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. A member of the College’s academic community will be assigned as your College Adviser, 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 can 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 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. Kellogg provides a dynamic collegiate experience for all our students.

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, welfare, pastoral, and social facilities 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.

Kellogg College complies with the University’s Policy on Data Protection. For more information please see http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy/

Take part in College life

We hope that you find this Student Handbook useful. You can also find information on all these matters on our website www.kellogg.ox.ac.uk and our WebLearn site https://weblearn.ox.ac.uk/portal/hierarchy/colleges/kellogg/academic

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, LinkedIn and Twitter which you are encouraged to join or follow. Find us on Facebook at www.facebook.com/KelloggOxford and 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

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

Do make sure you keep your contact details up to date using Student Self Service, and remember to use – or at least regularly check – your Nexus email account as this will be used for all communication from College whilst you are a student.
We very much expect that your time studying at Oxford will be rewarding. You may find some things unfamiliar and confusing as this is a complex organisation. 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 welfare support. In addition to the information from your department, faculty, and Kellogg, you will also receive information and advice from the central University.

University Single Sign-On (SSO)
The Oxford University Single Sign-On (SSO) account is used to access many digital services at Oxford such as library e-resources, Student Self Service, WebLearn Virtual Learning Environment, Nexus email and many others. Single Sign-On provides the ability for students to use the University’s web authentication system to sign-on once using their Webauth login and password and move between web applications, avoiding the need to sign-on again during your login session.

New students will be sent their Single Sign-On credentials by IT Services before coming up to Oxford as part of the Registration process.

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

A student’s Single Sign-On account will normally be available for 11 months following the completion of their course. For research postgraduates it is available for 11 months from the date the Leave to Supplicate is granted.

University Registration
An essential part of being a student of the University is the annual completion of registration using Student Self Service (www.ox.ac.uk/students/studentselfservice/)
The registration process is mandatory for all students, both those new to Oxford and those returning for subsequent years of study. If this process is not completed it will affect your status at the University.

You must be registered in order to:

• Attend your course (programme of study)
• Release your loan from the UK Student Loans Company (SLC), your postgraduate masters’ loan, or your payment from your sponsor/awarding body (as appropriate)
• Enter for exams, check exam details, and access your results
• Use your Nexus email account
• Obtain your University Card/keep your University Card valid
• Print an enrollment 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 IT details

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

If you are starting a new course at the University, you will be sent your IT activation code and log-in details by email once you have returned your University Card Form. Your password and login is called your Single Sign-On (SSO) and you should activate your IT account as soon as possible.

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 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.

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 update your personal information and contact details throughout your studies at the University of Oxford using Student Self Service. You will be able to update these details at any time throughout the year. This is a legal requirement for international students holding a visa to study in the UK.

Once you have registered via Student Self Service the College will complete your registration. You will need to collect your University Card from College when you arrive.

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

Registering as a continuing student

If your programme is longer than one year, you will need to re-enrol on the anniversary of your original enrolment. For example, a student who began studying a three-year programme in Hilary term 2017 would re-enrol in Hilary term 2018 and then in Hilary term 2019.

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 central office is unaware of your return date, or there is a hold against your record.
- You are not required to register if you are beginning a period of suspension.

You need to log-in to Student Self Service and check your personal, contact, academic and other information and confirm that you wish to be enrolled at the University of Oxford.

Student maintenance loans and grants (where applicable) will be paid directly into your bank account following the first day of term for your course. (Please allow three to five working days.) You are now able to print your Enrolment Certificate as proof of student status. Please allow 15 minutes for the system to update following your self-registration.

It is your responsibility to update your personal information and contact details throughout your studies at the University of Oxford using Student Self Service. You will be able to update these details at any time throughout the year. This is a legal requirement for international students holding a visa to study in the UK.
The University Card
The University issues a University Card to each student which will show your photograph, the name of your college, your programme of study and your expected programme completion date. It is an important, unique form of identification. University Cards are generated when a student returns the University Card Form. 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.

Your Card allows access to the College, including the main building, Library and Hub, the Bodleian Libraries as well as some departmental libraries and facilities. Your card will also allow you access to use some of the devices such as the printer in the workroom in the College Library. In addition to being an essential form of ID, your card may be required for access to many buildings, including Oxford University IT Services. Your card may also be required for registration purposes at some faculty libraries and, increasingly, 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.

Expiry of email accounts: Full-time students: Your University email address will expire one month following completion of your course. 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.

Part-time students: Your email account will expire on the date listed on your University Card, unless you complete your studies earlier. 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 the expiry date on your University Card.

If you are still on course and you notice that your card is about to expire, please contact the Academic Office where we will arrange for it to be renewed if applicable.

You can find information here help.it.ox.ac.ukiams/registration/university_card about what to do if you lose your card, it is stolen, or you need to obtain a replacement University Card. If your card is lost or stolen you must report this to the Academic Office at College as soon as possible so that the access on the card can be stopped. There is a £15 replacement charge for lost cards which will need to be paid via the online store. Please note that once a card has been reported as lost it will be cancelled and if the old card is found it cannot be used and the charge will still apply.

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

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

International students
Kellogg is an international college with about half 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 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
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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 then there will be an opportunity to do this at the start of Michaelmas term. Alternatively, registration can be done in person at the police station at St Aldates in the city centre: 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 invites all students starting in Michaelmas term to attend one of two Induction and Coming Up Dinners where you will receive important induction information.

This year the Induction and Coming Up Dinners are on Friday 29 September 2017 and Monday 2 October 2017. You will receive an invitation and information on how to book and we hope as many students as possible will be able to attend.

These dinners provide an opportunity to learn about the College, academic life at Oxford, to meet some College Fellows, other students, and other members of the College.

Do also look out for Welcome Weeks events that are happening at Kellogg College during the weeks leading up to the start of Michaelmas term. These will include diverse social and practical events including: a sports information event, cultural events, tours of Oxford, drinks with the President, Fellows and College staff, and ways to get involved at Kellogg College. You can find Welcome Weeks events listed on the College website here: www.kellogg.ox.ac.uk/events/type/welcome-weeks-event

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.

Academic dress

Academic dress is still regularly worn at Oxford. You will be required to wear academic dress on a number of occasions during your time as a student.

Full academic dress consists of subfusc, a cap, and a gown. It is worn on the most formal occasions.

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

- A dark suit worn with black socks OR a dark skirt worn with black tights/stockings OR dark trousers worn with black socks or black tights/stockings
- AND 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 black shoes

Serving members of HM Forces may substitute an appropriate dress uniform for subfusc while ministers of religion may substitute appropriate clerical dress.

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 Forces choosing to wear uniform in place of subfusc.

Students starting their studies in either Hilary term or Trinity term will receive important information when they attend matriculation and at the termly ‘Welcome Drinks’ events.

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

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

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.
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 students could wear the Advanced Student Gown over a suit or dress. It is usual for the dress code to be indicated in event details on the College website or in other literature.

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

The College has a small supply of caps, gowns, and ties. These can be hired by students by prior arrangement for a small charge on particular occasions that require academic dress. As the College supply of these items is limited, at events such as matriculation priority will be given to part-time and PGCE students.

Gowns (but not subfusc) should be worn at University ceremonies, including University sermons, and at guest night dinners and other formal College functions. It may sometimes be possible to borrow an Advanced Student Gown from the College for these events. (Please contact enquiries@kellogg.ox.ac.uk) If you plan to attend guest night dinners or other events regularly, we suggest that you purchase your own Advanced Student Gown (approx. £25).

Matriculation

Matriculation is the ceremony that marks your formal admission to the University. 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 two terms on course. Failure to attend a ceremony within that time could result in withdrawal from your course.

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 14 October 2017. Full details of this ceremony and instructions for arranging your attendance will be issued by the Academic Office when all condition of admission have been met. Students who must attend but cannot do so will have an opportunity to attend a ceremony at a later date.

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 8 March 2018 or Thursday 14 June 2018.

The matriculation ceremony is a formal occasion on which academic dress must be worn. The University does not allow guests to attend matriculation ceremonies, but each matriculand is welcome to bring one guest to the lunch held at Kellogg College after the ceremony. Please note that, regretfully, persons under the age of 18 are not able to attend the matriculation lunch.
Alternative arrangements
The University has 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 them.

Students joining the following programmes will matriculate at other times of the year as advised by the programme administrators.

- MSt International Human Rights Law
- MSc Mathematical Finance

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

Individual exemption 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 do not need to 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 individual exemption must be confirmed in advance by the Academic Office to ensure that the exemption is valid.

Graduate (academic) supervision
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 or faculties of their chosen programmes of study. Each student will also be allocated an Academic Supervisor to undertake oversight of his or her academic work as a whole. In the case of graduates undertaking a degree which is wholly or principally composed of research, a subject matter Academic 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 Academic 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 Graduate Supervision System (GSS) - see www.gss.ox.ac.uk for more information. You can log on to GSS using your Single Sign-On. Students are strongly encouraged to submit their own report in Weeks 6 - 7 of each term and can access their Supervisor’s subsequent reports. This report will also be viewed by your College Adviser; please note reports are also viewed by the Senior Tutor in consultation with the Academic Office.

You can find valuable information at www.ox.ac.uk/students/academic/guidance/graduate

College Advisers
All students are assigned a College Adviser. Your College Adviser can provide personal support for you, or simply be a friendly form of contact while studying in Oxford. Your College Adviser should not be confused with your University Academic Supervisor who is from your department or faculty and responsible for your academic progress. Kellogg College Advisers are usually Fellows or other postdoctoral members of College who will not be your Academic Supervisor but who in most cases will either have some related subject knowledge or at least be able to offer an insight into getting the most out of your course and Oxford more generally. You can expect your College Adviser to introduce themselves to you and do please follow up opportunities to meet with your College Adviser.

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

If, for any reason, you are unable to contact your College Adviser 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, www.kellogg.ox.ac.uk, with their contact details. Details of some College Officers whom you may wish to contact during the course of your studies are listed below.

Important college contacts

Senior Tutor
Dr Elizabeth Gemmill
Queries or issues relating to your academic programme which cannot be resolved within your department 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.

Dean
Dr Alistair Ross
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.

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

Junior Deans
The Junior Deans are resident students at Kellogg College and a useful first point of contact for students with concerns, particularly out-of-hours and at 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 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 him 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 Advisers
Dr Richard Stevens and Dr Alison MacDonald
Any issues of harassment should be notified to these advisers.

Middle Common Room (MCR) Officers
Students might also wish to consult with Officers of the student Middle Common Room. The names of elected MCR officers are available on the College website at www.kellogg.ox.ac.uk/life/mcr/mcr-committee

Academic Progress meetings
All students will be offered a chance to meet with the President or other College Officer in Hilary term to discuss your studies informally and provide feedback. These meetings will take place during Weeks 3 and 4 of Hilary term 2018. 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 & 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.
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. Student members engaged on part-time courses, or 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 limit.

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, an application to the Proctors seeking dispensation from the residence requirement must be made via the Academic Office (academic.office@kellogg.ox.ac.uk).

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.

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. All new students receive a copy of their publication at College Induction, and should become familiar with it. It is also available online at www.admin.ox.ac.uk/proctors/info/pam.

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

As well as providing general information and guidance, this booklet 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.

Plagiarism

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 Academic 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’ which you can find on WebLearn at https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag.

Backing up work

From time to time students around the University have had laptops and valuables stolen and in some cases they suffer a disastrous loss of essential material, such as an essay or a dissertation that they need to submit for an examination. The College urges you 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. For further advice please see https://www.infosec.ox.ac.uk/node/57.

The University Proctors, who are in charge of the administration of examinations (see below), will not accept any sort of computer difficulties, problems with printing or backing up work as valid reasons for submitting examination work later than the official deadline.

Examinations and assessments

The best place for up-to-date information about examinations is www.ox.ac.uk/students/academic/exams.

Your department and College will support you in order that you can complete your examinations successfully. You can check which exams and assessments you are entered for, read exam timetables and find your Candidate Number via Student Self Service. You should check the venue of exams carefully and, if you require any alternative exam arrangements, do be sure to apply for them via Kellogg’s Academic Administrator in good time. If you encounter any medical or personal difficulties that affect your ability...
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to sit your exam or adversely affect your performance, do also contact the Academic Administrator 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.

Sitting a formal examination

Information about sitting an examination at the Examination Schools or Ewert House (if appropriate to your programme of study) will be provided by your department or faculty, the College and the Examination Schools. Your examination papers will be set by your department or faculty.

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.

Submission of written work

During the course of your studies you will probably need to hand in written work to the Examination Schools or to your department or faculty. You will receive from your department or faculty various details about your work, its presentation, type of bindings etc. 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 as many as a thousand 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:

• 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, or not have your work accepted, if you submit late without prior permission.

• 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. You can find your candidate number via the Student Self-Service pages of the University website.

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

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

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.

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 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 Academic 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 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.

Please note: All 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

Extensions for examined/assessed written work

If you are struggling for reasons beyond your control to meet a deadline and wish to apply for an extension to the deadline then, after discussion with your Supervisor, you should contact the Academic Administrator in the first instance who will seek permission on your behalf from the Proctors. It may be necessary for the Academic Administrator to discuss cases with the 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 to the Academic Administrator:

- Information (titles and unit codes) of the assignments, papers, exams, or dissertation concerned
- Dates and deadlines by which the above are due to be submitted (NB: Oxford deadlines are usually noon)
- An explanation of the issue and whether extra time is needed for submitting. (This should be in the form of a separate written statement by you, either as an email or a letter. If possible you should try to keep this to one side of paper)
- If possible, evidence that your department (Course Director or Supervisor) has been informed and that the department supports your request. (This should be in the form of a written statement from the Course Director or Supervisor; email will suffice). This is optional.
- 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 will not consider open-ended applications. If the reasons are medical, the doctor may indicate the amount of time appropriate, or your department may support the time you request. 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. This cannot be old records from home.

• 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.
• Part-time students who are living at home should visit their local doctor. The doctor should make an assessment and complete a medical certificate which should be sent to the College.

The Proctors consider a number of complex cases and often experience a high volume of cases around the time of exams and results. Do try and start any application as soon as possible and as well in advance of the deadline as possible. The Proctors only approve applications for exceptional reasons and may take some time to consider any request. While students are able to discuss matters of concern with their department they must not consult their examiners. Similarly, applications for extensions to work submissions must be made via College rather than directly to the Proctors.

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

Factors affecting performance

If you have experienced circumstances that have adversely affected your academic progress such as illness or personal events, for example bereavement, the College can make an application on your behalf that, if successful, will allow your Examiners to bear these in mind when considering your final grade. 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 specific circumstances. Please contact the Academic Administrator to discuss such applications.

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. 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/index.html

You can find more information about Kellogg College Library in the College Life section of this Handbook.

Lecture lists

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

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

The University Careers Service is located at 56 Banbury Road, Oxford OX2 6PA, which is very close to Kellogg College. For further information:
Website: www.careers.ox.ac.uk. Telephone: +44 (0)1865 274646

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

Oxford University Language Centre

The University Language Centre is located at 12 Woodstock Road, Oxford. The Language Centre provides resources and services for members of the University who need foreign languages for their study, research or personal interest. Courses are divided into three categories: Languages for Study and Research (LASR), Oxford Programme in Languages (OPAL), and English for Academic Studies (EAS). Course details can be found at www.lang.ox.ac.uk/information.html

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.

Further information including opening times can be found at: www.lang.ox.ac.uk/about.html or you can contact the Language Centre by phone: +44 (0)1865 283360 or by email admin@lang.ox.ac.uk

If you decide to pursue an OPAL 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 OPAL courses, including application deadlines, please contact the University Language Centre.

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 (OIA) 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.

Graduation

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

Invitations to book a place at a ceremony will be issued by email from the University’s Degree Conferments Office. This will provide instructions on making a booking through the University’s online booking system (accessed through Student Self Service). When bookings are made depends upon the type of programme being followed.

• Research students (DPhils and MSc by Research) will book when they receive their Leave to Supplicate. This usually follows the viva voce examination and the expiry of any period given for corrections.
• Students on modular taught programmes (typically part-time MScs allowing flexible study over a period up to four years) will receive an invitation to book after the publication of their final results.
• Students on non-modular taught programmes (typically full or part-time MScs, MSts, MPhil or MBAs completed over one or two years respectively) will be invited to book during a booking period that opens soon after the start of the final year on course.

Please note: permission to graduate (supplicate) may be withheld from any student with outstanding tuition fee debts to the University or the College. A fuller explanation of graduation arrangements is available on the College’s WebLearn site.

Please note: permission to graduate (supplicate) may be withheld from any student with outstanding tuition fee debts to the University or the College. A fuller explanation of graduation arrangements is available on the College’s WebLearn site.
Students who complete a PGCE programme will attend a celebration organised by their department, rather than a ceremony at the Sheldonian.

Please note that the booking system will present options based upon the availability of places and the timing of the actual or expected completion of your studies. If the date(s) are unsuitable you can decline to attend but this will mean that your graduation will be delayed. Alternatively you can choose to graduate in absentia if attending in person is not practicable for you.

Once you have made a booking, the College will make arrangements for your attendance. You will be contacted by the Academic Office via email approximately eight weeks before the ceremony to make arrangements for guest tickets, academic dress hire, and your attendance at graduation celebrations. Tickets are available for up to three guests to accompany each graduand to the ceremony. You will also be asked about any special arrangements that might need to be made to accommodate you and your guests during the day. You should advise College of any specific dietary requirements for the College celebrations afterwards. You will also be asked about any special arrangements that might need to be made to accommodate you and your guests during the day. You should advise College of any specific dietary requirements for the College celebrations.

A timetable for the day and invoice for attendance at graduation celebrations 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 Ceremonies videos and live streaming

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

You are also able to view a live streaming of graduation ceremonies at https://livestream.com/oxevents. This may be enjoyed by your friends and family who aren’t 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. This may be

IT Information

Oxford Single Sign-On account and University (Nexus 365) email (including email, wireless service and online library access)

The College, the University, and (usually) your academic department all provide a variety of computing facilities. The key to accessing most of these is your Oxford University username and password. This allows you to access, for example, central services including WebLearn, University (“Nexus 365”) email and online journals. This username is also referred to as your “Single Sign-On” username because it lets you access multiple services with a single login. 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 essential for you to activate this Single Sign-On account, not least because you will need to check your Nexus email regularly. You will have an email address of firstname.surname@kellogg.ox.ac.uk. All communications from the College and University will be sent to that email address, for example instructions for online annual University Registration, examination details, and general University and College information.

Students are required to check their email account regularly to ensure that they do not miss important instructions or information.

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

Please note that in order to get online in College you need an active Single Sign-On account. The IT Officer will provide you with a temporary account which you can use until you activate your Single Sign-On account.
use on your own device, if necessary, to activate your Single Sign-On account. However you are advised to complete the necessary registrations before arrival in Oxford.

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

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.

Students in Kellogg College accommodation

If you are staying in College accommodation you will be sent information about IT as part of the ‘Domestic Arrangements’. In order to connect to the wireless networks from your College room you will need to set up a remote access password. For all network and wireless issues, including WiFi, contact the IT Officer.

Oxford wireless network access

Wireless internet access is available at many places in the University, including in a large number of Kellogg College’s communal and residential buildings. The logos shown here will sometimes be displayed to alert you to this. The number of access points around the University increases each year.

These wireless access points offer two services, one called OWL and one called eduroam. To use either of these, you must have a valid remote access password. To set up your remote access account, please go to https://register.it.ox.ac.uk/self/index. Remote access requires an additional password which cannot be the same as the one used for your Nexus email.

Eduroam normally needs no additional software, though careful configuration of your network settings is required. Further information including how to connect to eduroam using your mobile device can be found here: http://help.it.ox.ac.uk/network/wireless/services/eduroam/index.

Once you have configured eduroam, as long as you remain a student you should be able to use it at a large number of universities across the world, without re-registration. For further details see: www.eduroam.org.

For OWL you must install the “Cisco AnyConnect VPN Client” on your computer. This software can be downloaded from the IT Services website.

If you have any issues configuring your network setting please contact the IT Officer for assistance.

IT provision at College

We provide workstations and facilities to enable students and staff to work in College, as well as wireless access and local IT support.

A wealth of College information is available on the University’s WebLearn site. WebLearn is a web-based Virtual Learning Environment (VLE) which can be used to both support and enhance teaching and learning. WebLearn is a free service offered to any member of the University and is an excellent resource for Kellogg students. Your department is also likely to use WebLearn. Kellogg College’s WebLearn site contains information on graduation, grants, welfare, and the College punt. To access the site, you need to use your University Single Sign-on, and then navigate to the Kellogg College WebLearn sub-site (https://weblearn.ox.ac.uk/portal/site/colleges/kellogg/academic). Please feel free to suggest ways in which interaction could be improved or streamlined through the provision of information and services on WebLearn.

If you have any IT problems, contact the College IT Officer by email on: student-itsupport@kellogg.ox.ac.uk, or by telephone on +44 (0)1865 612023. You are always welcome to visit the IT Officer in person for IT help and support. You will find the IT Office on the first floor of number 62 Banbury Road. The core office hours for IT support are Monday and Wednesday 8:30-13:30, Tuesday and Thursday 8:30-17:00, Friday 8:30-16:00.

The College also has an IT Fellow (Professor Andrew Martin for 2017/18), who is concerned with policy and strategic planning, and would welcome constructive comments about the development of IT within College.
Central IT services

Across the University, high-quality, cost-effective IT services and training are on offer, enabling excellence, innovation and best practice in teaching, learning and research. Please refer to the Central IT Services website (www.it.ox.ac.uk) as it contains a wealth of IT information that may answer any questions you may have. IT Services has computing facilities for student and staff use, and runs an extensive range of IT courses from beginner level to advanced (https://help.it.ox.ac.uk/courses/index). If you wish to use the services, you will need to show your University Card as identification.

Courses can be booked online using their course booking system; you will need your Single Sign-On details in order to make a booking. IT Services are located in a number of offices across the city with the main office at 13 Banbury Road being a short walk from Kellogg College.

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

IT Services makes available lots of general information for new users of IT at the University of Oxford on its website. You are advised to familiarise yourself with their guidance about how to protect yourself and your computer: anti-virus software, backups, and care with passwords all help to reduce the risk of misfortune.

Please note that IT Services provides the physical infrastructure for the college internet connection which means that you are bound by University regulations and policies while using it. These are available directly at www.it.ox.ac.uk/Rules. The University’s Regulations relating to the use of IT are copied at the end of this handbook (see Appendix 2) for easy consultation. Most of the rules simply amount to good manners and respect for others using the network. Ensure you have read and understand these regulations.

Kellogg College upholds members’ rights to academic freedom, freedom of expression and confidentiality. However, the College also has a statutory duty to have due regard for the need to prevent people from being drawn into terrorism (the ‘Prevent’ duty under the Counter-Terrorism and Security Act 2015). The College therefore reserves the right to monitor IT use in order to ensure compliance with the law and the College’s acceptable use policy. Any suspected breaches will be investigated by an independent panel of College members.

Any breach of the regulations is a serious offence and may attract penalties. If you are in doubt, please consult the College IT Officer for advice.
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 College has your Oxford address. For the academic year 2017/18 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. We encourage those part-time students who aren’t usually resident in Oxford to make use of Kellogg’s excellent shorter term accommodation provisions. To make a booking you should contact accommodation@kellogg.ox.ac.uk.

College accommodation & domestic arrangements

We hope you will enjoy living in College accommodation within the College grounds. Our Victorian houses are located on Bradmore Road, in a leafy and tranquil part of Oxford. All of our College-owned houses have private gardens, some with seating, where you can study, relax and find some peace and quiet.

College has recently opened a café in our new Hub building in the centre of the College site. The café is open seven days a week providing various delicious and affordable hot and cold food and drink options. There are also vending machines to provide food and drinks 24 hours a day.

There are local shops, pubs and restaurants a five-minute walk away on North Parade, while the University Parks are also a short walk from Bradmore Road and Norham Road. 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 can be found in the booklet ‘Domestic Arrangements’ which will be issued to you prior to your arrival at Oxford, and is to be read carefully in conjunction with your tenancy agreement.

During the academic year 2017/18, each student room in College accommodation will be inspected once, on a random basis and you will be notified in advance. Cleaning of communal areas and basic cleaning of bedrooms is provided. Accommodation is provided on a self-catering basis and every room has access to kitchen facilities. Alternatively, the College Dining Hall serves lunch and dinner on weekdays, and the Hub Cafe offers various food options 24 hours a day.

Please note that no smoking is allowed in any College buildings or enclosed spaces on the main College site. There are designated smoking areas in the grounds of the student accommodation only.
For issues relating to the fabric of the buildings such as walls, doors, lighting, windows, plumbing or heating in College-owned accommodation please contact the Facilities Manager via buildings@kellogg.ox.ac.uk.

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

For issues relating to IT problems, including WiFi, please contact the IT Officer, via: student-itsupport@kellogg.ox.ac.uk.

There are two Junior Deans who reside on site at Kellogg College who can assist with welfare related matters and out of hours lock-outs or lost keys. The Junior Dean can be contacted in confidence 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 07932 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 1865 289999.

A House Officer is appointed in each accommodation building allocated by Kellogg College, and they play a key role in the safety and presentation of college accommodation. If you wish to contact a House Officer you will find their contact details on the pin board in each accommodation building on site at Kellogg College.

University-owned accommodation

Kellogg College is able to offer further rooms in University-owned accommodation, which you can reserve via College. These are at Wellington Square, 38/40 Woodstock Road, Walton Street and Summertown House Mansion.

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.

Private accommodation

Students are able to 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 he can use this to pay for any damages but should not unfairly charge for wear and tear.

OxGradHousing is a Facebook group which may help with finding suitable accommodation for graduate students in need of Oxford accommodation. OUSU (Oxford University Student Union) also provides accommodation information and a Living out Guide which students may find useful. For further information see ousu.org/advice/accommodation/

Short-term accommodation for part-time and non-residential students

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

Kellogg 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 rooms.

Accommodation includes the following facilities:

- Linen and towels are provided (excluding termly accommodation)
- Bedding
- Flat-screen television in every bedroom
- Tea and coffee making facilities in every bedroom
- 24-hour access to the College Hub
- 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

The Dining Hall located on the College site serves lunch and dinner on weekdays during term time for members of College.

A café is located in the College Hub a short stroll across the College grounds. It is open 08:00-17:00 Monday to Friday and 08:00–16:00 on Saturday and Sunday. The café serves hot drinks, lighter meals, and breakfast every day. 24-hour access to vending machines providing hot and cold drinks, sandwiches and snacks is available by use of an entry card.

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

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

To take up your place you will have demonstrated that you can afford to undertake your studies, by completing the Financial Declaration. We do not want financial matters to interfere with your ability to successfully complete your course. 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.

Fees
University fees

Details about the tuition fees for your programme of study can be found on the individual course pages on the University’s website. These fees are usually paid via your college except for some part-time modular programmes of study where fees are paid to the department. Students enrolled on these courses pay a programme or registration fee and an additional fee for each module studied. More information on programmes which are modular can be found here https://www.ox.ac.uk/admissions/graduate/fees-and-funding/tuition-and-college-fees/tuition-fees?wssl=1

You will receive an invoice for your fees from college at or before the beginning of the academic year. Invoices will include your college and university fees (if you are paying them through the college rather than your department). You will find a ‘ways to pay’ section at the bottom of your invoice. Payment of fees may be made by the following methods:

• Credit card (or non-UK issued 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 and KELLOGG
• Flywire – 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
• Debit card
• Cheque (GBP sterling)
• Online store www.admin.ox.ac.uk/finance/payinginvoicesonline/

All fees are to be paid in full at or before the beginning of the academic year (by the end of 0th Week). In exceptional circumstances it may be possible to agree an instalment plan for paying fees. If you would like to discuss this, please email the Finance Office, 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.

Information on the fee rates for your programme will have been indicated on the Financial Declaration form issued as part of the admissions process, but you can refer
Financial information

to the information at www.ox.ac.uk/students/fees-funding/ to ascertain what fees you should be paying. You can also access the University Fees calculator from this page (follow the link to Fees, funding and scholarship search).

The College informs students of what the College Fee will be for each year. The College Fee for graduate students studying in 2017/18 is £3,021.

Part-time master’s students will typically pay the College Fee in two annual instalments: the first of £1,511, and the second of £1,511 with an inflationary increase.

This fee is a contribution towards the cost of academic facilities and other services that are provided by the College, but does not include accommodation or meals.

Please note that College Fees for the following courses are not charged at the standard graduate rate:
- MBA (£3,150)
- EMBA (£1,511)

Note that those PGCE students defined as Home/EU for fees purposes do not pay a College Fee.

Late payment of fees

Late payment of University and College Fees will incur an administration fee of £50. (See APPENDIX I of this Student Handbook, College Student Regulations/College Records, Fees & Examinations (ii) (c).

Please note that in the event that any fee or continuation charge remains outstanding, you could be suspended from access to the University and College. For more information see Exam Regulations Appendix I – Regulations on Financial Matters

Fee status

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 Fees Clerk (fees.clerk@admin.ox.ac.uk) for an assessment. In order to assist with an assessment you should complete and return the Fees Questionnaire that is available to download from the above web page. On the rare occasions when there are delays in determining your fee status, it will be assumed that you hold Overseas status for the purpose of estimates and invoices until College receives official confirmation otherwise.

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

Postgraduate Loans

If you are in receipt of the UK Government’s new 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.

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 loan 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. Further information on disbursement dates for 2017-18 can be found at: www.ox.ac.uk/admissions/graduate/fees-and-funding/loans/us-loans

Continuation charges

Students who are outside fee liability but still on course will be charged a College continuation charge. College continuation charges are subject to annual review and in 2017/18 will be £110 or £55 per term (depending on mode of study). For those starting DPhil study in 2016, the College continuation charge will apply immediately after the standard period of fee liability for your course is reached. Further information on fee liabilities can be found at www.ox.ac.uk/students/fees-funding/fees/liability

Battels

Students will be invoiced once a term in arrears for meals and other College expenses incurred during the term. Battels may be paid by the same methods as fees, excluding Flywire. Battels must be paid before the start of the following term. Non-payment may result in the withdrawal of allowances and/or the battels account.
Rent
Students living in College accommodation should refer to their tenancy agreement for information on payment due dates. (See also APPENDIX I. College Student Regulations/College Records, Fees & Examinations (ii))

Council tax exemption and discounts
Full-time students are usually exempt from paying council tax. 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 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 but might be eligible for a discount in line with your local authority’s policies.

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 website page on Opening a Bank Account: www.ox.ac.uk/students/new/arrive (See Section 5 – Organising your finances.)

Information and tips for managing your finances are outlined at www.ox.ac.uk/students/new/international?wssl=1 where you can also download the PDF ‘Bank guide for European and International Students 2017’ (available online from September 2017) which summarises and compares the services available at individual banks in the city.

An Enrolment Certificate can be used to open a bank account in conjunction with other documentation (refer to the Bank Guide PDF). This certificate confirms your student status and duration of your course and you can print this from Student Self-Service once you have completed registration. The Academic Office will need to stamp and sign your Enrolment Certificate for it to be accepted by a bank.

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

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

There is also hardship funding available for those whose circumstances change and you can find out more information below.

**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 components of their courses. Students on one year full-time masters’ courses, or part-time masters’ courses, can make one application of up to £250. Students on two year full-time masters’ courses, such as an MPhil, are able to make one application per year of up to £250 per annum. DPhil students may apply for up to £500 per annum and are able to make a maximum of three applications in total, during years of fee liability.

The grants exist to help you with the expenses you incur as you undertake your research. The grant is applied broadly with examples of applications including software, specialist library fees and fieldwork expenses. The grant does not help with known expenses such as travel to attend classes, internships, or laptops. These examples are for guidance only so do discuss your particular requirements with the Academic Administrator. The grant is for incurred expenses so must be accompanied by receipts; it is not for prospective expenses.

The application form is available on the Kellogg WebLearn site; there are different forms for masters’ and DPhil students. All applications must be accompanied by receipts and approved by your Academic Supervisor and then submitted to the Academic Administrator, Kellogg College. Applications will be accepted throughout the year but must be submitted no later than 1 September 2018 for research conducted during the academic year 2017/18. (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.

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. 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.

The application form is available on the Kellogg WebLearn site. 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.

The College expects all recipients of either Research Support Grants and/or Kellogg College Travel Grants to provide the Communications Officer with details of the research, travel, or conferences enabled by these sources of funding.

**Community Engagement Awards**

All Kellogg College students are able to be considered for a Kellogg College Community Engagement Award. These awards are given to students with a demonstrated commitment to community engagement and academic excellence. Examples of community engagement include, but are not restricted to, disseminating research to the public such as in schools, a research-related blog with proven interest in its content,
developing new applications, and engaging with wider media such as through an exhibition or use of social media.

Successful recipients of a Kellogg College Community Engagement Award will receive £250 in recognition of their achievements.

Applications will be open in Hilary term 2018. Look out for details of how to apply on our website. View last year’s recipients here www.kellogg.ox.ac.uk/study/scholarships-at-kellogg-college/awards/

Anne McLaren Award for Excellence

The Anne McLaren Award for Excellence was offered for the first time in Trinity term 2017. For a scientist or social scientist studying on either a part-time or a full-time basis who, preferably, identified with Anne McLaren’s commitment to: the support of junior women scientists, those from disadvantaged backgrounds or developing countries, those who are prevented from realising early potential through circumstances beyond their control, or whose career has been interrupted by parenting. An award of £500 was made to the successful recipient.

Details of the award being offered for this year can be found on the College website http://www.kellogg.ox.ac.uk/study/scholarships-at-kellogg-college/awards/

MCR Excellence Award

The MCR Excellence Award was created to honour students who have made a notable contribution to life in College. At the end of each academic year, the award recipients are chosen out of candidates nominated by their fellow students. They receive a small trophy and their name is displayed on a plaque in College. In the past, students have mostly been nominated for organizing social events, setting up societies, or being very active on the MCR committee; however, Kellogg is still quite young and there are many possibilities for involvement.

Each year, the award is supported financially by the graduating class and the University, which matches the donations received. The funds are then used to purchase items that further improve college life, both socially and academically, which are suggested by the award recipients.

Scholarships

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

If you are studying for a master’s in 2017/18 and are hoping to move on to study a full-time DPhil at Kellogg in 2018/19 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 this award and all scholarships offered by Kellogg College will be published at: www.kellogg.ox.ac.uk/study/scholarships-at-kellogg-college

You will need to select Kellogg as your first choice college in your DPhil application.

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 speak to the Academic Administrator who will advise you. 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 and how, given some support, you will then be able to afford to complete your studies.

Please note that if you make an application to the University’s Hardship Fund (and/or to the Access to Learning Fund) you will need to allow enough time to receive a response from the College to fit the termly application deadlines which are available on its application form.

Government Access to Learning Funds

Funding for student hardship is provided by the government to all universities. Only students from the UK, those from the Channel Islands and Isle of Man can apply to the fund. Students from the UK are ineligible for support. EU Students who are recognised by the Home Office to be legitimate immigrants by the government to all universities. Only students from the UK, those from the Channel Islands and Isle of Man are ineligible for support. EU Students who are eligible for the student loan for

Kellogg College Hardship Fund

A limited number of awards are available from the College’s Hardship Fund. These funds exist to assist students in times of unforeseen and exceptional circumstances. A comparison will be made between your proposed method of funding your studies and current circumstances. You must be able to show that, with some assistance, you are able to afford to complete your studies. In the first instance, contact the Academic Administrator who will explain how to apply. All enquiries will be dealt with confidentially.

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

Government Access to Learning Funds

Funding for student hardship is provided by the government to all universities. Only students from the UK, those from the Channel Islands and Isle of Man can apply to the fund. Students from the UK are ineligible for support. EU Students who are eligible for the student loan for
Financial information

EU students who are eligible for tuition fees only are NOT eligible to apply to the ALF. Application forms are available from the Academic Office or the Student Funding and International Office of the University, from whom further information can also be obtained: www.ox.ac.uk/students/fees-funding/assistance/hardship/alf or by emailing student.funding@admin.ox.ac.uk.

As part of the application to the Access to Learning Fund, you will need to consult College first so arrange to meet with the Academic Administrator as soon as you foresee a need for such an application.

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

You must discuss applications with College first as part of this process so please arrange to meet with the Academic Administrator in such circumstances.

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

Vice-Chancellors’ Fund
A fund has been established through donations by members of the Chancellor’s Court of Benefactors in honour of three recent Vice-Chancellors: Lord Neill of Bladon, Sir Richard Southwood and Sir Peter North. The fund is intended to assist academically outstanding DPhil students who require extra funding to complete their degree. For further information please go to: www.ox.ac.uk/students/fees-funding/assistance/hardship/vcf

You must make applications to your College and to the Access to Learning Fund (ALF), if eligible, before applying to the University Hardship Fund.

Please note:

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/pgfunding/oxford-support for further details or email enquiries to: oxfordopportunity@admin.ox.ac.uk

Other funds
All students should refer to the University’s fees and funding web pages where information on other 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 studentaid.ed.gov/

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

Work opportunities
The University Guidelines on paid work for graduate students (both full-time and part-time) are available at: www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/

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 Helper to assist at College ceremonies, becoming a House Officer in a residence, or applying to become a Junior Dean or Grace Sayer. We will let you know of these opportunities but, as ever, do ask a member of the Academic Office staff at any time.
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.

Life at Kellogg 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/people/fellows.

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

Kellogg college research centres

Kellogg is home to several research 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.

Centres provide regular seminars, lectures and events for students and Fellows from across all disciplines to share their research in the social and medical sciences, and the arts and humanities. 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/research.

College Common Room

Membership 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 runs events throughout the term and hopes very much that you will take part and make the most of your time here. The MCR’s social calendar, otherwise known as the Term Card, will be communicated by email and published on their website at www.kelloggmcr.com/ 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, and various other social activities. Photos from major events, such as the Kellogg Ball, are hosted on the MCR Facebook page, www.facebook.com/KelloggMCR.

The MCR organises many and varied social events throughout the year and encourages students to make suggestions, give feedback about their college experience, and get involved. 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.

Students are able to use the Richardson Lounge on the ground floor next to the computer room and the College Hub. Both these areas have comfortable seating and are open to all members of College. There is a small kitchen for student use near the Richardson Lounge, with kettle, microwave, fridge, crockery and cutlery. Tea and coffee is provided by the MCR. It is the students’ responsibility to keep this kitchen clean and tidy. A number of magazines are provided by the MCR and daily newspapers are provided in the Hub.

MCR Committee

The MCR President for 2017-18 is Claire Macht and you can find details of the full MCR Committee at www.kellogg.ox.ac.uk/life/mcr. Elections for some MCR Committee positions for the academic year 2017/18 will take place in Michaelmas term 2017. Details of these positions can be found on http://kelloggmcr.com/the-committee/. All posts for academic year 2018/19 will be up for election in Trinity term 2018. You will be informed of the election procedures by the Junior Dean and of the dates and times of the termly open MCR meetings by the MCR President. 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, and available on the MCR website.

OUSU (Oxford University Student Union)

All matriculated graduate students are members of OUSU (Oxford University Student Union) and OUGU (Oxford University Graduate Union), the bodies which represent students’ interests before the University. The Kellogg student body is affiliated to OUSU and has the right to elect an OUSU representative who should attend meetings and voice the collective opinions of Kellogg College students. OUSU has a Mature Students’ Officer who can be contacted by email at maturestudents@osu.org. The OUSU Offices are situated at 2 Worcester Street, Oxford.
OUSU is affiliated with the NUS (National Union of Students) and students can purchase an NUS Extra card which gives access to a huge array of discounts both online and on the high street, see ousu.org/shopping/nus-cards/ for further details. OUSU's own website www.ousu.org contains a breadth of information on facilities, services and support available to students.

OUSU 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 advisers who can help you with any questions or concerns regarding academic disputes, appeals, personal relationships and mental health. They offer drop-in sessions during term time: Mondays 10:00 – 12:00, Wednesdays 12:00 – 14:00 and Fridays 14:00 – 16:00. You can contact them by telephone (01865 288466) or by email (advice@ousu.ox.ac.uk) or visit them at 2 Worcester Street, Oxford, OX1 2BX.

College opening hours

Reception is staffed from 08:30 to 19:15, Monday to Friday. During term time the front doors will be open during these hours and you will be able to access facilities freely. Outside term time the front doors are locked at 18:30, Monday to Friday. If you wish to access the College and its facilities outside these hours, you can have your University Card enabled as a door key at Reception or the Facilities Office.

The Hub front door is open 08:00 - 17:00, Monday to Friday, and 08:00 - 16:00, Saturday and Sunday. Outside these times access is controlled by University Card use. Card access will need to be enabled, which can be done at Reception.

College administration

The administrative staff of the College are all located at 62 Banbury Road and you are very welcome to either drop in to the offices or make an appointment. The offices are generally open 09:00 - 17:00, Monday to Friday, though closed at lunchtime (typically 12:30 - 13:45).

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.

Use of photography

We would occasionally like to use photographs taken at events on our website or in other promotional material. We aim to obtain permission from identifiable subjects used in website images and will always seek permission when the image belongs to someone else. If you are unhappy with the use of a photograph or would like one removed, please email communications@kellogg.ox.ac.uk and we will arrange for it to be removed immediately. (See also APPENDIX I COLLEGE STUDENT REGULATIONS/ College Records 3 (i).)

College student regulations

All students are required to read the regulations and are expected to act in the interests of Kellogg College at all times. (See APPENDIX I.)

Post and pigeonholes

Pigeonholes for student post can be found in the Richardson Lounge and 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 packet arrives for you and should collect it as soon as reasonably possible. While every care is taken to look after student parcels the College accepts no responsibility for them. All parcels delivered to College must be of a reasonable size and the College reserves the right to refuse oversized parcels. Unfortunately parcels not collected within seven days of delivery to College will be disposed of. We are unable to accept fresh produce or 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.

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 notice boards outside the Dining Hall and in the Richardson Lounge 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.

Travel and transport

Parking at College

Students may not park 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

Local service operators offer discounted travel passes/smartcards:

- Oxford Bus Company: www.oxfordbus.co.uk/thekey/
- Stagecoach: www.stagecoachbus.com/about/oxfordshire

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

The most common railcard for full-time students is the 16-25 Railcard which gives you ⅓ 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 can either apply for a railcard online or in person at the train station. If applying in person at the station with a paper application, a member of staff in the Academic Office will need to endorse your application.

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 second hand bikes. Some shops provide “buy back” schemes which may be cheaper than hire, whereby money is given back when you return your bike to the shop you bought it from after an agreed term.

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. Further details on protecting your bike and purchasing discounted security locks and lights can be found at www.admin.ox.ac.uk/ouss/cra/cyclesecurity/

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/change-your-travel/get-cycling/road-safety-cyclists

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: 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](http://www.gov.uk/rules-for-cyclists-59-to-82)

Kellogg College encourages all students who have a bicycle to register it with the University Bicycle scheme. For details please see [www.admin.ox.ac.uk/ouss/cra/cyclesecurity/](http://www.admin.ox.ac.uk/ouss/cra/cyclesecurity/)

### 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, even for a very short time. The College has a number of lockers that can be used to store personal belongings when on site; keys for these can be obtained from reception. Please note there is a two-week maximum hold on the lockers: if the key is not returned to reception after two weeks all possessions will be taken from the locker and stored elsewhere for four weeks only, after which time they will be disposed of. A number of smaller lockers are available for short term use; 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.

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 policy can be found at: [www.kellogg.ox.ac.uk/college-policies](http://www.kellogg.ox.ac.uk/college-policies) and a summary of the key elements follows.

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 Facilities Manager 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 Facilities Manager via buildings@kellogg.ox.ac.uk

### Explosives and Firearms

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

### Fire

It is a matter of life and death that fire risks are kept to a minimum. 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 Facilities Office.

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 Facilities staff).

Most commonly, fires have been caused by smokers. Smoking is prohibited in all College buildings and throughout the main site. If you smoke, 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.
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 severely.

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. The individual raising the alarm should remain with any injured person at or near the scene of the fire or other incident in order to relay relevant information to the emergency services when they arrive.

First Aid

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

Further information on health and safety at Kellogg, including the College’s Emergency Procedures document are available on request from the Domestic Bursar.

The College Library

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 in front through a door which is being held open, it is helpful if everyone uses their card even if the door is open, since the system provides useful data for the management and future development of the Library. The Library is also protected by CCTV in each room and in the circulation area.

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

The College is part way through a programme of cataloguing and shelving in systematic order, which will continue throughout 2017-18. 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, although an effort has been made to cluster items by subject, 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 (HT Barnwell Collection)
• general reference – catalogued: Computer Room
• history – catalogued: Herbert Lane Room Annexe; uncatalogued: Reading Room; Lillian Butler Davey Room; Stopforth-Metcalf Room (Philip Healy Collection);
• history of art – catalogued: Herbert Lane Room
• history of gardening – catalogued: Herbert Lane Room
• history of planning – catalogued: Herbert Lane Room
• linguistics and phonetics – catalogued: Computer Room
• local history – catalogued: Herbert Lane Room Annexe; uncatalogued: Reading Room
• subjects not covered elsewhere in this list – catalogued: Computer Room
• sustainable urban development – catalogued: Herbert Lane Room

The National Resource Centre for Historical Dance (Early Dance Circle Collection), in the Lillian Butler Davey Room contains much that is relevant to the history of dance, gesture and costume, and some history of art and history of music. It is not yet catalogued, but is shelved in the order of the lists available both in the room and at http://www.kellogg.ox.ac.uk/wp-content/uploads/2015/04/NRCHDlist.pdf

Students are welcome to browse and to use the books in all rooms, though the Stopforth-Metcalf Room is occasionally closed for seminars or meetings: this can be checked by contacting events@kellogg.ox.ac.uk

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 they are white).

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

Printing & Copying

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

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

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

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 a lift from the Reception area. Assistance with fetching books from upstairs or from higher shelves may be requested from Reception during opening hours.
There is a height-adjustable desk (sitting to standing position) in the Computer Room and another in the Lilian Butler Davey Room. The one in the Computer Room has a larger and fully adjustable screen, and an ergonomic keyboard. Also in the Computer Room, at one of the ordinary desks, is an even larger screen. All these facilities may be used by anyone, but priority should at all times be given to those whose need is greatest.


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 not 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.

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

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

Food and Drink
7. No food is permitted in the Library.
8. Drinking water may be taken into the Library provided it is in sealable bottles, and hot drinks may be taken in provided they are in KeepCups (available from the College Hub or from Bodleian Shops and some Bodleian Libraries).

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

General Conduct
12. Please do not reserve work-stations or leave materials (papers, bags etc) on any of the desks unless you are returning within a very short amount of time. If you are leaving for a seminar and are planning on returning later, please remove your property to make way for others. Items left unattended may be removed by College staff.
13. If you are using one of the College computers, make sure you log out and switch it off when you have finished.
14. Please do not use the sofas in the Library to sleep on. If you feel like relaxing for a while, please go to the Hub.
15. If you are the last person to leave any Library room (especially at night), please make sure all windows are closed, the lights and all workstations are switched off.
If you feel that other people are not keeping to these rules and are disturbing you in any way, please do not hesitate to contact the Fellow Librarian at paul.barnwell@kellogg.ox.ac.uk, the Junior Deans at junior.dean@kellogg.ox.ac.uk, or the Dean at alistair.ross@kellogg.ox.ac.uk

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

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

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

(See also: APPENDIX I. COLLEGE STUDENT REGULATIONS/Use of College Premises and Property 2; and APPENDIX II. REGULATIONS RELATING TO THE USE OF INFORMATION TECHNOLOGY FACILITIES.)

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, informal dinners and guest night dinner options. We are also pleased to have new offerings in the College Hub Café, which opened in spring 2017 and serves a selection of hot and cold drinks, pastries, lunches and weekend brunches. See below for more details.

Dinners at Kellogg College
Kellogg College hosts guest night dinners weekly during term time where you will be able to enjoy fine food and company. These are opportunities to meet and share experiences with other students, Fellows, and guests. There are special evening events too and you will be notified of these in email newsletters from College, so please regularly check your Kellogg email account. On nights in term when there is no special event or guest night dinner, you can enjoy informal dinner in College. All dinners take place in the Dining Hall.

Further information on dining in College can be found on the website at: www.kellogg.ox.ac.uk/life/dining

Informal dinners
Informal dinners are served at 18:15 every evening, Monday – Friday, during weeks 0 – 9 each term, except when a guest night dinner or other event is scheduled in College. There is no dress code for informal dinner and it’s a relaxing way to enjoy a meal. There is no need to book for informal dinner (unless you have a special dietary requirement) but, as places are limited, you may want to contact bookings@kellogg.ox.ac.uk if you would like to give advance warning (of at least 48 hours) that a group of you are attending so that the number of meals can be increased. You will be required to provide your details when you attend informal dinner, and provide the names of any guests attending with you. You will be charged on your battels for yourself and any guests.

The meal prices are subsidised and will be charged to your termly battels account. Meal prices for students and their guests are available on Kellogg’s WebLearn pages at https://weblearn.ox.ac.uk/portal/site/collages/kellogg.catering

There is no dress code for informal dinner. Menus for these dinners are available two weeks in advance by request from bookings@kellogg.ox.ac.uk. Please note that in Michaelmas term 2017 informal dinners will start on Monday 18 September.

Guest night dinners
The College holds a number of guest night dinners per term. These are formal in format with a seating plan. The dinner consists of a drinks reception, three course meal with wine (optional) and to follow, coffee, mints, dessert wine and port served in the College Bar.

Students and Fellows are encouraged to attend and may bring guests. Such personal guests come at the invitation of the President and Fellows, and all members of the College are encouraged to extend to them a warm and courteous welcome both at the reception and at table. Booking is required for guest night dinners.

The dress code at guest night dinners 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 door. 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 allowances for students
All meals are subsidised, but in addition to this, students receive an allowance to attend four guest night dinners per term free of charge. The guest night allowance may be used for guests and may also be used for the Christmas Dinner in December but not the Foundation Dinner in March or the Gaudy Dinner in September.

Students will be charged for guests invited to dinner, any no-shows, and for dinners they themselves take over and above their allowance. Allowances cannot be carried forward back
Life at Kellogg

Please note: Students outside fee liability and suspended students are not eligible for dining allowances.

Booking for dinners and other events

All College members must book in for all events as directed, though not for brunch, lunch and informal dinner. The College website and email newsletters will indicate when booking is required.

Members are required to book in advance for guest night dinners and certain other events. This is to ensure the smooth running of the event and, in turn, an enjoyable experience for you and others. Bookings will close promptly at 12:00 noon two working days prior to the event, excluding weekends and bank holidays, or when the event is full. Bookings cannot normally be taken after this time other than for the waiting list, unless circumstances are exceptional. Late cancellations (after the cancellation deadline of noon five working days prior) and non-attendance at an event will be subject to a cancellation fee equivalent to the cost of the meal. Please note that an appropriate meal can be provided. Students will be required to provide their dietary requirement for the attention of the kitchen (e.g. gluten free, dairy free) in which case please notify bookings@kellogg.ox.ac.uk at least two days in advance to ensure that an appropriate meal can be provided. Students will be required to provide their details and details of any guests accompanying them, as they enter the Dining Hall for those taking the meal. If the guest is also a student at Oxford University please note this.

Students receive an allowance of three free lunches per term. You will be invoiced in arrears by the College on your battels for lunches taken beyond your allowance. Students will be charged for all guests brought to lunch at the guest rate. Your lunch allowances cannot be transferred to guests or carried over to later terms. Students who are outside fee liability do not receive the complimentary lunch allowance.

You cannot transfer your booking to someone else if you cannot attend.

Special dinners and events

Each term the College holds a number of special dinners and events: the Gaudy, Christmas Dinner, Foundation Dinner, and May Day Breakfast to name a few. Information, dress codes and prices with regard to these special events can be found on the College website and will be sent to you in the course of the academic year.

A list of dates for guest nights and main events for the year is published on the College website: see www.kellogg.ox.ac.uk/events

College lunch

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.

It is not necessary to book in advance to take lunch in College unless you have a special dietary requirement for the attention of the kitchen (e.g. gluten free, dairy free) in which case please notify bookings@kellogg.ox.ac.uk at least two days in advance to ensure that an appropriate meal can be provided. Students will be required to provide their details and details of any guests accompanying them, as they enter the Dining Hall for those taking the meal. If the guest is also a student at Oxford University please note this.

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Brunches

For those unfamiliar with the term, brunch is a combination of breakfast and lunch eaten usually during the late morning or early afternoon. Saturday and Sunday brunches are available at the new College Hub Café from 10.00 to 13.00 between 0th and 5th weeks. These provide a friendly and relaxed way to enjoy your weekends.

It is not necessary to book in advance for brunch. It is paid for directly at the Hub Café whilst taking brunch. Please note that the Hub Café operates a cashless payment system: payment must be made by credit or debit card. Brunches are not part of the student meal allowances.

Summary lunch and dinner allowances for students and dress code

<table>
<thead>
<tr>
<th>Event</th>
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Other College events
Kellogg College runs a number of social and academic-related events throughout the year. There are usually several events each week. Some of the most popular recent events include the Oktoberfest dinner, a lively Ceilidh (Burns’ Night celebration), and a Summer Garden Party. There are also themed weeks to look out for too. In 5th Week in Michaelmas term there is Wellbeing Week with a series of events to help boost any flagging spirits. Later in Michaelmas term there is an Arts and Culture Week with plenty of opportunities to be involved or simply to enjoy events on that theme. Kellogg College is proud of its association with Bletchley Park, https://www.bletchleypark.org.uk/ and will be running a series of events to celebrate this during the year.

Suggestions for new events are always welcome. Please email events@kellogg.ox.ac.uk to provide feedback or ideas.

College Bar
The College Bar is open every night on which dinner – formal or informal – is offered. A wide range of alcoholic and non-alcoholic beverages is available to purchase from the Bar. The Bar opens at 17:00 and closes at end of dinner service (or later if an event is still on-going) and is a great place to meet friends and relax.

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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 hospitality@kellogg.ox.ac.uk.

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have at least 24 hours’ notice of a tour request. Tours are not available at weekends or on bank holidays.

There are Welcome Drinks events on the Friday of 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 (OUSU), is held in the Examination Schools on High Street. University clubs and societies are all represented at the Fair and it is the place to go if you have any special interests you wish to pursue. This year the Fair will be held on Wednesday 4 October and Thursday 5 October 2017. Kellogg College’s allocated timeslot is Wednesday 4 October 16:00 - 17:00. Further details will be advertised in advance and you will need a wristband to gain admission. Wristbands for the Freshers’ Fair will be available from the MCR.

If you are not able to attend at the allocated time you can access the fair between 10:00 and 16:30 on Wednesday 4th October and between 09:00 and 15:30 on Thursday 5th October. You will need your University Card to gain entry. Access is dependent on numbers: you may need to queue.

Sport, recreation, and wellbeing
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.

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

Sport at Kellogg College
The College has made arrangements for its students to benefit from further schemes. Kellogg has obtained membership of the gym at the University Sports Centre on Iffley Road, which means that its students are able to have free access. Kellogg students can also take advantage of special discounts on term-time memberships of council-run sports centres across Oxford, including gyms, swimming pools, racquet sports, classes, the ice rink and a summer outdoor pool. Memberships are available for full and part-time students. Further information is available on our website at www.kellogg.ox.ac.uk/life/sport

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.chch.ox.ac.uk/current-students/boat-club

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.

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; applications for funds are made to the Sports and Recreation Committee. Further information is available at: www.kellogg.ox.ac.uk/life/sport/funding

The sporting community at Kellogg College is vibrant and various. Every year, in Hilary term, we host a Sports Dinner to celebrate the sporting successes of our students both forwardback
Life outside your studies

individually and as members of College and University teams. Our last dinner included a pre-dinner seminar and post-dinner speech by two Rio gold medal winners: Grace Clough, a current student, who competed in the Paralympics, and Paul Bennett, an alumnus, who rowed in the Olympics. Both have been awarded MBEs to recognise their achievements.

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

Musical activities at Kellogg

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

College Concerts

Biannual concerts are organised by the MCR Committee and College for Michaelmas and Trinity terms. The Trinity term 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 is 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.

Practice Facilities

The College has a grand piano, which has a rich and romantic tone, available in the Dining Hall for use by College members. The piano is accessed via a key which can be requested from Reception.

It is possible to book out the key over the weekend (noting that Reception closes at 19:00 on Fridays).

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 8th 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 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
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

Health, Welfare and Disability support

If you declared a disability on your application form you should have been contacted by an adviser 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 to find out what support may be available for you. Arrangements can be made that take your disability into account 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 Officer and Secretary to the Equality and Welfare Committee and can help you make the most of the many forms of support that are available while you are in Oxford. 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, the following people may be helpful to you when you need support: the Dean and pastoral adviser, your College Adviser, the Junior Deans, the Welfare Fellow, the LGBTQ Fellow, the Fellow with responsibility for part-time students, the MCR Equality and Welfare representative, and peer supporters.

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

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

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

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

The charge will be £150 for each year or part year over six months of the visa being applied for, plus £75 for part of a year that is less than six months. If a student (or a dependant) is making a visa application in the UK, they will be required to pay the health charge even if the period applied for is less than six months. There are some exemptions to the charge, which are listed on the government’s website.

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.

Comprehensive Sickness Insurance (CSI) for EEA and Swiss students
EEA (including EU) and Swiss students in the UK must have Comprehensive Sickness Insurance (CSI) for the duration of their studies. The European Health Insurance Card (EHIC), obtainable for free from your country of residence, is the most straightforward way of satisfying the CSI requirement. Further information is available from UKCISA on fulfilling the CSI requirement and also how this is important for any future application for permanent residence.

Accessing Health Services
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

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

Registration is most easily completed online at http://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 print out 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.

More information on access to healthcare services can be found at: www.ox.ac.uk/students/shw/health/doctors/ https://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/Dentist/LocationSearch/3

There is also a dental practice based at Oxford Brookes University called Studental which takes NHS patients. Please go to their website: www.studental.co.uk

Local hospitals/Accident and Emergency departments

John Radcliffe Hospital
wwwOUTH.nhs.uk/hospitals/jr/default.aspx
Tel: +44 (0)1865 741166
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
Very important health information – immunisations

You are strongly recommended to receive the following vaccines:

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

Before you arrive in Oxford, if you have not already received them. Contact your General Practice to arrange this, if necessary. Both immunisations should be readily available outside the UK for international students.

When you register with the College doctor or any other doctor in Oxford, you will be asked for the dates of your immunisations, and have an opportunity to arrange vaccinations at the surgery.

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

(See also APPENDIX I STUDENT REGULATIONS/Medical Requirements 3 (iv))

Diversity and equal opportunities

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

University of Oxford policies

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

The College 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 at www.kellogg.ox.ac.uk/life/health-welfare-disability/. 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.

The University’s commitment is that no prospective or actual student will be treated less favourably than any other, whether before, during or after their study at the University of Oxford on one or more of the following grounds, except when such treatment is within the law and determined by lawful requirements: age; colour; disability; ethnic origin; marital status; nationality; national origin; parental status; race; religion or belief; gender or sexual orientation.

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. Many are available on the College’s website.

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.

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

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

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

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

There are separate procedures for matters relating to harassment, and to discipline, see www.kellogg.ox.ac.uk/life/health-welfare-disability/
Health and welfare

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/hw/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 ring +44 (0)1865 270300 or email counselling@admin.ox.ac.uk.

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

Emergency contacts

You can contact the University Security Services on 03865 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).

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, 07932 951849, is displayed on the noticeboards in the residences.

A full list of emergency contacts can be found at www.kellogg.ox.ac.uk/life/welfare-disability/health-and-welfare-contacts/ and University emergency contacts at www.admin.ox.ac.uk/ouss/help/

Alumni information

On completion of their courses all graduates become members of the Alumni Community of the College. The College has a dedicated Development and Alumni Office which is set up to look after the Alumni Community with a wide range of social, career networking, and fundraising opportunities in Oxford and internationally.

Kellogg College Alumni benefits

As you graduate you will automatically become a member of the Kellogg College Alumni Community which exists to promote lifelong links between the College and its alumni members. Membership of the Community is free and automatic.

Benefits of joining the Alumni Community:

- Continued membership of Kellogg College
- Dining rights at College
- Copies of College newsletters (in electronic format) unless requested otherwise
- Invitations to College Gaudies (annual reunions), the Annual Alumni Weekend activities (in September) and other College lectures, seminars 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 the Donald Michie and Anne McLaren Houses at Kellogg
- You would like more information on the availability and cost (if applicable) of College facilities, please email events@kellogg.ox.ac.uk or if you would like to find out about booking accommodation, please email accommodation@kellogg.ox.ac.uk
- Alumni are encouraged to keep in touch with Kellogg via the College website, Facebook, Instagram, Twitter, LinkedIn and other social media as they become available to College members.

Useful links

www.kellogg.ox.ac.uk/alumni
https://oxfordalumni/community.org/
www.alumni.ox.ac.uk
www.careers.ox.ac.uk/

We are interested in you and sincerely hope that your relationship with the College will continue after you graduate. If you require any assistance regarding your alumni card, the Alumni Community, career advice or have any suggestions for alumni events in College or anywhere in the world, please contact us via alumni@kellogg.ox.ac.uk. You can also let us know via email of any exciting news or changes to your contact details such as new jobs, awards, personal celebrations (marriage, children), books and papers published.

Please remember that your Kellogg email address will expire one month after completion of your course, but you can sign up for the alumni email forwarding service. For further details see: www.alumniweb.ox.ac.uk/secure/page.aspx?pid=1695

Kellogg College Development and Alumni Office

Monica Popa – Head of Development and Alumni Relations
alumni@kellogg.ox.ac.uk
+44 (0)1865 612040

Oxford University Society

The Oxford University Society is the University’s Alumni Association and has branches throughout the world. They normally contact all students soon after completion of their courses.

Alumni Office

University of Oxford
Wellington Square
Oxford
OX1 2JD
Tel: +44 (0)1865 611610
www.alumni.ox.ac.uk
Email: enquiries@alumni.ox.ac.uk
Twitter: @oxfordalumni

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

Contents page
Useful contacts and services

Here you can find useful information, if you cannot find what you are looking for please ask a member of College staff.

College email contacts

All up-to-date contact information can be found on our website www.kellogg.ox.ac.uk/discover/people

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, bursaries, scholarship payments and financial matters

student-itsupport@kellogg.ox.ac.uk
Use this email to contact the College’s IT Officer regarding College IT facilities and assistance with IT problems or issues, including wi-fi

Useful Services

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.)
Useful contacts and services

Medical advice
NHS 111 is the NHS non-emergency number. You can call 111 and speak to a trained adviser, 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.

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)7294
Emergency +44 (0) 1865 2)89999

National Rail Enquiries
www.nationalrail.co.uk
08457 48 49 50
For timetable enquiries for national rail services

Great Western Railway
www.gwr.com
08457 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
01865 242424 or 770077

001 Taxis
www.001taxis.com
01865 240000

Royal Cars
www.royal-cars.com
01865 777333
Appendices

Appendix I
College Student Regulations
LAST REVISED May 2016

1. General

(i) Graduate members of the College are expected to make themselves familiar and to comply with these regulations, and with any others which may be made from time to time.

(ii) Graduate members are required to observe the University’s Student Handbook (previously the Proctors’ and Assessor’s Memorandum on the conduct and discipline of junior members of the University) issued on the authority of the Vice-Chancellor and Proctors, the regulations pertaining to their course which will be issued by the relevant department, and the Health, Fire & Safety Regulations of the College, which can be obtained from the Domestic Bursar.

(iii) Graduate members are required to be both matriculated members of the University and members of the College.

(iv) In these Regulations words importing the feminine gender shall include the masculine and vice versa, where the construction so permits and the Regulations do not otherwise expressly provide.

(v) Graduate members who wish to raise any matters connected with these regulations or who wish to discuss confidentially any College or other problems should in the first instance consult with their College Adviser and/or the Dean.

(vi) The College is committed to equality of opportunity and will do all in its power to ensure that none of its students is discriminated against on grounds of race, gender, sexual orientation, marital status or disability.

In compliance with SENDA legislation, the College will work actively to facilitate the studies of its disabled students.
2. Use of College Premises and Property

(i) Permission to use College property for formal meetings and entertaining must be sought from the Domestic Bursar who may specify any conditions under which such functions may be held.

(ii) Permission to give interviews on College premises to newspapers, television or radio should be sought from the Dean in consultation with the Vice-President.

(iii) Keys - Graduate members may have access to No. 60 out of office hours by using their University Card.

(iv) When using 60 Banbury Road out of office hours, graduate members are required to keep the front door locked at all times while on the premises and to close all doors and lock any windows to rooms used upon leaving.

(v) Damage to College property or to property of its members must be reported to the Domestic Bursar at once and will be charged to the person or persons responsible.

(vi) A non-smoking policy is in operation in all areas of the College unless otherwise designated.

(vii) Graduate members must be aware of, and comply with, the regulations laid down by the Proctors concerning the appropriate use of computers. A copy of these regulations is available from the College's WeblEnd site and is contained in the Student Handbook (formerly Notes for Students).

3. College Records, Fees & Examinations

(i) College records

(a) Among the obligations you accept in signing the Student College Contract is to ensure that the College is kept informed of changes in your personal details, especially contact information. You are asked to update these on Student Self Service.

(b) Any change of name whether by marriage or otherwise must be notified immediately to the Academic Office.

(c) Any change of home address and/or telephone number or email address must be updated on the University’s student system via Student Self-Service.

(ii) Fees/Battels/Accommodation payments

(a) Fees are due by the end of 0th Week of the term. Invoices will be sent to all graduate members normally one month beforehand. (The College pays graduate members’ University fees, but cannot do so until payment from each graduate member is received. It is therefore essential that payment be made by the date due as specified on the invoice.) Cheques must be made payable to Kellogg College. Receipts for cheques will be given only if asked for at the time of payment. The preferred method of payment for fees is via the University’s online store www.admin.ox.ac.uk/finance/payinginvoicesonline/

(b) Graduate members who are out of fee liability, but are still on course, will be charged a continuation charge. In 2017/18 charges are £110 per term for full-time students and £55 per term for part-time students. The amount is reviewed annually.

(c) Late payment of University and College fees will incur an administration fee of £50.

(d) Non-payment of University and College fees will normally lead to suspension from the course following the University’s procedures.

(e) Where a student is not suspended for non-payment of tuition fees but has tuition fees owing, the University’s regulations permit the College to request that graduation be withheld.

(f) If there is any reason why fees will not be paid on time, graduate members must contact the Finance Office immediately.

(g) Battels (charges for lunches, dinners, etc) – Graduate members will be invoiced termly in arrears.

(h) Where battels (charges for lunches, dinners etc) remain unpaid, the College may revoke a student’s allowances and/or battels account, requiring payment in advance.

(i) Any graduate member issuing a cheque in favour of the College which is
subsequently dishonoured shall be charged £25 administration costs and the original debt shall be resurrected, save that the Finance Office shall have discretion to waive the charge if they consider it would be unjust in any particular case.

(j) Late payment of rent charges due on College accommodation may incur an administration fee of £10.00 per day for each day payment is overdue.

(iii) Medical Requirements

(a) The College assumes that Kellogg graduate members who are part-time and non-residential have made medical arrangements near their homes, or are covered by private insurance. The College does have an arrangement for medical cover with a local Oxford practice to provide for the needs of its graduate members who are full-time and residential, and this service is available to all students on an emergency basis when they are in Oxford.

(b) Any medical condition that may affect a graduate member’s work or about which the College should be aware, must be notified to the Academic Administrator, in confidence, as soon as possible.

(c) If there are concerns that a graduate member is not fit to study, the College may invoke the University’s policy regarding the same.

(iv) Withdrawal (refer also to the College Disciplinary Procedures)

(a) Graduate members who wish to withdraw before the end of their course are advised to discuss their intentions with their department and/or College before taking any action. If a student wishes to proceed with withdrawal, they must complete the GSO.29 form (Notification of Withdrawal from Programme of Study) or Change of Circumstances form (if PGCE). If a student is unable to complete the form then a College Officer or Supervisor may complete it on their behalf.

(b) In case of voluntary withdrawal of a graduate member during the academic year you will generally be eligible for a refund of University tuition fees for each complete term not started. If you withdraw during a term, you may be liable for fees for that term depending on the date of your withdrawal. If you withdraw before Monday of 4th week of any term then you will not usually be liable for fees for that term. If you withdraw after Monday of 4th week of any term, you will be liable for fees for that term. Different policies apply to certain courses delivered by Said Business School and the Department for Continuing Education and for courses with a modular structure. You are advised to check with your department and College before proceeding with a withdrawal.

(c) Where a graduate member has been required to withdraw, or their contract with the College has been terminated, no fees for that term or previous terms can be refunded.

(v) Examinations

(a) Graduate members are required to enter themselves for examinations via Student Self-Service. In the case of a late entry a candidate is liable to a payment to the University of a late entry fee. Closing dates for entries and details of late entry fees will be found in the Examination Regulations.

(b) The College is committed to ensuring that the needs of disabled students are met, within the wider framework of the University’s regulations, in the context of examinations. It will seek, in consultation with the Proctors where necessary, to ensure that appropriate examination arrangements are in place for disabled students. Any specific needs should be communicated to the Academic Administrator, if possible, at the beginning of the academic year in which the examinations are to be taken.

Please note that a copy of the College’s Student Disciplinary Regulations is available at http://www.kellogg.ox.ac.uk/life/health-welfare-disability/
Appendix II
Regulations relating to the use of Information Technology Facilities

Statutes and Regulations
ICTC Regulations 1 of 2002
Made by the ICTC on 6 June 2002
Approved by Council on 24 July 2002

1. In these regulations, unless the context requires otherwise, ‘college’ means any college, society, or permanent private hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation.

2. University IT and network facilities are provided for use in accordance with the following policy set by Council:

(1) The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the University and the colleges and with the normal academic activities of their members.

(2) Individuals have no right to use university facilities for any other purpose.

(3) The University reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users’ data, such as email, where that is necessary:

(a) for the proper regulation of the University’s facilities;

(b) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the University’s statutes and regulations, including these regulations; or

(c) to meet legal requirements or otherwise in the context of legal or the taking of legal advice, in accordance with such procedures as may be approved by Council for this purpose.
Such action will be undertaken only in accordance with these regulations.

These regulations govern all use of university IT and network facilities, whether accessed by university property or otherwise.

Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be specifically authorised in accordance with these regulations.

Individuals may make use of university facilities only with proper authorisation.

Any authorisation is subject to compliance with the University’s statutes and regulations, including these regulations, and will be considered to be terminated by any breach or attempted breach of these regulations.

Authorisation will be specific to an individual.

Users are not permitted to use university IT or network facilities for any of the following:

- any unlawful activity;
- the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and the user has obtained prior written authority from the particular activity from the head of his or her department or the chair of his or her faculty board (or, if the user is the head of a department or the chair of a faculty board, from the head of his or her division);
- with the intention of drawing people into terrorism (contrary to the University’s statutory duty under Prevent);
- the creation, transmission, or display of material which is designed or likely to harass another individual in breach of the University’s Policy and Procedure on Harassment;
- the creation or transmission of defamatory material about any individual or organisation;
- the sending of any email that does not correctly identify the sender of that email or any message appearing to originate from another individual, or otherwise attempting to impersonate another individual;
- the sending of any message that attempts to disguise the identity of the computer from which it was sent;
- the transmission, without proper authorisation, of email to a large number of recipients, unless those recipients have indicated an interest in receiving such email, or the sending or forwarding of email which is intended to encourage the propagation of copies of itself;
- the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;
- private profit, except to the extent authorised under the user’s conditions of employment or other agreement with the University or a college, or commercial purposes (including advertising commercial services) without specific authorisation;
- gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;
- the deliberate or reckless undertaking of activities such as may result in any of the following:
  - the waste of staff effort or network resources, including time on any system accessible via the university network;
  - the corruption or disruption of other users’ data;
  - the unauthorised access, transmission or negligent loss of data;
(d) the violation of the privacy of other users;
(e) the disruption of the work of other users;
(f) the introduction or transmission of a virus or other malicious software into
the network;
(13) activities not directly connected with employment, study, or research in the
University or the colleges (excluding reasonable and limited use for social and
recreational purposes where not in breach of these regulations or otherwise
forbidden) without proper authorisation.

8. Software and computer-readable datasets made available on the university network
may be used only subject to the relevant licensing conditions.

9. Users shall treat as confidential any information which may become available
to them through the use of such facilities and which is not clearly intended for
unrestricted dissemination; such information shall not be copied, modified,
disseminated, or used either in whole or in part without the permission of the
individual or body entitled to give it.

10. (1) No user may use IT facilities to hold or process data relating to a living
individual save in accordance with the provisions of current data protection
legislation (which in most cases will require the prior consent of the individual
or individuals whose data are to be processed).
(2) Any individual wishing to use IT facilities for such processing is required to
inform the University Data Protection Officer in advance and to comply with
any guidance given concerning the manner in which the processing may be
carried out.

11. Any individual responsible for the administration of any university or college
computer or network system, or otherwise having access to data on such a system,
shall comply with the provisions of the Information Security Policy and Data
Protection Policy.

12. Users shall at all times endeavour to comply with policies and guidance issued from
time to time by IT Services to assist with the management and efficient use of the
University’s IT facilities.

13. Connection of any computer, whether college, departmental, or privately owned, to
the university network is subject to the following additional conditions:
(1) (a) Computers connected to the university network may use only network
identifiers which follow the University’s naming convention, and are
registered with IT Services.
(b) The University’s Trade Mark and Domain Name Policy specifies, inter alia,
that all university activities (other than those within OUP’s remit) should
be presented within the ox.ac.uk domain. Any exception to this requires
authorisation as defined in that Policy.
(2) (a) Owners and administrators of computers connected to the university
network are responsible for ensuring their security against unauthorised
access, participation in ‘denial of service’ attacks, etc. In particular, they are
responsible for ensuring that anti-virus software is installed and regularly
updated, and that rules and guidelines on security and anti-virus policy, as
issued from time to time by IT Services, are followed.
(b) The University may temporarily bar access to any computer or sub-network
that appears to pose a danger to the security or integrity of any system
or network, either within or outside Oxford, or which, through a security
breach, may bring disrepute to the University.
(3) (a) Providers of any service must take all reasonable steps to ensure that that
service does not cause an excessive amount of traffic on the University’s
internal network or its external network links.
(b) The University may bar access at any time to computers which appear to
cause unreasonable consumption of network resources.
(4) (a) Hosting Web pages or other network-accessible media on computers
connected to the university network is permitted subject to the knowledge
and consent of the department or college responsible for the local
resources, but providers of any such Web pages or other media must
deavour to comply with guidelines published by IT Services or other
relevant authorities.
(b) It is not permitted to offer commercial services through systems connected
to the university network, or to provide other IT facilities for any commercial
organisation, except with the permission of the Chief Information Officer (IT
Services); this permission may require the payment of a licence fee.
(5) Use of file-sharing technology and participation in distributed file-sharing
networks may be subject to additional regulation and restriction in order
to prevent excessive use of university network resources, or the use of
those resources for purposes unconnected with the University. If a user has any reason to suppose that an application employs peer-to-peer (p2p) or other file-sharing technology, they should seek the advice of the IT officer responsible for the college or departmental network on which they propose to use the software.

(6) (a) No computer connected to the university network may be used to give any individual who is not a member or employee of the University or its colleges access to any network services outside the department or college where that computer is situated.

(b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.

(c) Areas of doubt should be discussed with the Chief Information Officer.

(7) Providing external access to University network resources for use as part of any shared activity or project is permitted only if authorised by the IT Committee (ITC), and will be subject to any conditions that it may specify.

(8) If any computer connected to the network or a sub-network does not comply with the requirements of this section, it may be disconnected immediately by the Network Administrator or any other member of staff duly authorised by the head of college, section or department concerned.

14. (1) If a user is thought to be in breach of any of the University’s statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate university or college authority that proceedings be instituted under either or both of university and college disciplinary procedures.

(2) Access to facilities may be withdrawn under section 48 or 49 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar or other decision-maker (as the case may be) shall think proper in the circumstances.

Examining Users’ Data

15. All staff of an IT facility who are given privileged access to information available through that facility must respect the privacy and security of any information, not clearly intended for unrestricted dissemination, that becomes known to them by any means, deliberate or accidental.

16. (1) System Administrators (i.e. those responsible for the management, operation, or maintenance of computer systems) have the right to access users’ files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.

(2) They must endeavour to avoid specifically examining the contents of users’ files without proper authorisation.

17. (1) If it is necessary for a System Administrator to inspect the contents of a user’s files, the procedure set out in paragraphs (2)-(5) below must be followed.

(2) Normally, the user’s permission should be sought.

(3) Should such access be necessary without seeking the user’s permission, it should, wherever possible, be approved by an appropriate authority prior to inspection.

(4) If it has not been possible to obtain prior permission, any access should be reported to the user or to an appropriate authority as soon as possible.

(5) For the purposes of these regulations ‘appropriate authority’ is defined as follows:

(a) in the case of any university-owned system, whether central or departmental: if the files belong to a student member, the Proctors; if the files belong to any member of the University other than a student member, the Registrar or his or her nominee; or, if the files belong to an employee who is not a member of the University, or to a visitor to the University, the head of the department, college, or other unit to which the employee or visitor is responsible, or the head’s delegated representative;

(b) in the case of a departmental system, either those named in (a) above, or, in all circumstances, the head of department or his or her delegated representative;

(c) in the case of a college system, the head of the college or his or her delegated representative.

Please also refer to www.it.ox.ac.uk/rules for a collection of documents setting out local (that is, Oxford University) rules governing the use of computer systems and software, together with documents relating to good practice and general network etiquette. In particular, please note the rules regarding Peer-to-Peer (P2P) Resource Sharing at https://www.it.ox.ac.uk/policies-and-guidelines/peer-to-peer-resource-sharing.