Common Room Members
Information Pack 2025-26

For the most up-to-date information about College life, please visit the [Kellogg website](#).

Useful links:

Staff: Staff details and their contact information can be found on the ['Our people'](#) pages of the College website

Events calendar: The College schedules an extensive programme of events throughout the academic year. To view the list, visit our ['Latest events'](#) page of the website.

College accommodation: Kellogg members have access to our short-term accommodation at a discounted rate. Further details are available on the ['Short-stay accommodation'](#) pages of the website.

Oxford University Newcomers' Club: The ['Oxford University Newcomers' Club'](#) is run by volunteers whose aims are to help those who are new to the University of Oxford to settle in, to find out more about Oxford, and to provide opportunities to meet people.

International staff: Visit the University's ['Welcome'](#) pages for help with all the practicalities before, during, and after your move, plus information to help you to settle in as quickly as possible and make the most of all the wonderful opportunities the University and city have to offer.

Membership Descriptions: The descriptions of different members can be found on the ['For Fellows'](#) Section of the website.

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Kellogg College
University of Oxford

Committee Structure

Governing Body
All Official Fellows

Academic Committee
Chair: Senior Tutor

Secretary: Academic Registrar

Communications Committee
Chair: Fellow

Secretary: Director of Communications

Development & Alumni Relations Committee
Chair: President

Secretary: Director of Development & Alumni Relations

Domestic Committee
Chair: Fellow

Secretary: Accommodation Manager

Equality & Welfare Committee
Chair: Welfare Dean

Secretary: Academic Registrar

Finance & Resources Committee
Chair: President

Secretary: Finance Bursar

IT and Digital Strategy Committee
Chair: IT Fellow

Secretary: Head of IT

Nominations Committee
Chair: President

Secretary: People Coordinator

Site Committee
Chair: President

Secretary: Head of Facilities Management

Sustainability Committee
Chair: Sustainablity Fellow Secretary: Facilities Coordinator and Small Works Manager

Scholarship Sub-Committee
Chair: Senior Tutor Secretary: Academic Registrar

Junior Research Fellow Sub-Committee
Chair: Senior Tutor

Secretary: People Coordinator

Sports, Recreation & Wellbeing Sub-Committee
Chair: Fellow

Secretary: People Coordinator

Garden Sub-Committee
Chair: Fellow

Secretary: Head of Facilities Management

College Lunch

Usually Served Monday-Friday, 12.00pm-1.45pm

(Weeks 0-Weeks 9, may be available outside of these weeks)
It is possible that service will close early if demand exceeds the available supply of food.

College Lunch

The kitchen provides a soup, hot meat (except Mondays) and veg dishes, main course salad boxes, dessert, cheese, side salad and fruit. All items are subsidised for Common Room Members

Tea and Coffee:

Tea and coffee are available for everyone taking lunch.
Please help yourself from the side table.

Menu: The menu for Main College Lunch rotates on a three-week cycle. It can usually be found on the College's website with lunch and dinner dates for the term, and is displayed in the hall and servery each day.

Seating: We eat at Common Table. This means that there is no hierarchy for seating, and meals are for dining-in only (not takeaway), including the salad boxes. You may sit anywhere that has a place setting. Sometimes seats might be reserved for a particular group. This will be indicated by signs on the table.

Dietary Requirements and Allergy Information: There is a food allergen chart displayed in the servery for every meal, and if you have any questions, you are welcome to ask the chefs at time of service. If you or a guest have an allergy or intolerance to particular foods and will be taking lunch or dinner in College, please inform hospitality@kellogg.ox.ac.uk 48 hours in advance. This will enable the kitchen team to prepare a suitable meal for you without causing delays to you or other diners.

Charges for Lunch: Common Room members are charged subsidised rates for college lunches. You will be required to pay with a bank card or your Upay account if you have an active one, when you get to the till.

Guests: You may bring up to 1 personal guest to lunch without booking. Please email hospitality@kellogg.ox.ac.uk if you wish to bring more. Due to high volumes, we restrict to a maximum of 2 personal guests (with booking) at any lunch during term, but there are times we can accept more. Guest rates are subsidised, and are meant only for personal guests of members. If you are bringing departmental guests, we request that payments are made using an internal purchase order created in advance, and different rates apply.

If you are bringing a student advisee in your official capacity as a College advisor, the student meal and your meal can be charged to the 'College Budget Account'. Please mention this at the time of the lunch to the till operator, giving your name.

How does Upay work?

- You will queue as normal and as you receive your meal and exit, you will come to a till point.

- You will need to tap your University Card on the smart reader at the till point. You may also use a Upay app that can be downloaded to your smart device from Apple/Android stores.

- If successfully registered on Upay, as most College members would be, the till will bring your account up and

charge your Upay account.

- If you don't have any credit in your Upay account, you may choose to pay with a debit or credit card (except American Express) * where applicable.

- Having an active Upay account will enable payments through it in the Dining Hall, the Hub Café and on upay.co.uk.

- This is the fastest method of payment and minimize your time in the queue. Payment via credit or debit cards are likely to cause a slight delay due to additional steps involved.

What do I need to do?

Your Upay account is linked to your active/current University Card (but not to the expiry date on the card), therefore always bring it with you when dining in College.

An active Upay account can also be accessed via the Upay app on a smart device, in absence of a University Card.

In absence of both of these, the staff may ask you for a valid ID.

If you think you should, but do not, have a Upay account, please email us.

The minimum amount you'll need to top-up is £25. We recommend a maximum balance of not more than £150.

Contact: hospitality@kellogg.ox.ac.uk for all queries regarding Upay and guest bookings.

Academic Dress for College Events

If you are attending a college event and the dress code requires you to wear a gown, please read the following information.

Most Fellows choose to wear an MA Gown for college events, but you are welcome to wear the DPhil Gown if you have an Oxford DPhil. College does not provide gowns and you will need to rent or purchase your own gown if you don't already own one.

Here are some links to gown suppliers:

- Walters of Oxford: https://www.walters-oxford.co.uk/store/shop-academic-gowns/
- Shepherd and Woodward: https://www.shepherdandwoodward.co.uk/collections/academic
- Ede and Ravenscroft: https://www2.edeandravenscroft.com/non-ceremony/

If you have any questions about gowns, please reach out to academic.office@kellogg.ox.ac.uk for further guidance.

The University has a page on Academic Dress that can be viewed here: https://www.ox.ac.uk/news-and-events/The-University-Year/Encaenia/academic-dress

FAQs

The dress code says smart. What should I wear?

Smart (which is the dress code for GNDs): The "smart" bit is fairly relaxed at Kellogg – it just means make an effort to look nice, really. Some people will come in a suit and tie or a cocktail dress, whereas others might choose trousers and a smart jumper or smart skirt and blouse. We ask that you do not wear jeans or trainers.

The dress code says smart/casual. What should I wear?

Smart/casual (for things like Burns Night and some other more relaxed events): Same as above, but black jeans and smart trainers are permitted.

The dress code says black tie. What should I wear?

Black tie (for fully formal events like Gaudy and Foundation): a dress shirt (usually requiring cufflinks), formal trousers, a dinner jacket and a bow tie, or a formal floor-length evening gown or cocktail dress.