



Kellogg College

University of Oxford

**Kellogg College
Handbook for College Advisors
2021-2022**

Message from the Senior Tutor

Thank you very much for taking on the role of College Advisor, whether for the first time or after many years. The role of College Advisor is one to which Kellogg attaches great importance, and this year, during the ongoing Covid-19 crisis, it becomes more important than ever.

The Advisor role involves being available for consultation, whether via MS Teams, by e-mail, or in person if social distancing restrictions allow, 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. Again, this year, the effort to reach out by an advisor to could make all the difference to the student experience of Oxford. 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.

Finally, a reminder that all the details about the University response to Coronavirus are available on a website which is constantly being updated with the latest information www.ox.ac.uk/coronavirus

If you would like to make any suggestions on how we can improve this handbook, please contact Jessica Pearson, Student Support and Records Officer, via academic.office@kellogg.ox.ac.uk.

Dr Yasmin Khan, 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 and should not be the same person. 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:

- Offer to meet all advisees in their first term of residence, as early as is feasible, this could be achieved via MS Teams.
- Some advisors have offered group meetings in the past. If you offer group opportunities to meet, please be mindful of any ongoing Covid-19 restrictions. Whether in person or online, it is important to please ensure advisees have an opportunity to meet individually as they may wish to raise sensitive matters.
- Establish a basis for future contact (e.g. in person once a term or via MS Teams)
- 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 and offering a date(s) to meet advisees. This could be over lunch/informal dinner in college, at a seminar or other college event or at the Advisor's or advisee's department. Please continue to offer meetings on MS Teams alongside in-person meetings if they are practicable These may be particularly convenient for part time students or those unable to attend Oxford.
- 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)
- Maintain email contact with advisees where it is not feasible to arrange a meeting.

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.¹
- Refer students as necessary to the appropriate College/University resources. The College's Student Handbook includes information on a range of topics and directs to the relevant University pages.

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 online meetings) in that term. It is not possible to submit written comments.
- Discuss with students any problems or difficulties they may be experiencing in their Department or Faculty.
- 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. For Michaelmas Term 2021, the programme of induction and orientation activities (Welcome Weeks) will be offered in person and online and all students will be invited to participate.

Some advisors will also be assigned new advisees at the start of Hilary and Trinity Term. While this might be due to reassignments when advisors leave the college or take a period of sabbatical or parental leave, please be aware that there are a small number of courses that have a Hilary Term intake so some of these advisees may be new students to College.

¹ More detailed information about available support for students is provided later in this handbook, a list of the College Wellbeing representatives can be found [here](#).

Contact and meetings with Advisees

Following the receipt of a confirmation advisee allocation email, which will list of your advisees and their email addresses (where available), please send them a welcoming email to introduce yourself and to arrange a suitable time to meet. We recognise that, during 2021-22 it might not be possible to arrange in-person meetings with advisees in the same way as previous years, so please also offer advisees the option to meet on MS Teams either alongside, or instead of, in-person meetings. This may be particularly convenient for those students who may not need to come to Oxford until later in their course. You may need to consider the time-zone in which the student is living and working.

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 a meeting in-person or on MS Teams, 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 all research students within the MPLS Division) and once during the long summer vacation for research and some taught students. Departmental Supervisors, the Department's Director of Graduate Studies (DGS) and Course Director for the programme are also able to provide a comment on the student's progress.²

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 MS Teams/phone can be counted along with, or instead of, 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' as a major or severe concern 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

² PGCE students are not allocated a supervisor so the PGCE administrative team provide a report of the assessment requirements each term.

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

A short paper is presented to Academic Committee 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 and Long Vacation.
- 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.

College 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. If students ask you to complete a Graduate Studies Office (GSO) form to apply for course milestones, e.g. to apply for confirmation of status or in response to an exceptional circumstance, e.g. application for suspension of status, Please ask them instead to send the GSO form to the Academic Office who are able to review forms on behalf of the Senior Tutor.

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: www.careers.ox.ac.uk

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).

The Academic Administrator emails all students every term explaining the financial support that is available to them. Students should be encouraged to refer to these emails as a valuable source of information.

General advice on money management can be found at www.ox.ac.uk/students/fees-funding/assistance/managing-finances

A sense of how graduate living costs vary can be found at www.ox.ac.uk/students/fees-funding/living-costs/graduate-profiles

Kellogg also has a number of student grants and awards available, more information is available in the [Student Handbook](#). Kellogg College also has a Progress Scholarship for Kellogg Students who are considering full-time DPhil studies, having completed a Masters at Kellogg, and who select Kellogg as their first choice college. Details of scholarships and awards are on the Kellogg website.

Kellogg College Research Support Grant

All Kellogg students are eligible to apply for the Kellogg 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, internships (completed before the last component of your course is finished) and fieldwork expenses. The grant does not help with anticipated expenses such as travel to attend classes/lectures, or a laptop. The maximum amount that can be awarded is dependent on the student's programme type. DPhil students can apply for a maximum of £1000. MPhil students can apply for a maximum of £500. Masters students can apply for a maximum of £250. Students can only make one application per year and all application must be made within 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. All awards will be for a maximum of £750 and only one application may be made per annum and a maximum of three applications may be made in total during years of fee liability.

Further details on applying for Research Support Grants and Travel Grants are available in the College's Student Handbook.

Hardship funding

The termly financial support email includes information about hardship funding for those students facing unexpected hardship. They are able to discuss their circumstances in confidence with the Academic Administrator at any time.

The University has indicated that they will continue the COVID-19 Assistance Fund (CAF), previously COVID-19 Hardship Fund (CHF) during 2021/22 academic year. All details will be included in the termly Financial Support email from the Academic Administrator. www.ox.ac.uk/students/fees-funding/assistance-fund

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 available. The College Surgery is 19 Beaumont Street Surgery. (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.

Covid-19 Any student concerned that they might have Covid-19 should contact the University's free testing service. Information about this and other important Covid-19 factors can be found at www.ox.ac.uk/coronavirus. While waiting for results students should self-isolate in liaison with their accommodation provider. Students should let college know by email to covid@kellogg.ox.ac.uk, and use this email address for any Covid-19 concerns, so that college can help them should they need support.

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. There is free mental health support available at Togetherall. Students with disabilities should be encouraged to make contact with the University's Disability Advisory Service to access support.

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 www.kellogg.ox.ac.uk/kellogg-college-experience/health-wellbeing-and-disability/

University Counselling Service

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

<https://oxford.nightline.ac.uk/>

16 Wellington Square

Tel: 01865 270270

Skype: oxfordnightline

The service is available from 8 pm-2 am, Mondays to Thursday and Saturday and 8 pm–8 am Fridays and Sunday term time (Weeks 0-9).

Student Advice Service at OUSU

www.oxfordsu.org/support/studentadvice/

4 Worcester Street, Oxford, OX1 2BX

Email: advice@oxfordsu.ox.ac.uk

The advisors are currently working remotely but are offering advice by email. There is a phone service available during limited periods. More information about this is available on their website.

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 meetings on MS Teams are offered as an alternative where a timely in-person meeting is not achievable.

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: yasmin.khan@conted.ox.ac.uk

Tel: 01865 (2)80888

All issues relating to and affecting progress. Drop in 'office hours' on MS Teams, 1pm - 4pm every Thursday in term-time. Please feel free to book an appointment or to call without an appointment during these hours; students can also drop-in.

Dean

Tara Stubbs

Email: tara.stubbs@conted.ox.ac.uk

Tel: 01865 (2)80995

Tara can be contacted with any welfare or pastoral concerns.

NB Kellogg's Acting Dean for Michaelmas Term 2021 is Nihan Akyelken who can be contacted on nihan.akyelken@conted.ox.ac.uk

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 – Kenny Isaac

Email: financials@kellogg.ox.ac.uk

Tel: 01865 (6)12041