Kellogg College is closed from 1pm on Friday 20 December 2019 until Thursday 2 January 2020.

The Academic Office will reopen on Thursday 2 January 2010 but with limited staff until Monday 6 January 2020. If you are concerned about your studies you can take the following steps in preparation for the Academic Office re-opening when it will respond to emails sent to academic.office@kellogg.ox.ac.uk

**You are worried that you may miss a submission deadline**

Email a short statement to academic.office@kellogg.ox.ac.uk about the circumstances beyond your control that are/have prevented you from making progress.

Include details of the work including its title, its date and place of submission (eg. Exam Schools, WebLearn, the department)

Propose a new date based on the amount of time lost for circumstances beyond your control.

Provide independent evidence supporting the application – more information about evidence is below.

**You are worried that you will not be able to attend an exam or have missed an exam**

If the reason preventing you from attending an exam is medical, you must see a doctor and obtain a medical certificate as you will need this for College to make an Exam Excusal application on your behalf.

If you are prevented from attending an exam for other urgent cause, you will need to obtain independent evidence of these unavoidable circumstances.

Please email academic.office@kellogg.ox.ac.uk with a short statement, details of the exam in question, and independent evidence. When college reopens, we will make an application to the Proctors for excusal at the exam. These are for exceptional reasons only.

**You have encountered circumstances that have adversely affected your studies**

If you have encountered circumstances beyond your control that you believe may have adversely affected your performance, college can make a mitigating circumstances application on your behalf so that your examiners are able to consider these circumstances at their Exam Board meeting. This should be made as near to the circumstances in question as possible but can be at any time before results are known.

You can find more information at https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1 In such cases please email academic.office@kellogg.ox.ac.uk requesting the form that you will need to complete for college to submit your application.
If you have a graduate progression form that needs signing by the College

These are GSO forms and cover a number of eventualities such as applications for Transfer of Studies or to Suspend your studies. These need to be completed by you and your Supervisor before being sent to college. The Academic Office can endorse these forms by email so please send to academic.office@kellogg.ox.ac.uk or bring it into the Academic Office in person if you prefer when it reopens.

More information about independent evidence

Supporting evidence needs to be:

Relevant – relating to the time period affected

Contemporary – produced close in time to the period affected, ensure it is dated.

Independent – coming from a source that is not yourself or family i.e. medical professional, professional services such as the University’s Counselling Service or Disability Advisory Service, statement from the police or solicitor or employer.

Specific – it should explicitly relate to the impact of your circumstances on your academic progress.

Written in English – or professionally translated.

There is further useful information available on the University’s website https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1

Academic Office

December 2019