



**Kellogg College**  
University of Oxford

## Kellogg Student Bursary Guidance

Kellogg students may apply for bursaries under two routes. This note provides further clarification to support your application.

### Route 1: Research and career development

This route supports academic and professional development activities such as:

- Attending conferences
- Taking short courses and training related to your area of study
- Purchasing specialist software
- Memberships and subscriptions

### Not covered under Route 1:

#### 1. General Living and Personal Costs

Examples: Rent, groceries, meals, commuting to work placements, expected travel to Oxford.

#### 2. Standard IT Equipment

Examples: Laptops, mobile phones, SIM cards, device repairs.

#### 3. Non-Specialist Software and Tools

Software that is not course-specific or essential for academic research.

Examples: Grammarly, Zotero, Mendeley, etc.

#### 4. AI Tools

Subscriptions or tools related to artificial intelligence.

Exceptions may apply only if the tool is essential for an AI-focused course. This is will be assessed on a case-by-case basis.

#### 5. Extracurricular Activities

Activities not directly tied to academic or professional development.

Examples: MBATs, sporting events.

#### 6. Research Participant Compensation

Paying individuals to take part in research.

Examples: Gift cards or cash incentives for survey participants.



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## Route 2: Travel Grants

This route is exclusively for students who are presenting at a conference or travelling to conduct fieldwork.

### Conferences

Students must be *presenting academic work* to be eligible under this route.

**Eligible:** Delivering a paper or presenting a poster at an academic conference.

**Not eligible:** Chairing sessions, presenting to companies, participating in panels, roundtables, or forums, or other related activities. These should be submitted under Route 1.

### Fieldwork

This route supports essential travel for *data collection* as part of your primary research.

**Eligible:** Conducting interviews, collecting samples, or engaging in other primary research methods.

**Not eligible:** Attending events, undertaking courses, or consulting archives. These should be submitted under Route 1.



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## Important Notes

### Date

1. Applications are accepted from October to August each academic year.
2. All required documentation, including receipts, must be submitted by 31 August of the academic year in which the student is applying.
3. Activities must fall within the current academic year (1 September–31 August). Activities in September should be claimed in the following academic year, unless the student's course ends in September.  
Example: Activities taking place in September 2025 should be claimed in the 2025-26 academic year, and applicants should submit the application form from October 2025.

### Expenses

4. Expenses should be clearly specified in the application form. Incomplete applications may be declined.  
Example: Return flights from London to Hong Kong – £688, dates: 19–26 July
5. Approved amounts cannot be increased.  
We understand that sometimes prices may change. Unfortunately, we are unable to increase the pre-approved amount. Students are therefore advised to research costs before applying.  
If unsure about prices, it is recommended to apply retrospectively to claim actual expenses.
6. All expenses must be submitted in British Pounds (GBP).  
Please include relevant currency conversion rates when submitting receipts or screenshots confirming the amount spent in GBP.
7. Expenses towards travel should be via public transport.  
Fuel costs may be considered for professional events. Please contact with the Scholarships Team in advance.

### Process

8. Applications will only receive final approval after confirmation of support from the student's supervisor.  
We strongly advise students to discuss their research and travel plans with their supervisor before submitting an application. We will contact the supervisor for approval after the initial pre-check.
9. We encourage students to plan carefully before applying. If unexpected and unforeseen circumstances arise, withdrawal may be considered on a case-by-case basis. Please contact the Scholarships Team directly.