending machines selling snacks and cold drinks are available for use in the Hub 24/7.

Travel and transport

Parking at College

Students or their guests are prohibited from parking any vehicle on 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 Facilities Manager for advice via buildings@kellogg.ox.ac.uk.

Bus and train passes

During the Covid-19 pandemic, there was widespread disruption of services. As of Spring 2021, services are running regularly, albeit according to new timetables. Please ensure you check with local operators for the most up-to-date information and rules regarding social distancing and masks.

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 and 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 Oystercard.

Bicycle hire and purchase

Cycling is popular in Oxford. There are numerous bike shops around the city selling or renting new and secondhand 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.

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 also 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.

Information and guidance on staying safe whilst cycling can be found at: www.sustrans.org.uk/our-blog/get-active/2020/everyday-walking-and-cycling/cycling-for-beginners or you can download this Cycle Safety letter

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 highways. For the most up to date information, please visit 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 Security

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.ox.ac.uk/students/life/community/property 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's Health and Safety video can be watched on our website: www.kellogg.ox.ac.uk/kellogg-college-experience/accommodation/ and a summary of the key elements is set out below.
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

The College has a number of trained first aiders among its staff. 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 Deans. A list of first aiders is also available on the noticeboards around College. 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. 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-Metcalfe 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; Lilian Butler Davey Room; Stopforth-Metcalfe Room (Philip Healy Collection);
• History of Art – catalogued: Herbert Lane Room
• History of Dance – catalogued: Lilian Butler Davey Room (Early Dance Circle donation)
• 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
• Race and Migration Studies – uncatalogued: Upper Reading Room
• Sustainable Urban Development – catalogued: Herbert Lane Room
• subjects not covered elsewhere in this list – catalogued: Computer Room
Students are welcome to browse and to use the books in all rooms.

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 directly to the library at library@kellogg.ox.ac.uk Please bear in mind that some books take several weeks to arrive even if they are ordered immediately. Please read the Acquisitions Policy.

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 which 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, which is updated annually, a copy of which can be downloaded here.

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-Metcalfe 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.

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.

Library Rules

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. If you are the last person to leave any Library room (especially at night), please make sure all windows are closed, the desk 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 Librarian Fellow, Dr Jonathan Healey jonathan.healey@kellogg.ox.ac.uk, the Junior Deans at junior.dean@kellogg.ox.ac.uk, or the Dean at nihan.akyelken@kellogg.ox.ac.uk (Michaelmas term 2021) or tara.stubbs@kellogg.ox.ac.uk (during 2022).

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.

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 2021-22 academic year, we hope to return to in-person events, whilst also streaming them online so students, wherever they are in the world, can enjoy them in real time.

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 at www.kellogg.ox.ac.uk/latest/events/

While the hosting of 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 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 majority of our events are free and open to all.

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; in 2021 the symposium successfully moved online, with students presenting their work over two days. Do look out for the chance to participate in Trinity term 2022, which we hope will once again be held in-person.

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, dinners and Guest Night Dinner options. The College Hub Café serves a selection of hot and cold drinks, pastries, cooked breakfasts, lunches and weekend brunches, should you prefer an alternative to the Dining Hall meals.

Michaelmas 2021: Lunch service in the Dining Hall will start from 13 September 2021 and dinners from 20 September. The general format and normal structure are outlined below; however, specific information regarding lunches and dinners for Michaelmas 21 will be communicated to members via the relevant Kellogg and Covid-19 website pages.

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

Lunches

The following information relates to our Lunch service post the current Coronavirus pandemic. Please visit the Kellogg and Covid-19 website pages for dining and catering information during the pandemic.

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. If you wish to have a two or three course meal, there are meal deals available. For a meal deal to be applied, all qualifying items must be purchased at the same time, at the till.

It is not necessary to book a College lunch in advance, unless you have a special dietary requirement the kitchen needs to be made of (e.g. gluten free, dairy free), in which case please notify hospitality@kellogg.ox.ac.uk **at least two working days in advance**, to ensure that an appropriate meal can be provided.

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.**

Dinners

The following information relates to our dinner service post the current Coronavirus pandemic. Please visit the Kellogg and Covid-19 website pages for dining and catering information during the pandemic.

College Dinners

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

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

The menu format is similar to the lunch offering; however, College dinners are 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.

It is not necessary to book College lunches and dinners 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.

If you have a large group that would like to attend dinner, we request you contact hospitality@kellogg.ox.ac.uk, at least 48 hrs in advance, so the number of meals can be increased.

Guest Night Dinners

The College holds a number of 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 for these special events can be found on the College website and will be sent to you throughout 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 to book for Guest Night Dinners.

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 medically authorised 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 allergies and special diets 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 Oxford University students, 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 (pdf)

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 (pdf)

Meal charges and payment (Upay)

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	Student	
(buy together to avail deal)	**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 (accompanied by a responsible adult at all times) 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 with 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.

Payment (Upay)

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 for you to login 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 login 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. Kellogg members do not need an 'Affiliate ID' to access their Upay account.

For more information about using Upay, including how to get a refund or close your account, you can download the Upay User Guide (pdf) **or** Booking Procedure FAQs.
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 also top up your Upay account at one of the tills on site (Hub Café and Dining Hall when not busy)

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 and reduces waiting times.

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.**

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 two weeks before term starts, which we refer to as 'Welcome Weeks'. This year's events will be from ***Monday 20 September – Sunday 10 October 2021****.*

There will be cultural and informative events, with opportunities to meet students, staff and Fellows of the College, which will be complemented by events run by the MCR. All of the events are designed to help you to adjust to life in Oxford and make the most of your time at Oxford.

The schedule of Welcome Weeks events is published on the College website and 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 or would like a tour of the College 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 each term to which both new and continuing students are welcome.

Freshers' Fair

The Freshers' Fair, organised by the Oxford University Student Union (Oxford SU), is held annually, usually during 0 Week of Michaelmas term. Further information can be found at 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.

All Kellogg students are able to enjoy free membership of the University pool and gym on Iffley Road: www.sport.ox.ac.uk When you register you will need proof of your membership of Kellogg to take up this opportunity.

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 of 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 web pages for the most up to date guidance if you have any questions please contact sports@kellogg.ox.ac.uk.

The College has made arrangements for its students to benefit from further schemes. Kellogg has obtained membership of the gym and pool at the University Sports Centre on Iffley Road, which means that its students are able to have free access. Further information is available on our website. The College also 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. For the most up-to-date information

on MCR sports, please contact the MCR Sports Rep: www.kellogg.ox.ac.uk/kellogg-college-experience/middle-common-room-mcr/the-mcr-committee/

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 on the Sports Funding page of this site, under Financial Information.

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.

Booking

Please refer to our website for more information about how to book the College punt. We are not able to take bookings at Reception. You can only book two weeks in advance; we cannot hold dates for you before the two-week period.

At the Boat House you will need to present your University Card and confirmation of your booking. If you return the punt late, you will be liable for a penalty, not to mention disappointing and inconveniencing those other members waiting to use the punt after you. Please refer to our website for more information about the conditions of use.

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. For more information about using the grand piano, please contact Reception, enquiries@kellogg.ox.ac.uk

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 www.ox.ac.uk/coronavirus or visit the Kellogg and Covid-19 pages on our website. 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 BAME Fellow, 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 workspace in the Library, and a large monitor prioritised for students with a visual impairment. The College has some funds available to help 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.

If you are a trans student or would welcome support to assist you becoming more comfortable in your gender presentation, please contact the Academic Administrator to discuss confidentially how College may be able to assist you financially.

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 (IHS)

An immigration health charge for access to NHS treatment was introduced on 6 April 2015 as part of Tier 4/Student 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.

Please note that students who already hold a Tier 4 visa will not need to take any action. Their visa will remain valid until its expiry. The new Student visa route applies only to first-year students arriving for study in Michaelmas 2021.

The charge for a student is currently £470 for each year or part year over six months of the visa being applied for, plus £235 for part of a year that is less than six months, although the exact amount you 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.

Please note that Short-Term Student Visas have been replaced by the Visitor Visa for Study. The Short-Term Student Visa will only be offered to those studying English in the UK. For advice about the type of visa you should apply for, please contact your course administrator or the University Student Immigration team. If you are entering the UK with a short-term or visitor visa you must ensure that you have sufficient private medical and travel insurance.

Healthcare for EEA and Swiss students

Students who have been granted pre-settled status or settled status under the EU Settlement Scheme are eligible for free treatment under the NHS. If you are visiting from the EU, EEA or Switzerland for a short period (six months of less) you should bring your European Health Insurance Card (EHIC) if you are eligible to continue using it in the UK, see the UK Government website for changes as a result of the UK's exit from the European Union.

Students who require a visa and are studying full-time for more than six months will need to pay the Immigration Health Surcharge as part of their visa application. If your healthcare is paid for by an EU member state, you may be eligible for a full or partial reimbursement of your immigration health surcharge after 1 January 2022. If you intend to apply for a refund of your immigration health surcharge payment, you should use your EU EHIC for medically necessary treatment during your studies. Once you have received your reimbursement, you may have to pay for any NHS healthcare you receive that is not deemed medically necessary.

For the most up to date information please refer to www.gov.uk/guidance/healthcare-for-eu-and-efta-nationals-living-in-the-uk

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 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 attend 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 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, or will have the 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. Click here to read more about immunisations, including Covid-19.

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 life at Kellogg. 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 race, gender, disability, age, religion and sexuality can be found at the website above.

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. You can find the College's *Guide to*

Confidentiality, which explains how we approach confidential information, under Health and wellbeing statements and policies. 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 to first 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. Complaints about Kellogg students are rare but you should consult the Code of Conduct and Disciplinary Procedures for complaints about Kellogg students – this includes any matters of harassment – the form contains a link to the Breach of Code of Conduct Reporting Form.

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 8pm-2am Mondays to Thursdays and Saturdays, and 8pm-8am on Fridays and Sundays, 0th week to 9th week during Oxford 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

Dean

The Dean is responsible for the well-being of all College members and is the designated Disability Lead. During Michaelmas Term 2021, Nihan Akyelken will be acting as the College Dean.

Michaelmas 2021: Dr Nihan Akyelken nihan.akyelken@kellogg.ox.ac.uk

After Michaelmas 2021: Dr Tara Stubbs tara.stubbs@kellogg.ox.ac.uk

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

Senior Tutor

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.
Dr Yasmin Khan senior.tutor@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 Coby 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.
Neil Suchak neil.suchak@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.

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

BAME Fellow

The BAME Fellow is responsible for providing pastoral support to BAME students. They also assist in the promotion of diversity and creation of an inclusive culture at Kellogg.
Shreya Atrey shreya.atrey@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

Life after Kellogg

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
- College punt

For more details and further benefits please www.kellogg.ox.ac.uk/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 – Director of Development and Alumni Relations

development@kellogg.ox.ac.uk
+44 (0)1865 612020

alumni@kellogg.ox.ac.uk
+44 (0)1865 612019

Alumni 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)
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.

Address:
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

it-support@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

GoGreen Taxis, www.gogreentaxisltd.co.uk/oxford-taxi-service/, + 44 (01865) 922222

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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