



Kellogg College

University of Oxford

**Kellogg College
Handbook for College Advisors
2024-2025**

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. It often defines a student's experience of Oxford, and may help to create a lifelong affinity with the College.

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 Registrar 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-mémoire. 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. An advisor's effort to reach out could make all the difference to the student's experience of Oxford. The effort can sometimes be frustrating because not all students will respond. Yet for those who do, flexibility and accessibility 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 Carina Klingenberg (Academic Registrar), via academic.office@kellogg.ox.ac.uk.

Sandie Byrne, Senior Tutor

Contents

The role of the College Advisor	4
Key aspects of the role of College Advisor	4
Problem-solving, advice and pastoral support	4
Progress monitoring of College Advisees.....	5
Kellogg's expectations of College Advisors	5
New students (Michaelmas Term)	5
Contact and meetings with Advisees.....	5
Supervision reports in the Graduate Supervision Reporting system (GSR).....	6
College Support	6
Academic Support.....	6
References and Careers.....	6
Financial support/assistance.....	7
Health and Welfare	7
University Counselling Service.....	8
Nightline	8
Student Advice Service at OUSU	8
What a College Advisor may expect of their advisees	8
College Contacts.....	9

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 to offer general academic or pastoral advice, and to signpost the student to relevant services. The College Advisor is not expected to perform the role of a Supervisor, and is not responsible for the student's academic work.

College will be offering training and support sessions for College Advisors which all Advisors are able to attend. From Michaelmas Term 2024, Advisors will be assigned students from across all programmes of study, rather than from within a broad subject area.

Key aspects of the role of College Advisor

A College Advisor should:

- Offer to meet all advisees in their first term, as early as is feasible, this could be achieved via MS Teams. This can be done as a group meeting, but you should ensure that your advisees have the chance to meet you 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 graduate students to meet at least once a term.
- Initiate contact directly by, for example, sending an email and offering a date(s) to meet advisees. Please continue to offer meetings on MS Teams alongside in-person meetings if they are practicable. Online meetings can 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 Registrar, and Dean/Welfare 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.

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](#).

The Academic Registrar 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 Office.

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

As College Advisors, it is your responsibility to inform the Academic Office of any changes which may have an impact on your ability to act as an advisor (e.g., change in College membership, period of extended leave, becoming a Course Director). If you will be unavailable for a whole term/year (for example, due to a sabbatical), you should inform the Academic Office in the term prior to commencement of your leave to allow sufficient time to reallocate their advisees.

New students (Michaelmas Term)

Most advisors will be allocated a number of new students as advisees before the start of Michaelmas term.

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.

Contact and meetings with Advisees

When you receive the email which lists 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. Please also offer advisees the option to meet on MS Teams either alongside, or instead of, in-person meetings. 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.

Supervision reports in the Graduate Supervision Reporting system (GSR)

Students are invited to comment on their progress through GSR on a termly basis and once during the long summer vacation for research. 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 Senior Tutor 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 usually isn't 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.

College Support

Academic Support

As a College Advisor you are not expected 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 Registrar 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.

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

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 Registrar in the first instance, who can discuss any issues and advise them on available support (Oxford Financial Assistance Fund for example).

The Academic Office emails all students every term explaining the financial support that is available to them.

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

Kellogg has some limited grants available, this can be found at <https://handbook.kellogg.ox.ac.uk/financial-information/grants-awards-and-scholarships/>

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 academic.office@kellogg.ox.ac.uk. 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.

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 Registrar, who is also responsible for any matters relating to disability and welfare, or with the Welfare 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. The Counselling Service has also teamed up with [Togetherall](#) (NHS-approved service) to provide mental health support 24/7 to students, wherever they are in the world. 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 Registrar 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-8 am Mondays to Sundays during term time (Weeks 0-9).

Student Advice Service at OUSU

www.oxfordsu.org/advice-wellbeing/

4 Worcester Street, Oxford, OX1 2BX

Tel: 07436 225630

Email: advice@oxfordsu.ox.ac.uk

More information about a range of topics 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 Registrar

Carina Klingenberg

Email: carina.klingenberg@kellogg.ox.ac.uk

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

Senior Tutor

Sandie Byrne

Email: senior.tutor@kellogg.ox.ac.uk

All issues relating to and affecting progress.

Dean

Andrew Martin

Email: andrew.martin@cs.ox.ac.uk

Issues relating to discipline matters.

Welfare Dean

Clare Bankhead

Email: welfare.dean@kellogg.ox.ac.uk

The Welfare Dean 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, University Cards, visa/passport scanning.

Accommodation

Accommodation Team

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