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(continued overleaf)
Welcome to Oxford and to Kellogg! I hope and trust that your time with us will be both enjoyable and rewarding. One of the College Fellows 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 regularly with the elected officers of the Middle Common Room, which represents all our students, so I would urge you to become involved and 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
Welcome to Kellogg College

Please read this handbook carefully and keep it for future reference. It contains information on a variety of important subjects. Oxford is a complex institution which operates in a unique way – it may take some time to navigate, and the College staff and Fellows are here to help in any way.

Kellogg is the University’s largest graduate college and has a unique mix of students: it is the University’s leading college for students reading for degrees on a part-time basis, and has a strong and vibrant body of full-time students. Kellogg prides itself on the expertise it has developed since its inception 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 lively collegiate experience for both part-time and full-time students.

As a student at Oxford you are a member of the University and a member of Kellogg College. All students at Oxford University are required to be members 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 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.

A glossary of Oxford terms can be found at www.ox.ac.uk/public_affairs/services_and_resources/style_guide/glossary_of_oxford_1.html

If you want to know what ‘Cuppers’ are or need an explanation for the word ‘Encaenia’ then, you might find it useful.

Keeping in touch with College

How you can find out what is going on in and around College

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 www.weblearn.ox.ac.uk

We will use your Kellogg email address to contact you and to send you important information. We will also send you a weekly email newsletter about events that are happening in College throughout each term and we will also 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.

We also encourage you to read the Kellogg Blog at kelloggoxford.wordpress.com, if you would like to write a blog 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 and meeting the needs of all our members.

Do make sure you keep your contact details up to date at the College both now and after you graduate – by email to academic.office@kellogg.ox.ac.uk – so that we can keep in touch.
University registration

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

The registration process is mandatory for all students, both those new to Oxford and those returning for subsequent years of study.

If this process is not completed, it will affect your status at the University. Please ensure that you have checked your Oxford Webmail account as this is the main address we will use to contact you about registration.

You need to be registered in order to:

• Attend your course (programme of study)
• Release your loan from the UK Student Loans Company (SLC) or your sponsor/awarding body (where appropriate)
• Use your University email account
• Obtain your University Card/keep your University Card valid
• Check you have been correctly entered for any examinations and assessments and gain access to your results
• Print a certificate of enrolment from the student system

IT Services will send your Oxford Single Sign-On IT credentials by email to you to access Student Self Service. You will then be able to complete the registration pages during the registration periods which are as follows for academic year 2014–15:

• Michaelmas Term, 1 September: 4pm Friday 1st week
• Hilary Term, 1 January: 4pm Friday 1st week
• Trinity Term, 1 April: 4pm Friday 1st week

You will be taken straight to the registration pages as soon as you have signed in. Please check your information carefully and save any changes that you have made.

You must complete your registration by the end of the first week of term, but ideally before you arrive. Registration using Student Self Service is designed to be quick and simple but if you encounter problems please contact the College Academic Office in the first instance or Kellogg’s IT Officer, or the Student Information and Advisory Service www.ox.ac.uk/students/student_information/ by email or in person.

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Studying at Oxford

We very much hope that your time studying at Oxford is 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 your department, faculty and Kellogg, you will also receive some information and advice from the central University.

This section of the Student Handbook will help you to get started with registration, access IT provision, and complete your membership to the University.
To register as a new student, you must have:

- Accepted your offer of a place
- Met the conditions of your offer
- Returned your University contract

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

After successful login you will be asked to check your personal, contact, academic and other information. It is your responsibility to update your contact details throughout your time at the University of Oxford. You will be able to update these details at any time throughout the year. This is particularly important for international students holding a visa to study in the UK as it is a legal requirement of your visa.

When you have checked, completed and updated all the information required for registration, click on 'Verify' in the bottom right hand corner of the screen. Once you have verified your details, 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 3–5 working days) and you will be able to log back in to Student Self Service to print off an Enrolment Certificate which may be used for Council Tax exemption.

- You are returning from a suspension and the central office is unaware of your return date, or there is a hold against your record. If such applies, please contact the Student Information and Advisory Service
  www.ox.ac.uk/students/student_information

After successful log in you will be asked to check your personal, contact, academic and other information. It is your responsibility to update your contact details throughout your time at the University of Oxford. You will be able to update these details at any time throughout the year. This is particularly important for international students holding a visa to study in the UK as it is a legal requirement of your visa.

When you have checked, completed and updated all the information required for registration click on 'Verify' in the bottom right hand corner of the screen. You are now registered and have been enrolled for your next year of study. Student maintenance loans and grants (where applicable) will be paid directly into your bank account following the first day of term for your course (programme of study) (please allow 3–5 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.

**University Single Sign-On (SSO)**

The Oxford University Single Sign-On (SSO) account is used to access many web-based services at Oxford such as library e-resources, self-registration, WebLearn Virtual Learning Environment, 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 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](http://www.it.ox.ac.uk)

A student’s Single Sign-On account will be available for 11 months following the completion of their course.
The University Card

The University issues a University Card to each student, which will show your photograph, the name of your College and your expected programme completion date. It is an important, unique form of identification. University Cards are generated when a student returns the University contract. Signing the University contract indicates that you will abide by the University’s Statutes and Regulations. Cards are then sent to College to distribute to you when you have completed registration.

Your card allows access to the Bodleian Library, the University’s principal library, and a number of other Oxford University Libraries. In addition to being an essential form of ID, your card may be required for access to some 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.

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 at www.admin.ox.ac.uk/card about what to do if you lose your card, if it is stolen, or you need to obtain a replacement University Card.

International students

Kellogg is an international college with over fifty per cent of our students coming from outside of 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 student visas and other services for international students:

www.ox.ac.uk/students/new/international

The advice on this website is comprehensive and can assist you in finding help should you need it.

If you need a visa, you should apply for it as soon as possible after you have a confirmed place at Oxford, since the procedure can take some time. Your department is the contact for arranging your CAS number if you are a full-time student entering the UK on a Tier 4 (General) visa in order to study.

Some visa conditions will require you to register with the UK police and you are required to bring your passport to College in order that a scan can be taken of your visa. It is very important that you make time to complete the requirements of your visa. For visa and immigration advice please see www.ox.ac.uk/students/visa
Studying at Oxford

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 Coming Up Dinners where you will receive some important induction information. This year they take place on Friday 3 October 2014 and Monday 6 October 2014.

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 Week events that are being scheduled at Kellogg College during the weeks leading up to the start of Michaelmas Term. These will include diverse social and practical events including sports information, cultural events, tours of Oxford, drinks reception with the President and ways to get involved at Kellogg College. We hope that you enjoy those you can find time to attend and that they give you a good start to the academic year and help you get the most out of your time at Kellogg.

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

Your Department or Faculty will also be holding induction sessions. Information on such 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.

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 traditionally either:

- a dark suit (jacket and trousers), dark socks and black shoes, a plain white shirt with white collar and cuffs, a white bow tie, black bow tie, or long black tie.

or

- a dark skirt or trousers, black stockings/tights, black shoes, a plain white blouse/shirt with collar and sleeves, a black ribbon tie. A dark jacket or coat may also be worn. Light coloured stockings/tights and bare legs are not permitted.

We recommend wearing only plain black or dark grey fabrics in subfusc. Serving members of HM Forces are permitted to substitute an appropriate uniform.

With subfusc, students wear a gown and cap. The custom and practice of this College 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.
- a plain black mortarboard with tassel or a plain black, soft cap; a plain black headdress may be substituted for religious reasons.

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 it will be appropriate to wear a gown over clothes appropriate for the occasion. For example, at Guest Night Dinner students wear the Advanced Student Gown over a suit or dress. It is usual for the dress code to be indicated in invitations, on the College website, or other literature.

Common subfusc errors include forgetting to bring a jacket, wearing blouses without a collar, wearing shirts that are not plain white, light coloured tights, and 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 strictly!

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 £45.00.

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. Second-hand gowns and accessories can be purchased from Shepherd & Woodward or from 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 companies whose products do not always meet requirements.

College gown 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 Academic Office for these events. If you plan to attend Guest Night Dinners or other events regularly, we would suggest that you purchase an Advanced Student Gown.

Matriculation

Matriculation is the ceremony that marks your formal admission to the University. Attendance is compulsory for all students on matriculated programmes, whether studying on a full-time or part-time basis. All students must attend a matriculation ceremony in person within two terms of starting their programme. This is a formal occasion in the presence of the Vice-Chancellor when subfusc with gown and cap are required to be worn.

It is strongly recommended that students attend the first matriculation ceremony that is available to them. Failure to attend a ceremony within the required timeframe could result in withdrawal from your course.

The College is responsible for making the arrangements for the matriculation of all its students. This year’s Michaelmas ceremony and College reception/lunch will take place on Saturday 18 October 2014. You will be given instructions and details of how to book. It is a great Oxford occasion and we are sure you will enjoy it very much.

If you have previously matriculated at Oxford University, you will not need to do so again, but please be sure that the Academic Office knows when and from which college you were matriculated.

For those students who register after October, i.e. in Hilary or Trinity Terms, matriculation will take place at other times of the year.

The Academic Office will provide the relevant details to those for whom it is appropriate. The scheduled ceremonies for 2014/15 are:

• 18 October 2014
• 4 December 2014
• 12 March 2015
• 18 June 2015
• 10 July 2015 (usually MSt International Human Rights Law only)

Students on the following courses will be matriculated at ceremonies on other dates under special arrangements to be notified separately.

• Executive Masters in Business Administration (EMBA)
• MSc Major Programme Management
• MSc Mathematical Finance
• MSt International Human Rights Law

The University does not allow guests to attend matriculation ceremonies, but each matriculand is most welcome to bring a guest to the lunch held at Kellogg College after the ceremony. It is not normally appropriate for children under the age of 12 to attend the lunch but, if they do, they must be accompanied by an adult at all times. Kellogg College regrets that it can take no responsibility for the supervision of children at College who must always be under the care of a responsible adult.

Students who have graduated with a BA, MA or certain other Degrees from the University of Cambridge or Trinity College, Dublin, can choose to incorporate their degrees to attain the same Oxford qualification. This is known (not surprisingly!) as Incorporation. Please contact the Academic Office for details on this procedure. If a student incorporates, they do not attend a matriculation ceremony but there may be an opportunity to attend a College lunch to celebrate starting your programme at Kellogg College.
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 and responsible for your academic progress. Kellogg College Advisers are usually Fellows and other post-Doctoral 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. 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. The Senior Tutor in consultation with the Academic Office will review GSS reports on a termly basis, particularly any that have been flagged for concern by a student or a supervisor. 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. You are also welcome to consult other Academic 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:

Important College contacts

• Senior Tutor:  
  Dr Carl Heneghan  
  Queries or issues relating to your academic programme which cannot be resolved within your academic Department or for which you would value another perspective.

• Academic Administrator:  
  Ms Sarah O’Brien  
  The Academic Administrator has an overview of College life. Do contact her regarding progress with your course, 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 Officer so can help with study support needs, hardship applications and related matters.

• Finance Manager:  
  Ms Amanda Baines  
  The Finance Manager should be your first point of contact for all financial queries or concerns.

• 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 Dean  
  The Junior Dean is a resident student at Kellogg College and is a useful first point of contact for students with concerns, particularly out-of-hours and at weekends. Where appropriate, the Junior Dean may refer issues to College staff and/or support services within the University.

• Bursar  
  Chief Financial and Operating Officer of the College with a useful oversight of the College. To be appointed.

• 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.

• 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 Chris Davies.

• Equality/Harassment Advisers: Jeremy Cresswell and 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 MCR website www.kelloggmcr.com
Studying at Oxford

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.

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 www.it.ox.ac.uk.

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 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.

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.

Residence in Oxford

Full-time students have a statutory requirement to be resident in Oxford. This can vary for full-time courses over two years long and, in exceptional cases, it may be possible to apply for dispensation from this requirement. However, you are usually required to be resident and this is another reason why it’s important that you provide your Oxford address to the Academic Office and your contact details if you are a full-time student. www.admin.ox.ac.uk/examregs/05-00_REGULATIONS_FOR_RESIDENCE_IN_THE_UNIVERSITY.shtml

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

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 Department or Faculty of their chosen programme 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.

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.

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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 the Proctors’ and Assessor’s Memorandum entitled Essential Information for Students at College Induction, with which you should become familiar. It is also available online at www.admin.ox.ac.uk/proctors/info

The topics covered include funding, health, welfare, personal safety and security, accommodation, the central Student Union, setting up a student club, University sport, Libraries, IT and other support services.

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, medical incapacity, 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.

Examinations and assessments

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 and also find out your Candidate Number via Student Self Service. Exam timetables are distributed via the Academic Office. 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 to sit your exam or adversely affect your performance, do also contact the Academic Administrator at College immediately. Remember you will need to wear 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/Faculty, the College and the Examination Schools. Your examination papers will be set by your Department/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.

Please note: it is important that students inform the College in good time about any medical needs which require alternative arrangements to be made. Requests for special permission must be made either at the time of the submission of the exam entry form or in good time before the date of the exam, accompanied by a doctor’s letter.

Submission of written work

During the course of your study you will probably need to hand in written work to the Examination Schools or to your Department/Faculty. You will receive from your Department/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/Faculty before submission. Please note also 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/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.
- Staff at the Examination Schools or your Department/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.admin.ox.ac.uk/edc/policiesandguidance/pgexaminers/24submissionofwrittenworkforexamination.

Students who are not resident in Oxford may need to have set up
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. This is also the procedure if you wish medical evidence to be made available to Examiners, or require alternative exam arrangements. If the request is lengthy or affects the course regulations, then the Proctors may refer this to Education Committee of the University.

Kellogg 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, dissertation concerned.

- Dates and deadlines by which the above are due to be submitted (nb Oxford deadlines are usually noon)

- Explanation of the problem and whether extra time is needed for submitting (This should be in the form of a separate written statement by you, either as an e-mail 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 Course Director or Supervisor, email will suffice)

- Supporting medical evidence if illness is the issue, or other relevant independent verification as applicable

- 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 high volume 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.

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.

# Libraries

University libraries and the Bodleian Library

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 online 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: www.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.

# The Office of the Independent Adjudicator (OIA)

The Office of the Independent Adjudicator for Higher Education provides an independent scheme for the review of student complaints. All higher education institutions in England and Wales must comply with the scheme’s rules. Most student complaints about higher education institutions are resolved internally. If, however, this has not been possible, students can make use of the OIA’s Student Complaints Scheme. Submissions must be made within three months of completing internal complaints procedures. The scheme is free to students. Please see the OIA website: www.OIAHE.org.uk.

Please 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 e-mail from the University’s Degree Conferrals Office. This will provide instructions on making a booking through the University’s online booking system (SITS eVision). Invitations will be issued to research students (DPhil and MSc by Research) and to modular masters students after the publication of results. All other students will be issued with an invitation in the autumn of their final year of study. In all cases
you will be offered a place at a ceremony to be held as soon after the completion of your studies as possible.

Please note that the booking system will offer you places based upon their availability and the timing of the completion of 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 e-mail approximately six weeks before the ceremony date 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 and to the celebrations afterwards. We shall also ask 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 at this time.

A timetable for the day and invoice for any charges will be issued approximately four weeks before the ceremony. Invoices should be paid in advance of the ceremony date.

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

Dear graduates,

The College President on the day of the Graduation Ceremony, or posted on to you. Students who have completed an award bearing non-matriculated course (e.g. a postgraduate certificate or postgraduate diploma) will receive an award certificate from the department.

Additional copies of Degree Certificates cannot be ordered. If your Degree Certificate is lost, stolen or damaged, you can order a replacement certificate at a cost of £30. For further details please refer to www.ox.ac.uk/students/graduation/certificates

Academic transcripts

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

All students who commenced their studies on, or after, Michaelmas Term 2007, will automatically receive one paper copy of their final transcript upon completing their degree. This will be sent to the ‘home address’ listed in your Student Self Service account – please ensure these details are kept up to date.

Electronic copies of transcripts (final and on-course) are not available. For further information on transcripts please see www.ox.ac.uk/students/graduation/transcripts

Please note: Degree Confirmation Letters confirming successful completion of the examination requirement for any degree are also available through the website above. This letter is appropriate for those who need formal certification that they have completed a course of study, but who have not yet had their degree formally conferred at a Graduation ceremony.

Degree ceremony videos

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 www.oucs.ox.ac.uk/media/degree_ceremony.xml
IT information

Oxford Computer Account (including e-mail, remote access and on-line 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. For example, this allows you to access central services including WebLearn, University (“Nexus”) e-mail and on-line 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 the remote access (“VPN”) facility, which allows you to use campus-based resources like on-line journals, even when you are outside Oxford. The same VPN software can be used with the campus WiFi (OWL, see below), and in College accommodation.

It is essential for you to activate this Single Sign-On account, not least because you will need to check your University e-mail regularly. You will have an address @kellogg.ox.ac.uk. All communications from the College and University will be sent to that e-mail address, for example instructions for on-line annual University registration, examination details, general University and College information. Students are requested to check their e-mail account at least ONCE A WEEK to ensure that they do not miss important instructions and information. You may choose to arrange to have all such email forwarded to another address: the registration system allows you to set this up. Do note however that the forwarding system is not infallible so you should check it at routine intervals.

Please note, in order to get online in College, you need an already-active account. The IT Officer can supply details of a short-term “visitor” account that you can use while activating your personal account, but you are advised to set up the necessary registrations before arrival in Oxford.

After you have activated your account please go to: register.it.ox.ac.uk/self/index. Enter your username and password, and then register for:

- Your remote access account (for access via VPN to Oxford University services). You will then be able to download and use the VPN software. This is important if you want to access University services from outside the University computer network. Remote access requires an additional password and cannot be the same as that used for your e-mail.

- E-mail forwarding. If you wish to arrange for your College and Department e-mail messages to be forwarded on to your private e-mail address, there is a facility for you to do this when setting up your account.

Please check the expiry date of your University card. When it expires, your access to University facilities will cease with some temporary exceptions. If your University Card is due to expire, or has expired, before the completion of your studies, contact the Academic Office immediately.

If your password or activation code expires, there is information on resetting it at: www.oucs.ox.ac.uk/registration/oxford/forgottenpassword.xml

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 network from your College room, you will need to set up a remote access password and use the VPN, as described above.
We provide workstations and facilities for students and staff to enable work in College, as well as wireless access and local IT help.

A variety 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 (weblearn.ox.ac.uk/portal).

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 e-mail on student-itsupport@kellogg.ox.ac.uk, or by telephone on 01865 612023. You are always welcome to visit the IT Officer’s office on the first floor for IT help and support.

The College also has an IT Fellow (Charlotte Deane in 2014/15), who is concerned with policy and strategic planning, and would welcome constructive comments about the development of IT within College. Likewise the MCR has an IT officer who can be of assistance to you if required.

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 read the Central IT Services web pages www.it.ox.ac.uk as they contain a wealth of IT information that may answer your question. IT Services has computing facilities for student and staff use, and runs an extensive range of IT courses from beginner level to advanced. 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 is based in a number of offices across the city with its main office being a short walk from Kellogg College.

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, which will all help to reduce the risk of problems.

The IT Services website will also direct you to a copy of the University’s Computer Usage Rules. These are available directly at www.ict.ox.ac.uk/oxford/rules. The College’s Regulations on IT (see Appendix 2 of this handbook) incorporate these rules, and expand upon them. Most of the rules simply amount to good manners and respect for others using the network. Ensure you have read and understand these regulations.

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

Accommodation

Oxford is a beautiful and vibrant city to live in and there is 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.

As a full-time student you are required to be resident in Oxford and should make sure College has your Oxford address. We continue to expand our offering of accommodation to full-time students both on site and in rooms dedicated to Kellogg students at the University’s Wellington Square (for 2014/15). It may be that you have secured accommodation through the University Accommodation Office or are renting in the private sector.

Part-time students will exercise a variety of accommodation arrangements depending on the requirements of the course – from summer residential courses to intensive week long modules. Or it may also be that you are living locally and studying at Oxford. We encourage those part-time students who aren’t usually resident in Oxford to make use of Kellogg’s excellent short-term accommodation. We are sure you won’t be disappointed!

College accommodation & domestic arrangements

We hope you will enjoy living in College accommodation which overlooks the College grounds. All information and regulations pertaining to students living in Kellogg accommodation can be found in the booklet ‘Domestic Arrangements’ that is to be read in conjunction with your tenancy agreement. Students living in College accommodation are expected to comply with certain rules of behaviour. These are set out clearly in the ‘Domestic Arrangements’. Failure to comply could result in your being interviewed by the Dean, and ultimately being asked to vacate your room. Please read all information carefully.

Please note that at present, College accommodation is provided to single full time students. We do not have accommodation suitable for sharers or families.

Accommodation at Wellington Square

Students residing at Wellington Square in 2014/15 receive tenancy agreements from the University’s Accommodation Office and are subject to the rules and regulations specific to that accommodation. Students should refer to the information at www.admin.ox.ac.uk/accommodation/graduate/properties-s/wsq

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

Kellogg College can offer short-stay accommodation to students coming into Oxford for residential modules or other College events. All rooms are en-suite with a TV and coffee/tea making facilities. There is a shared kitchen and living space where you can relax and meet fellow Kellogg Students. Information about rates and how to book can be found on the College website or email accommodation@kellogg.ox.ac.uk
Financial information

To take up your place you will have demonstrated that you can afford to undertake your studies. 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.

Other accommodation in Oxford

Accommodation at other colleges

Outside of term time you might like to try other Oxford colleges either by contacting individual colleges directly to enquire about availability and rates or by booking through www.oxfordrooms.co.uk

Oxford Rooms advertises bed and breakfast accommodation available in Oxford colleges, typically in the vacation periods (Christmas, Easter, and Summer). Guests visiting you in Oxford may enjoy staying in a college rather than a chain hotel.

Rewley House Residential Centre

Bed & breakfast accommodation is available at the Residential Centre. To enquire about availability and rates email res-ctr@conted.ox.ac.uk or telephone +44 (0)1865 270362.

The University Club

The University Club, which is located at Mansfield Road, Oxford, offers limited accommodation. You can view room tariffs and book online at www.club.ox.ac.uk/accommodation

The University Club is approximately a 15–20 minute walk from College and approximately 10 minutes to the city centre. Telephone: 44 (0)1865 271044

Hotels, Guest Houses, Bed & Breakfast

Hotel, guest house and bed & breakfast accommodation is available in Oxford. For details on accommodation of this type, please refer to the Oxford tourism websites at:

• www.visitoxfordandoxfordshire.com/accommodation
• www.oxfordcity.co.uk/oxford/home_accommodation.html

Further suggestions for accommodation

Accommodation is also advertised on the following sites:

• www.admin.ox.ac.uk/accommodation/links.shtml
• www.dailyinformation.co.uk
• www.ox.ac.uk/gazette (Accommodation is listed under the Classified advertisements in weekly issues)
• www.booking.com/city/gb/oxford.en.html
Fees

You will receive an invoice for your fees 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 receive a Ways to Pay document with your invoice. Payment of fees may be made by the following methods:

- Credit card – charges of 2% will apply.
- Electronic bank transfer (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 is marked *Kellogg*.
- Debit card
- Cheque (GBP Sterling)
- Cash (GBP Sterling)
- Online store www.oxforduniversitystores.co.uk

All fees are to be paid in full at or before the beginning of the academic year (by the end of 0 Week). In exceptional circumstances (e.g. part-time students paying fees out of income, or full-time students whose fees are paid by recognised funding bodies) fees may be paid termly by arrangement with the Finance Officer. Please write to the Finance Officer setting out your reasons for wishing to pay termly. If paying termly thereafter, fees must be paid by the end of 0 week of each term.

Information on the fee rates for your programme should have been indicated on the Financial Declaration form issued as part of the admissions process, but you can refer to the information at www.ox.ac.uk/feesandfunding to ascertain what fees you should be paying. You can also find a University Fees calculator at that page.

The College informs students of what the College fee will be for each year.

The College fee for graduate students studying in 2014/15 is £2,765.

Part-time master's students will typically pay the College fee in two annual instalments of £1,383.

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 (£1,383)

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

Continuation charges

Students who are out of fee liability, but still on course, will be charged a College Continuation Charge of £100 per term. Further information on fee liabilities can be found at www.ox.ac.uk/students/fees-funding/fees/liability

Late fees

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

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/feesandfunding/fees/information/feestatus

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 website. 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.

Additional useful websites:

- UK Council for International Student Affairs (UKCISA) guidance on fee status for tuition fees: www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees
- US Federal Loans: www.ox.ac.uk/admissions/graduate/fees-and-funding/loans/us-federal-loans

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. Battels must be paid before the start of the following term. Non-payment may result in the withdrawal of the batel account.
Financial information

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

Full-time students living in Oxford are 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. Enrolment Certificates must be stamped by the Academic Office.

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 look at the pages on the University website on Opening a Bank Account: www.ox.ac.uk/students/new/beforeyouarrive

Information on what to consider when choosing a student bank account is outlined at www.ox.ac.uk/students/fees-funding and you can download the PDF ‘Bank guide for European and International Students 2013’ which summarises the services available at individual banks in the city.

An Enrolment Certificate can be used to open a bank account. 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 your Enrolment Certificate for it to be accepted by a bank.

Financial support

The College provides opportunities for financial support for your studies – see details of the Research Support Grant and Kellogg College Travel Grants below.

We recognise that sometimes your financial circumstances will change due to unforeseen circumstances beyond your control. The following hardship funding is available to matriculated College students for unforeseen hardship or financial emergencies after the start of a course. 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 find yourself making an application to any College or Hardship Fund, you will be asked to explain how your circumstances differ exceptionally from those that you anticipated when you applied to your programme.

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

Kellogg College Hardship Fund

A limited number of awards are available from the College’s Hardship Fund, also known as the Mawby 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.

Applications will be considered by the Hardship Committee which meets termly. Applications must be made by the Monday of 4th Week in Michaelmas and Hilary Terms, and the Friday of 1st Week in Trinity Term. This is in order to allow students to make applications to College in line with the University’s Hardship Fund application deadlines. Emergency cases can sometimes be considered outside of these deadlines but this cannot be guaranteed.

Government Access to Learning Funds (ALF)

Funding for student hardship is provided by the Government to all universities. Only students from
the UK, those with settled status, or those who are recognised by the Home Office to be legitimate immigrants can apply to the fund. Students from the Channel Islands and Isle of Man are ineligible for support. EU Students who are eligible for the student loan for maintenance will be able to apply to the ALF – but there will be very few who fall into this category. 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 be obtained:

- www.ox.ac.uk/students/fees-funding/assistance/hardship
- Email: 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) for Home and International students

The 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 £3000. 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.

Deadlines: Thursday of 4th week (Friday of 2nd week in Trinity Term). All parts of the completed application form must have been received by these dates. These should be sent to the Student Funding and International Office, University Offices The Committee on Student Hardship meets once a term and information can be found at www.ox.ac.uk/students/fees-funding/assistance/hardship.

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

Kellogg College Research Support Grants

All Kellogg students are entitled to apply for a Kellogg College Research Support Grant. Masters students can claim up to £250 per annum and DPhil students may claim up to £500 per annum. Only one claim may be made per annum, and a maximum of three claims can be made in total during years of fee liability.

The grants exist to help you with the expenses you incur as you pursue your studies. The grant is applied broadly with examples of claims including software, specialist library fees, fieldwork expenses, among other things. The grant does not help with known expenses such as travel to attend classes or internships. These examples are guides so do discuss others with the Academic Administrator. The grant is for incurred expenses so must be accompanied by receipts. It is not for prospective expenses.

To apply – the form can be found 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 given to the Academic Administrator, Kellogg College. Applications must be submitted no later than 1 September 2015. (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

All DPhil students are eligible to apply for a Kellogg College travel grant. These funds exist to help DPhil 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 £1,500 and only one claim may be made per annum and a maximum of three claims may be made in total during years of fee liability. These applications will be considered termly on the Friday of 5th Week.

A 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. 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.

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

Oxford Opportunity Bursaries

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

If you are a UK/EU PGCE student you may be eligible for a bursary towards your living costs based on your household income. If you have any questions regarding the Oxford Opportunity Bursaries information can be found at www.ox.ac.uk/students/fees-funding/assistance.

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 some scholarships and prizes that are available to students who are already on course (details of these are advertised on the website as they become available).

If you are studying for a Masters in 2014/15 and are hoping to move on to study a full-time DPhil at Kellogg in 2015/16, you will be eligible to apply for a Kellogg 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/scholarships

The Kellogg MCR Award for Excellence which is a new scholarship organised and contributed to by the MCR, with matched funding from the University. The donations for this Award come from graduating students.

All students (both home and international) should visit the University’s fees and funding web pages where funding information can be found: www.admin.ox.ac.uk/studentfunding

Students from the United States of America should also investigate studentaid.ed.gov

International students should look at the website www.ukcisa.org.uk/International Students/Preparing--planning (Scholarships and Funding). This website also gives very helpful general information for overseas students planning to study in Great Britain.
Life at Kellogg

Simply put, the college has overall responsibility for ensuring that your intellectual, welfare and social needs are met, and for helping you to meet your University academic requirements. We do this in a number of ways starting with guiding you through registration and matriculation, providing opportunities to build social and academic networks, through to presenting you for graduation.

- **Academic 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 can be found on the Kellogg website [www.kellogg.ox.ac.uk/people/fellows](http://www.kellogg.ox.ac.uk/people/fellows).

  Some Fellows are also College Officers with specific roles in the College which include: the President, Vice President, Senior Tutor, Admissions Tutor, Chamberlain, Academic Co-ordinator, Dean, Equality/Harassment Advisers, IT Fellow, Fellow Librarian, Senior Fellow and Deans of Degrees. You can find descriptions of these roles and contact details on the College Officers page of the website at [www.kellogg.ox.ac.uk/people/college-officers](http://www.kellogg.ox.ac.uk/people/college-officers).

  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. They 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 or offered 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/centres](http://www.kellogg.ox.ac.uk/research/centres).
**College Common Room**

Membership is by invitation and is comprised of individuals from the University and the community involved with, or who share, the interests of Kellogg College. (Not to be confused with the Middle Common Room that is the student body of the College!)

**Middle Common Room (MCR)**

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 not to be. The MCR runs events throughout the term and hopes very much that you will take part and make the most of your time here. Details of social events and activities are communicated by email and published on the MCR website at [www.kelloggmcrc.com](http://www.kelloggmcrc.com) and on the MCR Facebook group at [www.facebook.com/groups/kelloggmcrc/?fref=ts](http://www.facebook.com/groups/kelloggmcrc/?fref=ts).

The Richardson Room is the MCR common room and is located on the ground floor next to the Student Workroom. It contains a television, DVD player, and was superbly refurbished in Trinity Term 2013. There is also a small kitchen nearby for student use 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 bar area.

Students may use other rooms in College when available for quiet study.

No smoking is allowed in any College building/enclosed space, in line with UK law.

**Administrative offices**

The administrative teams of the College all have offices in 62 Banbury Road, you are welcome to pop in to these offices but, to avoid disappointment we recommend making an appointment. The offices are open 9.00 am – 5.00 pm, Monday to Friday, though most will be closed at lunchtime. Offices located here are the Academic Office, the Bursar’s Office, the Domestic Bursar’s Office, IT Support, Finance, Facilities and, Communications.

College opening hours

Reception is staffed from 8.30 am – 5.00 pm, Monday to Friday. A card entry system is being introduced for access beyond these hours.

College records

As part of the Admissions process you will have been required to complete and return a College Contract (a separate document from the University Contract; see above under ‘Academic Matters’) which also includes a section for recording personal details (permanent address and that for correspondence, telephone numbers etc). The Academic Office must be informed of any change in these details, particularly address, telephone numbers and e-mail. In signing the College Contract each student undertakes to abide by all College and Student rules and regulations. Kellogg College also abides by the principles of the Data Protection Act 1998 and all students are asked to sign a notice/consent form at the beginning of their studies when they sign and return the University Contract. The College also asks that you indicate on the College Contract whether or not you agree to contact information being circulated strictly within the College community for College use only. The College treats all student personal data as strictly confidential.
Use of pictures
We would occasionally like to use pictures taken at events on our website or in other promotional material. We will try and 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 picture 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 (see Appendix I)
All students are required to read the regulations of the College. All students are expected to act in the interests of Kellogg College at all times.

Post & pigeonholes
Pigeonholes for student post can be found in the MCR common room and post is organised alphabetically by surname.

Parcels/packages received at College for students are stored at Reception. You will be notified by email if a parcel/packet arrives for you and should collect it as soon as reasonably possible.

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

You may leave notes for Fellows of the College and administrative staff at Reception. Students who wish to take advantage of the free Messenger Service (to other Oxford Colleges and Departments) may do so by leaving post with staff on Reception.

The student notice boards in the Student Workroom and MCR common room will contain notices of University events, lectures, concerts, and other social events and items of interest to the student body. An 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.

Printing & copying
The College has a Canon multifunction device (MFD) in the Students’ Workroom, which handles all printing, copying and scanning requirements of students. You will need to activate your University Card at the machine, where there are easy to follow instructions, prior to use. Kellogg allows students 300 sheets of photocopying or printing paper per year, free of charge. Extra usage will be charged to your battels at the rate of 5p per black & white page and 10p per colour page.

Items for printing can be sent from the computers in the Workroom, or remotely from other devices. To send a file to print you need to attach it to an email and send it from your 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 24 hours. For full instructions on how to use the machine please contact student-itsupport@kellogg.ox.ac.uk.

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, do consult the Facilities Office for advice.

Student travel
Bus and train passes
Local service operators offer discounted travel passes/smarts cards.

• Oxford Bus Company: www.oxfordbus.co.uk/thelkey
• Stagecoach: www.stagecoachbus.com/Oxfordshire-tic.aspx

Items for printing can be sent from the computers in the Workroom, or remotely from other devices. To send a file to print you need to attach it to an email and send it from your 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 24 hours. For full instructions on how to use the machine please contact student-itsupport@kellogg.ox.ac.uk.

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

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

The most common railcard for full-time students is the 16–25...
Railcard which gives you 1/3 off most rail fares throughout Great Britain. To be eligible you must be aged 16–25, or a mature student 26 years or older and in full time study. Further information on eligibility criteria and how to apply for a railcard can be found at www.16-25railcard.co.uk/eligibility-benefits/eligibility

You 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, insurance and never leave your bike unattended or unlocked. 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.

### Security at College

It is important that you take care of your belongings whilst you are in College. Unfortunately all colleges experience thefts from time to time so DO NOT leave your laptop or other items unattended, even if for a very short time. The College has a number of day lockers that can be used to store personal belongings when on site, these can be signed out from reception. Please note there is a 2 week maximum hold on the lockers, if the key is not returned to reception after 2 weeks all possessions will be taken from the locker and stored elsewhere until collected.

If you are working in College outside of office hours, please ensure that you close all windows and doors upon leaving, particularly if you are the last person to leave.
Health and safety

We all have a responsibility for health and safety at the College. Specifically, 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 firefighting appliances.

Any malfunction of firefighting or security equipment should be reported immediately to the Facilities Office.

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.

Most commonly, fires have been caused by smokers. Smoking is prohibited in all College rooms and within two metres of all buildings. If you smoke, please ensure that this takes place outside and that you dispose of cigarette ends carefully in the receptacles provided.

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 kettles and hair dryers and these items should never be left unattended when in use.

Cooking in rooms is not permitted and neither are candles, shisha pipes, incense sticks or other naked flames, fairy lights, drapes or microwaves. 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.

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

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.

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.

The Reception should be informed as quickly as possible thereafter. The individual raising the alarm should remain with any injured person or 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

A number of College staff are trained in the basics of first aid. If you or someone on site requires first aid please contact Reception for assistance during normal office hours (Mon-Fri). 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.

Library/students’ workroom

The College is still in the process of creating a library, which is located in five rooms on the ground and first floors of 60 Banbury Road. The stock is the result of a number of significant donations and a programme of purchases, largely suggested by students, 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 2014–15. In common with several...
other Colleges, we are using 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: Library/Workroom; uncatalogued: Herbert Lane Room Annexe
- architectural history – catalogued and uncatalogued Herbert Lane Room
- English literature – Fellows’ Common Room; Stopforth-Metcalf Room (Philip Healy Collection)
- French literature – Fellows’ Common Room; Stopforth-Metcalf Room (H T Barnwell Collection)
- general reference – Library/Workroom
- history (other than local history) - Fellows’ Common Room, Herbert Lane Room Annexe
- history of art – Library/Workroom
- history of gardening – Herbert Lane Room
- history of planning – Herbert Lane Room
- local history – catalogued: Library/Workroom; uncatalogued: Fellows’ Common Room, Herbert Lane Room Annexe
- subjects not covered elsewhere in this list – Library/Workroom
- sustainable urban development – Herbert Lane Room
- sustainable urban development
- sustainable urban development
- sustainable urban development
- sustainable urban development

Students are welcome to browse and to use the books in all rooms, though please note some rooms are occasionally closed for seminars or teaching: this can be checked by contacting events@kellogg.ox.ac.uk. The Fellows’ Common Room is usually locked, but a key can be borrowed from the Facilities Office during office hours.

All books are for reference only and must not be moved between library rooms; under no circumstances may an item be removed from College, or taken into the MCR (Richardson Room). When students 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.

The Students’ Workroom on the ground floor contains a Canon multi-function device which can be used for printing, copying and scanning. You will need to activate your University Card at the machine prior to use and will be charged for any printing/copying that exceeds your allowance of 300 sheets. The Workroom also contains some desktop computers that are installed with Word for Windows, Excel, Access, and have access to the Internet. Use of the computers in the Workroom 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 so, 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.

Students are asked to be considerate of fellow members who might be working in the room at the same time. The following rules have been agreed by the MCR and Governing Body.

Rules for the use of the Kellogg library/workroom

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.

- No conversations (in person, phone, Skype or otherwise) – if you want to have a discussion or conversation, please move to the MCR (Richardson Room).
- If you are using one of the College computers, make sure you log out and switch it off when you have finished.
- Absolutely no food and no drinks other than bottled water.
- Please do not reserve workstations 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.
- Lockers for the short-term storage of personal possessions can be found on the College site.
- 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.
- Please do not use the furniture in the Library to sleep on. If you feel like relaxing for a while, please go to the MCR.
- If you are the last person to leave the Library (especially at night), please make sure all windows are closed, the lights and all workstations are switched off and the door is closed.
- Be aware that everyone has certain habits while working (clicking pens, drumming on the table etc.) but as the Library...
Life at Kellogg

is a communal workspace, please try to work as quietly as possible at all times.
• The borrowing of materials from the Library is not currently permitted.
• Library materials may only be used within the room where they are shelved. 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.
• Books should not be reshelved but should be placed in the ‘awaiting shelving’ tray in the room where they are shelved and have been consulted.
• 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.
• The corners of pages should not be turned down to mark places, nor should open books be placed face-down on any surface.

Rewley House Continuing Education Library

Members of Kellogg College enjoy full access and borrowing rights at the Rewley House library. The library supports courses run by the Department for Continuing Education and is therefore a general collection, though some key subject areas are: Archaeology, Architectural History, Fine Art, and History of Art.

For details of opening hours during term time and vacations, see www.conted.ox.ac.uk/facilities/library/libraryinformation/dates.php

(See also Appendix I. College Student Regulations/Use of College Premises and Property 2 & Appendix II. Regulations relating to the use of information technology facilities)

Dinners at Kellogg College

Kellogg College hosts wonderful Guest Night dinners where you will be able to enjoy great 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 hear all about these in weekly Events Emails. 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. Dress at Guest Night dinners is smart and formal (i.e. suits, jackets, ties, dresses, smart trousers). Academic gowns should be worn by students for Guest Night dinners.

There is no dress code for Informal Dinner.

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, a 3 course meal with wines (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. Gowns are worn by students and Fellows but are not worn by guests.
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.

Students will be charged for any guests invited to dinner and for dinners they themselves take over and above their allowance. The Guest Night allowance may be used for guests and may also be used for the Christmas Dinner in December.

Your College Adviser (See Academic Matters/College Adviser) by way of introduction to formal College dinners may invite you and accompany you to one of these nights at the beginning of your studies. One of your allowances can be used when accepting this invitation.

Informal dinners

Informal dinners will be served every evening Monday – Friday at 6.15pm during weeks 0th – 9th each term, except when a Guest Night Dinner or other event is scheduled. The meal prices are subsidised and will be charged to your termly battels account. Meal prices for students and their guests will also be available on Kellogg’s WebLearn pages at www.weblearn.ox.ac.uk. Please note that in Michaelmas Term 2014 informal dinners will start on Monday 22 September 2014.

Menus for these dinners are available in advance by request from events@kellogg.ox.ac.uk.

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 events@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 sign in legibly and provide your student number when you attend informal dinner, and provide the names of any guests attending with you.

Beverages (including alcohol) bought off College premises may not be consumed on site.

Special dinners & events

Each term the College holds a number of special dinners and events – Christmas Dinner, Foundation Dinner, Summer Fayre, Wine Tasting, May Day Breakfast, – to name a few. Information, dress codes and prices with regard to these special events 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 included in the Term Card and published on the College website. The Term Card of events for each term will be published on the College’s WebLearn site once finalised.

Booking for dinners

All College Members must book in for all events as directed, except lunch and informal dinners. The weekly Events Email will indicate when booking is required.

It is important to avoid disappointment for you and for the organisation of these events that you book in good time when booking is required. Bookings will close promptly at 12.00 noon two working days prior to the event, excluding weekends, or when the event is full. Bookings will not normally be taken after this time other than for the waiting list, unless circumstances are exceptional. Last minute cancellations and no shows on the evening will be liable to a cancellation fee equivalent to the cost of the meal.

Please book in for dinners and events with Reception via email to bookings@kellogg.ox.ac.uk. Please note that bookings cannot be made by telephone.

Water will be readily available and drinks and special purchase wine will be on sale from the bar.

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 are available to purchase from the bar. The bar opens at 6.00 pm and closes at 9.00 pm (or later if an event is still on-going) and is a great place to meet friends and relax.
Life at Kellogg

College lunch

Lunches are subsidised and are available to students Monday–Friday between 0th and 10th weeks in term time (sometimes longer) from 12.45pm to 1.45pm. Lunch options each day are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Hot meal</th>
<th>Cold buffet</th>
<th>Light option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main course</strong></td>
<td>Meat/fish choice or Vegetarian choice</td>
<td>or Selection of cold meat/fish, fresh salads and vegetables</td>
<td>or Soup of the day</td>
</tr>
<tr>
<td></td>
<td>Dessert of the day or Fruit &amp; yoghurt or cheese and biscuits</td>
<td>or Dessert of the day or Fruit &amp; yoghurt or cheese and biscuits</td>
<td>or Fruit &amp; yoghurt or cheese and biscuits</td>
</tr>
</tbody>
</table>

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 events@kellogg.ox.ac.uk at least 2 days in advance. Students are required to sign in legibly on arrival and provide their student number, and sign in any guests accompanying them on the sign-in sheets:

- as you enter the dining room, for those taking the full lunch;
- in the serving area of the kitchen for those choosing to have the soup option.

The College will shortly be installing a card reader to register lunches taken instead of asking members to sign in. The card reader will use the University Card and more information will be made available in due course.

Students receive an allowance of 3 free lunches per term. You will be invoiced by the College on your battels for lunches taken in addition to your allowance. Students will be charged for guests brought to lunch at the guest rate. Your lunch allowances cannot be transferred to guests. Students who are outside fee liability do not receive the lunch allowance.

Charges for students

The table below gives the prices for 2014–2015 (prices correct at the time of going to print). The charges will only apply after you have used all of your allowances, and will be charged to your termly battels for both you and your guests.

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

While children are welcome to attend many events, there may be some that they are not able to attend and they must be accompanied by a responsible adult at all times. Please check the event details, or with Facilities before planning to bring children to College events.

For all dinners there is the choice of having dinner without alcohol at a reduced price. Please indicate at the time of booking if you do not wish to have alcohol at dinner. Unless otherwise indicated, it will be assumed that alcohol will be taken.

If bringing a guest to dinner, please provide the guest’s name at the time of booking as this is required for the seating plan.

When booking in, please be sure to indicate any dietary requirements (e.g. vegetarian, vegan, coeliac) for you or your guest(s); such requests can only be dealt with by prior arrangement. Vegetarian/vegan meals and special medically authorised diets can be catered for, and other requirements met within reason, and to the best of the ability of the kitchens – please contact the Facilities Office for further information.

<table>
<thead>
<tr>
<th>Student meal prices 14–15</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student</td>
<td>Guests</td>
</tr>
<tr>
<td>Lunch</td>
<td>5.50</td>
<td>8.00</td>
</tr>
<tr>
<td>Soup</td>
<td>3.00</td>
<td>4.25</td>
</tr>
<tr>
<td>Informal Dinner</td>
<td>5.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Guest Night</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Guest Night No Alcohol</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Brunch</td>
<td>5.00</td>
<td>7.50</td>
</tr>
<tr>
<td>Special Dinners &amp; Events</td>
<td>As advised via events email</td>
<td></td>
</tr>
</tbody>
</table>
Brunches

For those unfamiliar with the term, Brunch is a combination of breakfast and lunch eaten usually during the late morning or afternoon. Starting in Michaelmas Term 2014 Saturday and Sunday brunches will be available to students from 11am–1pm between 0th–9th weeks. These provide a friendly and relaxed way to enjoy your weekends.

The price of brunch is £5.00 for students, and children under 10. For all other guests it is £7.50.

It is not necessary to book in advance for brunch though please note we operate a cash only system for brunches. Brunches are not part of the student meal allowances.

<table>
<thead>
<tr>
<th>Event</th>
<th>Student free allowance</th>
<th>Dress code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>3 per term (may not be used for guests)</td>
<td>Informal</td>
</tr>
<tr>
<td>Lunch (soup option)</td>
<td>Included in lunch allowance above</td>
<td>Informal</td>
</tr>
<tr>
<td>Informal dinner</td>
<td>None</td>
<td>Informal</td>
</tr>
<tr>
<td>Guest Night Dinner</td>
<td>4 per term (may be used for guests)</td>
<td>Smart and academic gowns for students (not guests)</td>
</tr>
<tr>
<td>Brunch</td>
<td>None</td>
<td>Informal</td>
</tr>
</tbody>
</table>

Allowances are only available for students who remain within fee liability. Unused allowances may not be transferred between students.

College seminars

A number of College seminars take place in the course of the academic year. Details of seminars each term are circulated to College members by email and published on our website.

Students can present and discuss their research at the regular Colloquium events organised during term. See details on the Term Card.

Flag Days

You will sometimes notice the Kellogg flag flying which happens on designated days. The Card of events is illustrated with on days that have been selected as Flag Days.

Middle Common Room (Student Organisation)

The MCR organises many and varied social events throughout the year and meets once a term to discuss student issues within the College. The MCR President and other members of the elected committee represent the students at various College meetings.

The President and Fellows of the College welcome input on the future of the College from the MCR.

The MCR President for 2014–15 is Emma Moran.

MCR Constitution

If you would like to consult the MCR Constitution, please request a copy from the MCR President.

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 recent popular events include the Kellogg Challenge, Kellogg’s version of a pub quiz (with prizes!), termly wine-tasting evenings, a lively Ceilidh (Burns’ Night celebration), and a Summer Fayre.

Suggestions for new events are always welcome. Please make use of the suggestion cards at Reception to provide feedback/ideas or email: events@kellogg.ox.ac.uk.

Other College events

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Summary lunch and dinner allowances for students and dress code

<table>
<thead>
<tr>
<th>Event</th>
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</tr>
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<tbody>
<tr>
<td>Lunch</td>
<td>3 per term (may not be used for guests)</td>
<td>Informal</td>
</tr>
<tr>
<td>Lunch (soup option)</td>
<td>Included in lunch allowance above</td>
<td>Informal</td>
</tr>
<tr>
<td>Informal dinner</td>
<td>None</td>
<td>Informal</td>
</tr>
<tr>
<td>Guest Night Dinner</td>
<td>4 per term (may be used for guests)</td>
<td>Smart and academic gowns for students (not guests)</td>
</tr>
<tr>
<td>Brunch</td>
<td>None</td>
<td>Informal</td>
</tr>
</tbody>
</table>

Allowances are only available for students who remain within fee liability. Unused allowances may not be transferred between students.
■ 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 Middle Common Room 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. The OUSU Offices are situated at 2 Worcester Street, Oxford. Students are advised to get an ISIC card (International Student Identification Card), which entitles them to discounts at various shops in Oxford. Cards can be acquired from OUSU; take a photograph and your University card. OUSU’s website at www.ousu.org gives a great deal of useful information about the University and student life. OUSU is affiliated with the NUS (National Union of Students.)

The OUSU has a Mature Students’ Officer who can be contacted by email at maturestudents@ousu.org.

■ Work opportunities

The University Guidelines for paid work for Graduate students (both Full-time and Part-time) is available at: www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/educationcommittee/documents/notesofguidance/Oxford_Policy_on_Paid_Work_June_2013.pdf

There are opportunities to work at College in both paid, and voluntary, ways. 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, maybe applying to become a Junior Dean or Grace Sayer. We will let you know of these opportunities but, as ever, do ask College staff at any time.

■ College punt

College members may make use of a punt moored at the Magdalen Boat House (at the end of the High Street), 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. At the Boat House you will need to present your University Card and printed confirmation of your booking. If you return late you will disappoint and inconvenience those other members waiting to use the punt and you will be liable for a penalty of £20.

■ College merchandise

The College has a range of merchandise that carries the College crest – hooded tops, glassware, polo shirts, ties, scarves, cuff-links and much more. Merchandise can be paid for by debit/credit card, cash or arrangements can be made for the cost to be added to your battels. Examples of College merchandise are displayed in the main Reception area of the College if you would like to take a look. If you wish to purchase an item please contact the Finance Office:

• Tel: + 44 (0)1865 612022
• E-mail: financials@kellogg.ox.ac.uk.
Life outside your studies

We welcome all our students to College and hope all will feel at home. This year we are organising a number of Welcome Events during the weeks Friday 26 September – Friday 10 October. There will be cultural and informative events with opportunities to meet students, staff and Fellows of the College and these will be complemented by events run by the MCR – all of the events are designed to help you to adjust to life in Oxford and make the most of your time here. A schedule of events will be published on the Freshers’ WebLearn site and circulated by email. If you miss these events and have any questions about life in Oxford or would like a tour of the College please do contact the Academic Office academic.office@kellogg.ox.ac.uk. It is helpful to have at least 24 hours’ notice of a tour request. Tours are not available at weekends or on Bank Holidays.

Freshers’ Fair

The Freshers’ Fair, organised by the Oxford University Student Union (OUSU) is held in the Examination Schools on the 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. The Fair this year will be held on Wednesday 8 and Thursday 9 October 2014. Kellogg students will be able to attend on Wednesday 8 October 2014 and will need a wristband to gain admission. Wristbands for the Freshers’ Fair will be available from the MCR.

Sport

Taking part in any form of activity can help improve your fitness and general well-being. Research shows that physical activity can boost your self-esteem, 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

Oxford University Sport caters for everyone, from beginner to elite. There are over 85 recognised University sports clubs for you to join in addition to College clubs and teams. For further information, please visit www.sport.ox.ac.uk

Sport at Kellogg College

As a student at Kellogg College you will have access to the gym at Linacre College, which is a short walk away from Kellogg. Full-Time Membership is available to both part-time and full-time students and we have a special short-term membership available for students who stay in our short-
Life outside your studies

We have a close affiliation with Christ Church Boat Club enabling Kellogg students (men and women) the opportunity to row during your time at Oxford whether you are a beginner or 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.chchbc.org

We offer financial support to students for membership to University sports teams and funding for sports equipment purchases for use by Kellogg students.

To find out more about sport at Kellogg College, including information about Kellogg team sports and access to sporting facilities, please visit www.kellogg.ox.ac.uk/sport or email sports@kellogg.ox.ac.uk

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. These concerts are informal and showcase largely classical music by College members, though lighter music and jazz is welcome. The next concert will take place on Thursday 4 December 2014 in the Dining Hall and is preceded by a champagne reception.

If you would like to take part, require any information, or have suggestions for musical activities at Kellogg, do get in touch with Maximilian Buston, MCR Arts & Culture Officer (maximilian.buston@kellogg.ox.ac.uk) or visit the MCR website www.kellogg.mcr.com

Practice Facilities

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

The MCR Committee is interested to know how College can support the interests of student members so do get in touch with them if you have ideas or suggestions for other cultural and social activities.

Further information is available on our website at www.kellogg.ox.ac.uk/sport

To find out more about sport at Kellogg College, including information about Kellogg team sports and access to sporting facilities, please visit www.kellogg.ox.ac.uk/sport or email sports@kellogg.ox.ac.uk
Health and welfare

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 should you need it. One of the best places to find information is the University’s website www.ox.ac.uk/students/welfare

Oxford University Careers Service

The University Careers Service is located at 56 Banbury Road, Oxford OX2 6PA. 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, OX2 6HT. The Language Centre provides resources and services for members of the University who need foreign languages for their study, research or personal interest. There are courses available in nine languages and a Language Library (consisting of over 15,000 audio and video cassettes with accompanying text books in over 100 languages) and its Study Area (computer-based learning resources and audio/video study rooms) are available free of charge to students of the University.

To view the Language Centre opening times, please log on to www.lang.ox.ac.uk/aboutus/index.html and select the ‘Opening Hours’ link. You can contact the Language Centre:

- Tel: + 44 (0)1865 283360
- E-mail at: admin.lang@ox.ac.uk

Please note that 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 of successful completion.

Life outside your studies

Oxford University Careers Service

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Please note that 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 of successful completion.
Health and welfare

• 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.

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 the female doctors do get quite booked up, so you might have to wait a day or two 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 – 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 health care services can be found at:

• www.ox.ac.uk/students/welfare/health/services
• www.ukcisa.org.uk/content/2509/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, or for some alternative exam arrangements, based on medical grounds.

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 health care services. Some of these services are free and others have to be paid for.

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

If you are entitled to NHS treatment then the following services are provided free of 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
• vaccinations for travel, obtaining a sickness certificate (the GP surgery should have a list of charges for such services)
• dental treatment
• optical treatment

Kellogg College doctor/GP

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:

• All full 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.

www.19beaumontstreet.com

General Enquiries:
+44 (0)1865 240501

www.19beaumontstreet.com

General Enquiries:
+44 (0)1865 240501
### Dental services

If you are eligible for NHS treatment, you can receive your dental treatment at a reduced rate. Once you have registered with a doctor, you should register with a local dentist as soon as possible but do make sure that the dentist accepts NHS patients as some dentists only accept private patients.

Local dentists in Oxfordshire can be found by searching [www.nhs.uk/Service-Search/Dentist/LocationSearch/3](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](www.studental.co.uk)

### Local hospitals/accident and emergency departments

**John Radcliffe Hospital**  
[www.ouh.nhs.uk/hospitals/jr/default.aspx](www.ouh.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.

**Nuffield Orthopaedic Centre**  
(no Accident & Emergency department)  
- [www.ouh.nhs.uk/hospitals/noc/default.aspx](www.ouh.nhs.uk/hospitals/noc/default.aspx)  
- Tel: +44 (0)1865 741155  
- Windmill Road, Headington, Oxford OX3 7HE

**Horton General Hospital**  
- [www.ouh.nhs.uk/hospitals/horton/default.aspx](www.ouh.nhs.uk/hospitals/horton/default.aspx)  
- Tel: +44 (0)1865 275522  
- Oxford Road, Banbury OX16 9AL

**Churchill Hospital**  
(no Accident & Emergency department)  
- [www.ouh.nhs.uk/hospitals/churchill/default.aspx](www.ouh.nhs.uk/hospitals/churchill/default.aspx)  
- Tel: +44 (0) 1865 741841  
- Old Road, Headington, Oxford OX3 7LE

**Oxford University Hospitals NHS Trust (OUH)**  
- [www.ouh.nhs.uk/hospitals](www.ouh.nhs.uk/hospitals)

For medical advice in a non life-threatening situation, call 111. You can find out more information about the 111 service at [www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcare/services/Pages/NHS-111.aspx](www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcare/services/Pages/NHS-111.aspx)

### Vaccinations for meningitis C and mumps

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](www.ox.ac.uk/students/welfare/health)

You can find out what vaccinations are recommended before you arrive, namely for meningitis C and mumps at [www.ox.ac.uk/students/welfare/emergencies](www.ox.ac.uk/students/welfare/emergencies)

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

### Health and welfare support

If you have a disability of any kind, contact the Academic Administrator 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. The Academic Administrator who is also the College’s Disability Officer and Secretary to the Equality and Welfare Committee, can help you make the most of the many forms of support that are available while you are in Oxford.

The College site is accessible to wheelchair users. 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 by a Committee on a case by case basis. If you feel this may be of interest to you, please contact the Academic Administrator. You can talk to a number of College people who will help you find the information or support you need. These include the Academic Administrator, the Dean, the Junior Dean, your College Adviser, or the MCR Equality & Welfare representative.
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.

University of Oxford policies

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

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

The University’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 and 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.

Kellogg College and confidentiality

Here at Kellogg College we want to underline our respect for you as a student and any information, personal or otherwise, which you give us. On Kellogg's WebLearn site you can find Confidentiality: a very short introduction which explains how we handle confidential information.

Kellogg College Equality & Welfare Committee

Kellogg College Equality & Welfare Committee meets once a term, is chaired by the Dean, and includes student representation. Please contact the MCR’s Welfare and Equality Officer if there are issues that you would like raising at these meetings.

University facilities

Oxford University childcare nurseries

Matriculated students at the University are eligible to apply for a nursery place. The University’s nursery provision is oversubscribed and there is a long waiting list. Further information on applying for a nursery place can be found at: www.admin.ox.ac.uk/childcare/nurseryinformation

The University also works in partnership with playscheme providers to provide support for families during school holiday periods. Details on holiday playschemes can be found at: www.admin.ox.ac.uk/childcare/playscheme

Please contact Childcare Services directly if you have any queries: www.admin.ox.ac.uk/childcare/team

University Counselling Service

The University Counselling Service is located at 3 Worcester Street, Oxford OX1 2BX. Confidential individual and group counselling is offered to all students who are currently matriculated members of the University. For more information see their website: www.ox.ac.uk/students/welfare/counselling or email counselling@admin.ox.ac.uk

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 e-mail reception@counserv.ox.ac.uk.

In addition, there is the Nightline service based at 16 Wellington Square, which is open from 8.00 pm – 8.00 am daily from 0th – 10th week every term. The Helpline number is: + 44 (0)1865 270270 and the website is: users.ox.ac.uk/~nightln
Emergency contacts

You can contact University Security Services on 01865 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. fire, serious damage to property or loss of life).

Residents in College accommodation have access to the out of office contact information in case of emergencies. The contact telephone number is displayed on the noticeboards in the residences.

A full list of emergency contacts can be found at www.admin.ox.ac.uk/ouss/help

Alumni information

On completion of your course all students remain members of the College and automatically become part of the Alumni Association of the College. The College has a dedicated Development Office which is set up to look after alumni with a wide range of social, networking and fundraising opportunities in Oxford and abroad.

Kellogg College alumni benefits

As you graduate you will automatically become a member of the Kellogg College Alumni Association which has been established to promote lifelong links between the College and its alumni communities (geographic or subject specific). Membership of the Association is free and automatic.

Benefits of membership:

i. Continued membership of Kellogg College.
ii. Dining rights at College.
iii. Copies of College newsletters (in electronic format) unless requested otherwise.
iv. Invitations to College Gaudies (Annual reunions), the Annual Alumni weekend activities (in September) and other College lectures, seminars and events.
v. Use of College library, College bar, punt hire and other facilities.
vi. Preferential rates for the hire of College facilities such as meeting rooms, social space for events and private parties.

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

Alumni are encouraged to keep in touch with Kellogg via the College website, Facebook, Twitter, LinkedIn and other social media as they become available to College members.

Useful links:

• www.kellogg.ox.ac.uk/alumni
• www.alumni.ox.ac.uk
• www.careers.ox.ac.uk (to access resources for Alumni Job-seekers and Mentors)

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

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

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 a course.

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
**College email contacts**

All up-to-date contact information can be found on our website [www.kellogg.ox.ac.uk/people](http://www.kellogg.ox.ac.uk/people)

You may find the following general College email addresses useful:

- **bookings@kellogg.ox.ac.uk**
  To book to attend a College dinner/event (e.g. Guest Night Dinners or special events such as Burn’s Night)
- **enquiries@kellogg.ox.ac.uk**
  For all general enquiries to the College (e.g. regarding recruitment and scholarship decisions)
- **academic.office@kellogg.ox.ac.uk**
  For enquiries about admissions and student matters such as matriculation, graduation, and examinations
- **facilities@kellogg.ox.ac.uk**
  For enquiries about facilities and maintenance issues
- **events@kellogg.ox.ac.uk**
  Arrangements for events (room bookings, catering orders, table reservations, etc.)
- **accommodation@kellogg.ox.ac.uk**
  All enquiries regarding full and part time accommodation
- **alumni@kellogg.ox.ac.uk**
  For all Alumni enquiries
- **development@kellogg.ox.ac.uk**
  For enquiries concerning development, opportunities to support College fundraising
- **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, assistance with IT problems/issues.

**Useful services**

Thames Valley Police

[www.thamesvalley.police.uk](http://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).
For urgent medical help in situations that are not life threatening.

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

General enquiries:
+44 (0) 1865 27294
Emergency:
+44 (0) 1865 289999

National Rail Enquiries
www.nationalrail.co.uk
For timetable enquiries for national rail services
Tel: 0845 48 49 50

First Great Western
www.firstgreatwestern.co.uk
For information on rail services between Oxford and London, and within the South East, South West, West Midlands and South Wales
Tel: 08457 000 125

Taxis
(The provision of these numbers does not constitute College recommendation)
• ABC Radio Taxi Oxford
  01865 242424 or 770077
  www.radiotaxisoxford.co.uk
• 001 Taxis
  01865 240000
  www.001taxis.com
• Royal Cars
  01865 778866 or 77333
  www.royal-cars.com
APPENDIX I
COLLEGE STUDENT REGULATIONS

[Last revised May 2014 – subject to approval by Governing Body]

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 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 Advisor 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 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. 60-62 out of office hours by requesting from

the Facilities Office a key to the building. This will give access to

the Library/Student Workroom, the MCR (Richardson Room), and student kitchen. Keys should be guarded carefully and the Facilities Office informed immediately if they are misplaced. Graduate members will be charged for the replacement of lost keys (currently £20 but subject to revision).

iv. When using 60–62 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 and lock any windows and to lock the doors to rooms used and to the outside 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 WebLearn site and is contained in the Student Handbook (formerly Notes for Students).

3. College Records, Fees & Examinations

i. College Records

(a) The College’s Personal Data Form must be completed and returned to the Academic Office before Matriculation. This will include: full name, address as of 1 October (normally in Oxford if a full time student) contact telephone numbers, e-mail address(es), next of kin, and any dietary requirements.

(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/e-mail address must be notified immediately to the Academic Office and updated on the University’s student system via Student Self-Service.

ii. Fees/Battels/Accommodation payments

Fees are due by the end of 0 Week of the term. Invoices will be sent to all graduate members normally one month before. (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.oxforduniversitystores.co.uk).

(b) Graduate members who are out of fee liability, but are still on course, will be charged a continuation charge. This is currently £100 per term but may be subject to change.

(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 Manager immediately.

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

(h) Where battels (charges for lunches, dinners etc) remain unpaid, the College may revoke a student’s 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 resubmitted, save that the Finance Manager 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.

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.

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.

Examinations

(a) Graduate members are required to enter their own names for examinations. Arrangements for receiving examination forms vary from course to course. It is the graduate member’s responsibility to ensure that they understand the procedure to follow. 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.
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

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.

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 e-mail, 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.

4. Such action will be undertaken only in accordance with these regulations.

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

6. 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.

7. (1) Persons may make use of university facilities only with proper authorisation.
   (2) ‘Proper authorisation’ in this context means prior authorisation by the appropriate officer, who shall be the Chief Information Officer or his or her nominated deputy in the case of services under the supervision of IT Services, or the nominated college or departmental officer in the case of services provided by a college or department.
   (3) 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.

8. Authorisation will be specific to an individual.

9. Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person.

10. Users are not permitted to use university IT or network facilities for any of the following:
   (1) any unlawful activity;
   (2) 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 when the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board (or, if the user is the head of a department or the chairman of a faculty board, from the head of his or her division);
   (3) the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University’s Code of Practice on Harassment;
   (4) the creation or transmission of defamatory material about any individual or organisation;
   (5) the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;
   (6) the sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person;
   (7) the transmission, without proper authorisation, of e-mail...
to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
(8) 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;
(9) 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 without specific authorisation;
(10) 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;
(11) the deliberate or reckless undertaking of activities such as may result in any of the following:
(a) the waste of staff effort or network resources, including time on any system accessible via the university network;
(b) the corruption or disruption of other users' data;
(c) 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;
(12) 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.
13. Software and computer-readable datasets made available on the university network may be used only subject to the relevant licensing conditions, and, where applicable, to the Code of Conduct published by the Combined Higher Education Software Team ('CHEST').
14. 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 person or body entitled to give it.
15. (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 person 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.
16. Any person 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 'Statement of IT Security and Privacy Policy'.
17. Users shall at all times endeavour to comply with guidance issued from time to time by IT Services to assist with the management and efficient use of the University's ICT facilities.
18. 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 with 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
(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 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 must endeavour to comply with guidelines published by IT Services or other relevant authorities.

(b) It is not permitted to offer commercial services through Web pages supported through the university network, or to provide ‘home-page’ 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 person 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 Head of IT Services.

(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 the college, section or department concerned.

19. (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 42 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar (as the case may be) shall think proper in the circumstances.

Examining Users’ Data

20. 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.

21. (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.

22. (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,
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.ict.ox.ac.uk/oxford/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 www.ict.ox.ac.uk/oxford/rules/p2p.xml