Message from the Senior Tutor

First of all I should like to express my sincere thanks to all who are taking on the role of College Advisor this year, whether for the first time or following on from previous years. The role of College Advisor is one to which Kellogg attaches great importance. It may define a student’s experience of Oxford and may create a lifelong affinity with the College.

The Advisor role involves being available for consultation, whether in person, by e-mail, or Skype, to support and encourage the student during their programme of study. The form that such support may take will vary according to the needs of the student: some may need to discuss the difficulties that they experience with their Department or supervisor. Others may need advice on personal or coping matters; others again may need to seek help with health or financial issues. Of course, it is recognised that advisors won’t always know the answers to questions, and some student concerns may require reference to the Academic Office or to me as Senior Tutor. Do note that I and the Academic Administrator, Sarah O’Brien, will be happy to talk to any Advisor who has concerns, particularly those relating to student progression or welfare.

The purpose of this Handbook is to provide new Advisors with some basic guidance, and for experienced Advisors it acts as an aide-memoire. We hope that it will be useful in offering pointers for dealing with common problems.

The key issue in the first term is to contact the students who have been assigned to you as their Advisor. This can sometimes be frustrating because not all students will respond. Yet for those who do, flexibility and contactability on the Advisor’s part will enhance their prospects of successful progression through their studies. In addition, if as an Advisor you are unavailable or not contactable during a particular term, do let us know so we can reassign your students accordingly.

If you would like to make any suggestions on how we can improve this handbook, please contact Patrick Holmes, Assistant Academic Administrator via academic.office@kellogg.ox.ac.uk.

Dr Yasmin Kahn, Senior Tutor
The role of the College Advisor

Every graduate student at Oxford has a College Advisor, who is usually an academic member of their College. The role of the College Advisor is additional and complementary to that provided in the student's Department or Faculty. The College Advisor is not expected to perform the role of the Department or Faculty Supervisor(s), or to be responsible for directing student’s academic work. Rather, the intention is to provide a focal point for an individual student’s relationship with the College, and general academic or pastoral advice and assistance throughout the student’s course of study.

Key aspects of the role of College Advisor

A College Advisor should:

- Meet all full-time advisees in their first term of residence, or as early as is feasible
- Establish a basis for future contact (e.g. in person once a term)
- Offer the opportunity to all full-time Postgraduate Taught (PGT) students to meet at least once a term
- Offer other graduate students an opportunity to meet at least once a year
- Initiate contact directly (upon receipt of advisee allocation from the Academic Office) by, for example, sending an email, offering a date for advisees to drop in, meet over lunch/informal dinner in college, at a seminar or other college event or at the Advisor’s or advisee’s department.
- Encourage advisees to make contact as and when they need advice or help, while also directing to other College Officers as necessary (for example the Senior Tutor, Academic Administrator, and Dean)
- Offer Skype meetings to advisees if this is more convenient to them than meeting in person
- Maintain email contact with advisees, where meeting in person is not feasible.

Problem-solving, advice and pastoral support

A College Advisor may:

- Offer advice (where and if possible) on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans.
- Provide pastoral support, including on health, financial, personal or coping issues and direct students to appropriate contacts/services for assistance.
- Refer students as necessary to the appropriate College/University resources, such as the College’s research and travel grants, the College Hub, and the Library.

The Academic Administrator, Sarah O’Brien, is always available to discuss any Advisors’ concerns about their advisees or to advise the student about support or programme progression requirements if referred to the Academic Administrator.
Progress monitoring of College Advisees

- Advisors should view all their advisees’ termly supervision reports in GSR and record how many times you have met with them (including via Skype) in that term.
- Discuss with students any problems or difficulties they may be experiencing in their Department or Faculty and/or with their Supervisor.
- Consult the Senior Tutor if there are concerns about the student’s academic progress and if a student appears to be experiencing difficulties with academic work.
- Participate as required in the College’s annual progress meetings which are offered to all students.

Kellogg’s expectations of College Advisors

New students and Induction (Michaelmas Term)

Most advisors will be allocated a number of new students as advisees before the start of Michaelmas term. The College arranges a programme of induction and orientation activities (Welcome Weeks) in advance of the start of term, which new students are invited to attend and to which College Advisors are also invited.

Some advisors will be assigned new advisees at the start of Hilary and Trinity Term also. There are a small number of courses that have a Hilary Term intake and there will also be reassignments when advisors leave the college or take sabbatical or maternity/paternity leave etc.

Contact and meetings with Advisees

You will receive a list of the students who have been allocated to you, along with their email addresses (where available) so that you can make contact with them, and arrange a suitable time to meet. If you will not be in Oxford at the start of term, you should introduce yourself to your new advisees by e-mail and arrange to meet on your return. Most commonly at Kellogg, Advisors and advisees may arrange to meet over lunch in College. You and your advisee may prefer to make other arrangements such as meeting over coffee in the College Hub or elsewhere. If a meeting in person cannot be conveniently arranged, you should offer a Skype or telephone meeting as an alternative. This can be particularly appropriate for part-time students who may not be physically in Oxford until considerably far into their course.

Regular contact with your advisees is recommended, particularly for those on one-year programmes so College asks that you aim to meet your advisees on a termly basis. If it proves difficult to arrange an in-person or Skype meeting, then College asks that you maintain contact by e-mail.

Where an Advisor will be unavailable for a whole term/year (i.e. due to a sabbatical) they should inform the Academic Office in the term prior to commencement of the sabbatical to allow sufficient time to reallocate their advisees.
Supervision reports in the Graduate Supervision Reporting system (GSR)

Students are invited to comment on their progress through GSR on a termly basis (this is a mandatory requirement for students within the MPLS Division) and once during the long summer vacation for research students and some taught. Departmental Supervisors then add their comments and then the Department’s Director of Graduate Studies (DGS) and Course Director for the programme may also provide a comment.¹

The Academic Office will email you on a termly basis to direct you to log-in to GSR, review the reports available for each of your advisees, and record how many times you have met with them that term. Please note that for GSR reporting purposes a meeting via Skype/phone can be counted along with meetings in person.

You are asked to alert the Academic Office to any problem, query or issue that you think that College should be aware of. As a matter of course, the Academic Office will follow up on any reports with a concern that is ‘flagged’ by either the student, supervisor or DGS but there may be some issues which are apparent only following a close reading of the report.

If a report is not available for your student, it means that no party has entered a report. While it isn’t usually mandatory for students to submit a GSR report, it is a valuable opportunity to address progress and, should there be problems, the Proctors and other parties may use GSR reports to find out if these have been raised previously. If any of your advisees have not submitted a GSR report please encourage them to do so at the next opportunity, as this is a valuable way to find out if a course is going well and, should that not be the case, it is important that the situation be addressed as early as possible during the student’s course of study.

Academic Committee review of termly flagged reports

The Senior Tutor presents a short paper summarising any issues or problems apparent from flagged reports as follows:

- Michaelmas Term Week 5 – any issues from the flagged reports of the prior Trinity Term.
- Hilary Term Week 5 – any issues from the flagged reports of Michaelmas Term.
- Trinity Term – Week 5 – any issues from the flagged reports of Hilary Term.

Discussion of flagged reports enables the Academic Committee to identify any trends or recurring issues, and to consider the ways in which College may address such issues.

¹ PGCE students are not allocated a supervisor so the PGCE administrative team provide a report of the assessment requirements each term.
**Pastoral Support**

**Academic Support**

As a College Advisor you are not expected to replace the Departmental Supervisor or to give detailed academic feedback. However, a student may approach you with more generic academic queries, for example, doctoral milestones or coping with exams. Students may also ask for advice if they have performed poorly in exams or assessments. You may wish to either discuss cases or refer them to the College’s Academic Administrator or Senior Tutor for advice with welfare or academic matters.

**References and Careers**

College Advisors would not normally be expected to provide academic references, as others are better placed to do so. They might, however, provide a reference for other purposes, such as a Junior Deanship or a character reference.

Students may ask for advice about pursuing an academic or other career. In addition to any advice you can give, you can direct them to the University’s Careers Service: [http://www.careers.ox.ac.uk/](http://www.careers.ox.ac.uk/)

An Advisor from the Careers Service attends the Academic Life session in the Welcome Weeks of Michaelmas Term.

**Financial support/assistance**

A student may contact you about financial issues. Please refer them to the Academic Administrator in the first instance, who can discuss any issues and advise them on available support (University Hardship Fund for example).

General advice on money management can be found at [http://www.ox.ac.uk/students/fees-funding/assistance/managing-finances](http://www.ox.ac.uk/students/fees-funding/assistance/managing-finances)

A sense of how graduate living costs vary can be found at [http://www.ox.ac.uk/students/fees-funding/living-costs/graduate-profiles](http://www.ox.ac.uk/students/fees-funding/living-costs/graduate-profiles)

**Kellogg College Research Support Grant**: Students at Kellogg are eligible to apply for a College Research Support Grant to assist with unexpected expenses incurred as they undertake their research or take up programme-related/career development opportunities. The grant is applied broadly with typical examples of expenses including specialist software, specialist library fees, publications, data collection and purchase of research equipment. The grant does not help with anticipated expenses such as travel to attend classes/lectures, or a laptop. Students on one year full-time masters’ courses, or part-time masters’ courses, can make one application of up to £250. Students on two year full-time masters’ courses, such as an MPhil, are able to make one application per year of up to £250 per annum. DPhil students may apply for up to £500 per annum and are able to make a maximum of three applications in total, during years of fee liability.
Kellogg College Travel Grants: All DPhil and MPhil students are eligible to apply for a Kellogg College Travel Grant. These funds exist to help students meet travel, registration and attendance costs when presenting their work at conferences, or to help meet the travel expenses of research trips.

Further details on applying for Research Support Grants and Travel Grants are available on the College’s WebLearn site.

Community Engagement Awards: All Kellogg College students are able to be considered for a Kellogg College Community Engagement Award. These awards are given to students with a demonstrated commitment to community engagement and academic excellence. Examples of community engagement include, but are not restricted to, disseminating research to the public such as in schools, a research-related blog with proven interest in its content, developing new applications, and engaging with wider media such as through an exhibition or use of social media. Successful recipients of a Kellogg College Community Engagement Award will receive £250 in recognition of their achievements.

Health and Welfare

If a student contacts you about a health issue that is affecting their academic progress, please refer them to the Academic Office. It may be that the student needs to take time out of their studies (suspending studies for a period of time) and the Academic Office can discuss possible options.

- The College Surgery is 19 Beaumont Street Surgery. ([http://www.19beaumontstreet.com](http://www.19beaumontstreet.com)) All full-time students are directed to register with the Beaumont Street Surgery at the start of their studies at Oxford. Part-time students living elsewhere in the UK are advised to remain with their home practice.

Advisors are asked to be supportive of students encountering difficulties but they are not expected to act as professional counsellors. If students have a particular need for support, they may wish to discuss this first with either the Academic Administrator, who is also responsible for any matters relating to disability and welfare, or with the Dean or Senior Tutor. Other sources of support include the free University Counselling Service, the student-run helpline and drop-in service Nightline; or the Student Advice Service at the Oxford University Student Union (OUSU), in addition to any of the College Officers.

If a personal issue is affecting or is likely to affect the student’s studies, please encourage them to let the College know, or allow you to report it on their behalf, via the Academic Administrator or the Senior Tutor.

Useful health and welfare information, including a list of emergency contacts, can be found on the College website [http://www.kellogg.ox.ac.uk/life/health-welfare-disability/](http://www.kellogg.ox.ac.uk/life/health-welfare-disability/)
University Counselling Service

http://www.ox.ac.uk/students/welfare/counselling
3 Worcester Street, Oxford, OX1 2BX
Tel: 01865 270300
Email: counselling@admin.ox.ac.uk

During term (Weeks 0-9) reception is open 09:00–17:00, Monday–Friday. For pre-arranged appointments the Service remains open until 20:00 Monday – Thursday.

Nightline

http://users.ox.ac.uk/~nightln/
16 Wellington Square
Tel: 01865 270270
Skype: oxfordnightline

The service is available from 8pm-8am, seven days a week during term (Weeks 0-9).

Student Advice Service at OUSU

http://ousu.org/advice/student-advice-service/
2 Worcester Street, Oxford, OX1 2BX
Tel: 01865 288466
Email: advice@ousu.ox.ac.uk

Students may drop in to the Student Advice Service on: Mondays 10:00 – 12:00; Wednesdays 12:00 – 14:00; Friday 14:00 – 16:00.

What a College Advisor may expect of their advisees

The Academic Office notifies all students of the name and email address of their College Advisor and encourages them to make contact.

It is reasonable to expect students to reply to your emails and to follow up on an invitation to meet, at least initially if their timetable allows. You may not receive a response from all of your advisees; this is common. However, please do make every effort to ensure that they know you are available and willing to meet as advisees may well look to you for support if they experience difficulties. If you do not hear back from an advisee it is worth checking with the Academic Office that the contact e-mail address is correct.

It is worth bearing in mind that students have varied timetables so it may take some time to agree a mutually convenient time to meet. In regard to part-time students whose course attendance requirements vary widely, we recommend that Skype meetings are offered as an alternative where a timely in-person meeting is not achievable. An in-person meeting should still be offered during a time they are in Oxford.
**College Contacts**

**Academic Administrator**
Sarah O’Brien
Email: sarah.obrien@kellogg.ox.ac.uk
Tel: 01865 (6)12007

For enquiries relating to disability, ill health, welfare matters affecting study, and financial hardship

**Senior Tutor**
Yasmin Khan
Email: senior.tutor@kellogg.ox.ac.uk
Tel: 01865 (2)80888

All issues relating to and affecting progress – please contact Sarah O’Brien, Academic Administrator, in the first instance to arrange an appointment with the Senior Tutor.

**Dean**
Alistair Ross
Email: alistair.ross@kellogg.ox.ac.uk
Tel: 01865 (2)70384

Alistair can be contacted with any welfare or pastoral concerns.

**Equality and Harassment Advisors**
Alison MacDonald
Email: alison.macdonald@kellogg.ox.ac.uk

Richard Stevens
Email: richard.stevens@kellogg.ox.ac.uk

**Academic Office**
Email: academic.office@kellogg.ox.ac.uk
Tel: 01865 (6)12008; (6)12002, (6)12006

For all general student enquiries including induction arrangements, matriculation, collecting University Cards, visa/passport scanning.

**Accommodation**
Accommodation Officer, Charlotte Orton
Email: accommodation@kellogg.ox.ac.uk
Tel: 01865 (6)12025

For all enquiries relating to residential (long-term) and short-stay accommodation.

**Financial Matters**
Finance Officer – Pete Silverwood
Email: financials@kellogg.ox.ac.uk
Tel: 01865 (6)12041