Things to know
An informal guide to working at Kellogg

Before you arrive

Ideally a University Card with your Kellogg affiliation will have been organised before you arrive. This is used by IT services to generate a password for you to activate in order to acquire a Nexus (Oxford email firstname.surname@kellogg.ox.ac.uk) account and a Single Sign On. It isn't always possible to complete this process in advance but your manager can update you when you arrive. Do also ask advice from the College's IT Officer who can give you at least a temporary password to access the shared drive and internet.

First day

Unless you have been advised otherwise, on your first day you should report to your manager who will be expecting you and who will be able to give you a timetable for the week ahead and settle you in to your office and help you find out what (if anything) needs completing to secure computer and email access.

You can expect a tour of College on your first day from your line manager (in addition to a warm welcome!).

First Week

Within your first week, you should complete the new starter web profile document (available upon request to HR), in order to create a website profile for you. Queries on this can be directed to the Kellogg Communications Team.

A guide to working life at Kellogg and various terms you might come across

Working hours

On your first day, you and your line manager should discuss working hours. College Reception is open from 8.30am to 7.15pm Monday through Friday.

Home Working Arrangements

Now you have started with us at Kellogg, you should discuss with your line manager if you are required to work fully onsite or if you are able to follow the hybrid model the College has adapted to. The model requires staff to be onsite 60% of their working week. Your main place of work is Kellogg College, and this is detailed in your contract. If business needs require you to be onsite, you are expected to come in. Information on home working and tools available to support you can be found here.

Any requirement for a variation to this should be discussed with your line manager, and if necessary, a Flexible Working Request can be made.

Things to know - an informal guide to working at Kellogg

Under the provisions of the Flexible Working Regulations 2014 (as set out in Section 9 of the Children and Families Act 2014), any employee with 26 weeks service has the right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly. More information on Flexible Working can be sourced from the HR Officer or the University Website.

Staff Kitchenette
This is on the first floor of No.62. You can use any of the cutlery and crockery and help yourself to coffee, teas, milk in the fridge, and sugar. The water is drinkable from the tap. There is a microwave.

We keep this clean kitchen clean and tidy and do feel free to put on the dishwasher after 5 o'clock if it hasn't already been done by anyone else. Dishwasher tabs are under the sink. Likewise, please do take a turn in unloading the clean contents to the cupboard.

Buildings
The site is bordered by houses that are used for student accommodation, although Kellogg does not own all of these.

Some rooms in the building have dedicated use such as the student workroom which has books and computer workstations. You will receive a tour of College by way of introduction to how the College is used.

Staff toilets
There is a small staff toilet opposite the staff kitchenette. There is a disabled toilet on the ground floor in No.62. There are also student and visitor toilets on the ground floor of No. 60 opposite the Student Workroom/Library. Staff are welcome to use all these facilities.

Disabilities
If you have a disability, you should have already discussed this with your manager, usually via the Health Declaration you completed during the onboarding process, and reasonable adjustments should have been made. If you have concerns, please speak to the HR Manager. We try and use 11pt Arial for all written material as this is recommended by the University's Disability Advisory Service. There is space for Blue Badge holders to park at the front of College and there is a lift to bridge the small gap between floors.

For information regarding the Blue Badge spaces, please speak to a member of the Facilities Team. Unfortunately, a lot of the building and accommodation is not accessible to those with serious mobility issues but all staff are willing to assist, should anyone require assistance.

Confidentiality
We must respect the confidentiality of all students, staff, College members and College business at all times.

The attached policy gives some guidance that you may find helpful. By all means, discuss matters of confidentiality with your manager or other College Officer. All student and sensitive records are kept in secure cabinets and office doors should be locked when you leave your room for this reason.

All new staff should complete the University's information security training.

University Card
This is your unique form of identity so carry it with you. It is used to operate the photocopier/printer and to access most rooms in College, including your own office and the staff kitchenette.

Several companies offer discounts to staff on presentation of a University card.

More information can be found at the following links:
·https://hr.admin.ox.ac.uk/staff-benefits
·https://hr.web.ox.ac.uk/discount-codes

Parking
Staff parking is limited. For permission to park you must contact the Head of Facilities Management who is able to provide you with further information. Students cannot park at College under any circumstances. The Facilities Management team manages parking so do consult if you have visitors for whom you'd like to arrange a temporary space.

Things to know - an informal guide to working at Kellogg

Bikes

This is probably the most popular form of transport within Oxford and its Colleges, there are secure bike racks on the College grounds for staff to use. If you would like to know where these are, please do speak with your line manager. College cannot accept responsibility for theft so make sure you have a good lock and have registered your bike. Please wear high visibility clothing and ensure you have working lights – we don't want to lose you! You will need to collect a sticker from reception to place on your bike, as the bike sheds are for Kellogg Members.

Lunch

This takes place Monday through Friday 12:00 to 13:45 and Kellogg food is delicious. It is free of charge to staff members, subject to availability. You are allowed one lunch guest free of charge per term. Take a place in the queue and either be served a hot dish (a vegetarian option is always available) or soup or salad. You then take a place anywhere – there is no reserved seating – at the table. Office staff tend to head for lunch from 12.00 to 12.45. There is still and sparkling water, and bread and butter on the table to help yourself to. Your plate will be cleared by serving staff once you have finished your meal. If you would like dessert/fruit/cheese, you will need to collect it when getting your main course. Food cannot be eaten away from the dining hall. There is also coffee and tea in jugs on a side table to help yourself to if you wish. For some weeks in vacation and when there are busy events in College, the dining hall closes and you will be expected to buy or bring in your own lunch.

You will be notified in advance when these occasions are due to take place.

Breakfast

This isn't usually offered, only on occasion by arrangement with the Domestic Bursary for tenants of the short-term accommodation. Breakfast is available from the Hub during the week.

Brunch

This is at 11am on Saturdays and Sundays during term time in the Hub. It is a full English breakfast. Staff are welcome, but will be charged accordingly.

Meeting Rooms

The main meeting rooms are; The Mawby Room (near Reception, this room has a screen and projector, and should be locked when not in use); 62 Meeting Room and 62 Seminar Room, near the Domestic Bursary. To book these rooms or discuss any bookings, you should contact the Events team, who will be able to support with any queries you may have.

Meetings

All staff attend a full staff meeting at 10am on the last Wednesday of every month in the Mawby Room unless detailed otherwise. The meetings are chaired by Gary, and each team should share their key focus for the month ahead as well as provide any required updates to staff.

Things to know - an informal guide to working at Kellogg

There will be tea, coffee and cakes. Staff should make arrangements to attend in person, unless otherwise agreed with your line manager/work priorities do not conflict/it is your agreed non-working day.

Committees

Most College and University business, progresses through a series of pre-arranged meetings that happen in term-time. Governing Body is chaired by the President and is comprised of all Official Fellows. Governing Body (GB) agrees all College policies and strategy. Other College committees are Academic Committee, Scholarship Committee, Equality and Welfare Committee, Domestic Committee, IT Committee, Development and Alumni Relations Committee, Sustainability Committee, Communications Committee, Finance and Resources Committee, Nominations Committee – among others!

If you feel you would like a matter raising at a particular committee meeting, you should communicate this to a committee member for discussion, and they will decide if the matter should be raised at the next meeting. These committees report ultimately to Governing Body. It isn't possible to publish all minutes as they may be confidential but those who attend the meetings update their teams and staff meetings with relevant information arising from these meetings. Unreserved minutes of the meetings and the committee communication process are available on the staff SharePoint site.

You will become aware of University-wide committee meetings and, depending on your role, may even become involved by invitation. If you have any questions regarding Governing Body or Committees in general, do contact the College Administrator.

Security

Keep your valuables securely stored at all times. It is your responsibility to do so and College cannot accept liability for stolen or damaged belongings. If you see unsecured items in College you may wish to hand them in to Reception or Facilities. Colleges are targeted by thieves, if you see anyone acting suspiciously then we would encourage you to report them to the Facilities Manager or, as long as you feel safe to do so, ask them what brings them to Kellogg. We have a lot of visitors and you won't know all the students but, if in doubt, please do ask.

Kellogg College employs Oxford University Security Services (OUSS) – you might see them patrolling the site in high-vis jackets sometimes. You can call them at any time and their contact details are in the Wellbeing section of this guide. Of course, call emergency services on 999 if you feel the situation merits.

Health and Safety

In addition to the Security information, please do bring any concerns you have to the attention of your manager and/or the Head of Facilities Management or Domestic Bursar.

Workplace assessments will be carried out regularly and reasonable adjustments made, if they are needed. You can obtain a free eye test and sometimes assistance towards the prescription in line with University policy. The HR Team can advise which companies to use. Fans may be available in very hot weather. There is anti-bacterial liquid in the staff toilet and do ensure you wash your hands thoroughly after using the facilities – this is the best way to prevent the spread of illness in the College environment.

Things to know - an informal guide to working at Kellogg

See the safety instructions in the Student Handbook as they apply equally to staff.

The College has a group of First Aiders, these are trained staff. Training takes place approximately every couple of years – when the training is available, those interested in completing the course will be given the opportunity to attend.

Phones
You will find operating instructions for your phone on pages 4-6 in the Internal Telephone Directory.

Events Email
You will receive this usually every Thursday in term time and occasionally in the vacations. It gives details of up-and-coming events, as well as important news items about College. It's an easy way to keep in touch with events around College and is a useful reference point when talking to other members of college.

For items to be included within the email, details should be sent to communications@kellogg.ox.ac.uk.

Events booking procedures
For information on booking an event and the procedure to follow, you should reach out to the Events team via events@kellogg.ox.ac.uk. There may be a cost associated, depending on the event requirement, this will also be discussed with you by the events team when you enquire.

Conferences
Sometimes Kellogg will host conferences and we can be booked by external organisations via the Events Office for commercial events. The Events team will report on what is happening in College at each of our weekly staff meetings.

Catering
The food at Kellogg is delicious (you will hear this repeatedly – because it's true).

All catering enquiries – from tea/coffee/biscuits to complete dining events, should be discussed with your manager and either the Events team or the Hospitality team first. Your colleagues at Kellogg will introduce you to the catering staff who are very friendly. Catering requests require planning time to ensure the services required meets expectation, is paid for, and doesn't clash with other events, so do discuss in advance.

With sufficient notice, the catering staff can meet most special dietary requirements but will need notifying of this in advance of the event date. Lunch and informal dinner always include a vegetarian/vegan option, with allergy information shared on the day.

Bar
There is a bar that you will walk through when you enter the dining room. It's a place where you can read the papers, possibly have informal meetings, and to socialise. It is open Monday to Friday until approximately 9pm during term time.

Accommodation
You can find a description of the housing that we offer our full time and part-time students within the Student Handbook. We currently offer full time students' accommodation between mid-September to the end of July in buildings located on Bradmore Road and Norham Road.

Things to know - an informal guide to working at Kellogg

We also offer some dedicated rooms in accommodation, owned and managed by the University. The University Accommodation Office deals with these contracts.

Most Kellogg students are participating in part-time courses and are only required to be in Oxford for a short stay, therefore the College has accommodation dedicated to short term lets (up to 2 weeks). Recently, the College expanded this offering to include two buildings dedicated to accommodating students from 1 night, to beyond the 2 weeks mentioned above.

All of our rooms are subject to availability, there are specific booking instructions and pricing for these rooms. Information on these items can be sourced from the College's Accommodation site, or the Accommodation Team.

There is a self-contained flat (at the top of the 60 Banbury Road side of the building) that can be rented by Fellows and their guests. All arrangements for this are made via the Accommodation Office.

The Domestic Bursary manage the buildings so do speak to them if you have questions.

Do arrange for a tour of the accommodation with the Accommodation Officer if you are interested in seeing what the College offers.

Cleaners
You will get used to spotting our regular cleaners who are sourced from an external company. The offices tend to be cleaned in the mornings on Mondays, Wednesdays and Fridays and shared spaces in the morning. We like to take pride in College and its grounds so please do pick up litter, wipe up spills, and generally play your part in ensuring a tidy and clean working environment. If you have any concerns, do speak to the Accommodation Office.

Social events
You can find out more about these here. There are lots of fun and informative social events, most of which are free to staff.

Do participate where you can and add to the life of the College.

In College, there are regular Guest Night Dinners (usually one a week during term time) for which you book via UPay. Guest Nights are formal, have a seating plan and require formal wear (not black tie unless specified). Students and Fellows wear academic gowns to both – staff and guests are not required to wear gowns. Information on dress code and pricing will be communicated in the weekly events emails and on the College website. Staff members can attend Guest Night Dinners for free, and bring guests along at a cost of £50 per head.

There are also informal dinners, which are most week nights. They are mainly aimed at students as places are limited but staff are welcome. You do not need to book to attend these. The costs for staff attending the informal dinners are detailed below.

Staff cost: **£5.65** for two courses (up to £8.15 for three courses, depending on what you choose).

Staff guest cost: **£8.15** for two courses (up to £10.00 for three courses, depending on what you choose).

At all social events, the priority is to ensure that Kellogg members and guests have a good time, and please do contribute to this by being friendly and sociable. Some students and Alumni may well attend on their own so these are opportunities to make them feel at home in College.

Things to know - an informal guide to working at Kellogg

There are plenty of social events other than Guest Night dinners. Look out for these on your term card and weekly events email. They include the annual

Gaudy
A black tie event aimed primarily at Alumni but at which all staff and members can attend, the Foundation Dinner celebrating Kellogg's foundation – also black tie, an annual Bynum Tudor Lecture by a different, prestigious speaker each year, which is followed by a Guest Night Dinner, as well as the Burn's Night Ceilidh and the College Christmas dinner. Staff are encouraged to attend as many of these as possible.

There are ad hoc staff social events too which all staff are welcome to attend.

Staff birthdays
The college does not issue cards to employees on their birthdays, nor should there be any form of monetary gift collection. Should staff wish to buy a colleague a birthday card for their personal use then this is fine.

Leavers
Staff will be given a gift card of £10 per year of service, up to five years (max amount £50), chargeable to Human Resources as well as an item of Kellogg merchandise. Departments with a leaving member of staff with a minimum of one years' service will also be able to book a 'tea & cake' farewell prior to their departure, which should be held in the College dining hall or Hub Café.

The booking of which should be placed via the Events team and the Human Resources department. There should no longer be monetary gift collections for leavers. Leavers cards are welcome and should be purchased by the department of the member of staff leaving the College. Cards can be held at reception for signature.

Life Events
A gift to the amount of £50 can be given to an employee in the following scenarios: child adoption/birth, retirement and marriage or civil partnership. Condolences for loss of spouse or child may also fall within this amount. Please direct queries to Human Resources.

Database(s)
We use SITS for Colleges. Depending on your role, you will have a particular type of access and training will be given. It is a vital part of the college record and feeds financial information so it is important that it is kept up to date and used correctly.

There is a separate Development database as used by the University. Again, you will be trained as required.

Merchandise
There is a wide range of Kellogg merchandise. Some of it is displayed in the hallway outside the bar and a price list is available from the Finance team.

It is important that merchandise stock is accurately managed so please consult with Finance if you or anyone you know wishes to purchase any.
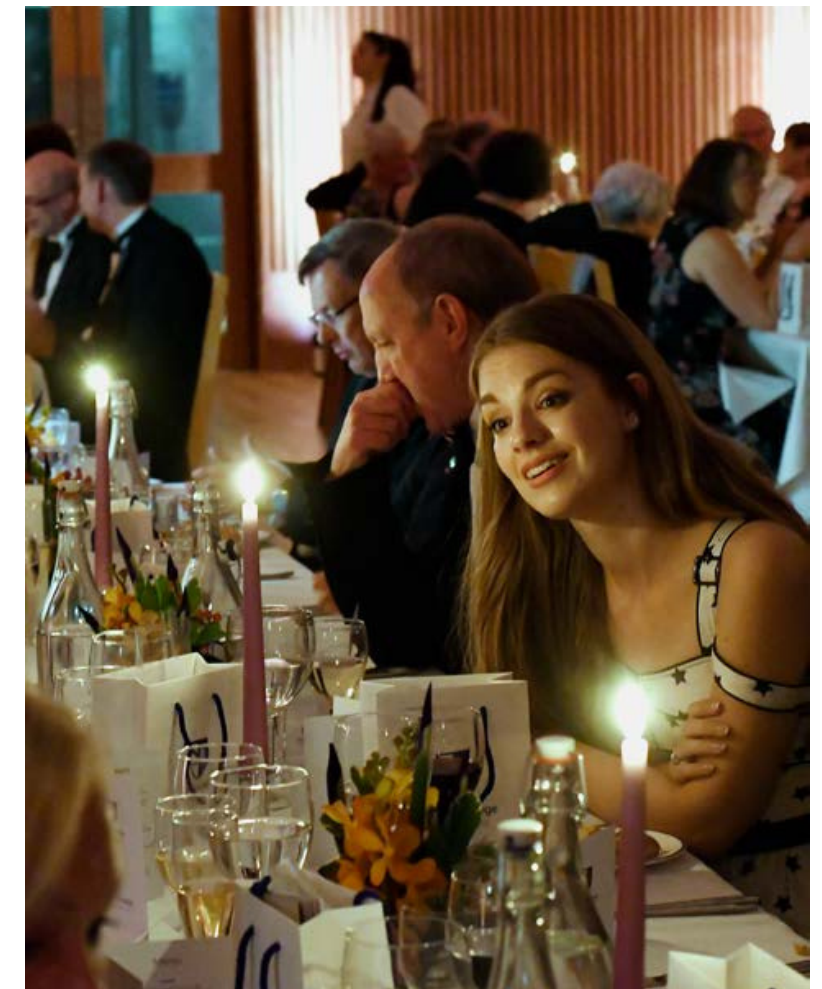
Things to know - an informal guide to working at Kellogg

Type face and crest

All Kellogg letters and communications are in 11pt Arial typeface as recommended by the University because of its legibility. Try to stick to this where possible. We also try and keep our email signatures in standard fonts and sizes so that we give a clear and uniform message to those contacting us. The Communications team can provide you with a template should you need one.

The Kellogg crest design is based on the history of Kellogg with a sheaf of corn representing the original generous support of the Kellogg Foundation. The jagged line down the middle matches the number of founding Fellows and the book is, of course, for learning. There is a version to be used with the address for letters and is available on the Shared Drive. If you are interested in how to use the crest, then do consult the Communications team. We try and maintain a consistent message.

Grace Sayers

The College's grace is said before formal meals - usually in Welsh and you can find it displayed on the dining room wall. Each year, students volunteer to be grace sayers and take it in turns to say the grace at dinner. They receive training in Welsh by Fellows and are rewarded with a complimentary dinner.

Things to know - an informal guide to working at Kellogg

Chamberlains

Kellogg Fellows perform this role at formal events, such as ceremonies, and dinners. It usually involves directing those attending as to dinner arrangements and they provide a speech at such events. The Chamberlains nominate themselves for various events to ensure that someone is available. I'm sure you'll enjoy their speeches.

Deans of degree

These are particular Kellogg Fellows who play an important role in formal ceremonies, namely Matriculation and Graduation. They present the students officially to the University at these ceremonies and may sometimes be required to provide the text in Latin, depending on seniority, at such ceremonies.

Disruption to travel policy

You will find a copy of this policy on the HR Support website.

Pay

You will be paid into your bank account on the penultimate working day of the month. You can find information on the University Personnel pages about pay, increments and other salary matters.

Pension

You should refer to your contract for details of opportunities regarding University pension. There is also a lot of information on the University website.

Finance

The Finance team manage the College's financial processes – including invoicing, student fees and accommodation. Events also have an impact on finance routines so do be sure you know that they have the information they need in the form they need it at the right time! If you ever need to buy anything then you will need to complete a Purchase Order first. Finance can tell you what they require for this. The end of financial year is 31 July which is very busy for the Finance department and it's important that their requests for information are met in order that the College can hit its end of year obligations.

Training

You and your manager will work together to meet your training needs. The University offers a wide variety of IT and career development training, some of which is free of charge. You will usually receive emails about these opportunities but, if you have a need, or spot a course, do discuss it with your manager. There is online training too, such as an introduction to the University for new staff which you may find helpful.

Website

If you have questions, speak to the Communications team.

Performance review

You will have a probationary period, which will consist of several review points, depending on the agreed probation period of your role.

If completed successfully, your contract position within your new role will be confirmed. These usually take form of a meeting with your manager and a revisiting of your job description. It's an opportunity to ask questions too. Of course, you will meet with your manager and team and the full staff on regular occasions which will vary according to your role. Do not wait until a pre-arranged meeting to raise any concerns that you have. Once you have completed your probation successfully, you will be given a yearly appraisal with your line manager.

Visitors

If you are expecting a visitor for a meeting, please let Reception know so that they can be shown to your meeting place or you can be called to meet them. They will need to sign in and collect a parking permit if one has been arranged in advance. For security purposes it's important that all visitors to College are recognised and have a legitimate reason to be in College.

SharePoint Online

SharePoint Online is a collaboration and documentation framework used across the University. The Kellogg Staff SharePoint site holds handy documents such as the College telephone list, committee schedule, term cards, etc.

Archive

The College is responsible for holding the records of its students. These are archived by term in which the student finished their programme.

Things to know - an informal guide to working at Kellogg

Of course, there are plenty of other files that need retaining and may need to be accessed so speak to your manager about filing and archive practice in your area of the College.

Stationery

Smaller stationery items are located in the cupboards in the post room (next to the Domestic Bursar's Office). There is a book to log the items you've taken. Speak to the Reception team about ordering unusual or missing items and be sure to alert Reception to items that are running out.

Keys and Access

College operates a card swipe system for both internal and external doors. Your University Card is used to access all areas appropriate to your position. To add or remove what areas you may access, you should talk to the Facilities Manager, with agreement from your line manager. The Facilities Management team can access all areas.

Students have card access to the building and are able to let themselves in any time of day or night – other than in fixed closure periods. No-one is allowed to sleep in College (other than in the flats or accommodation). The bar area is alarmed and if you set off that alarm, Security Services will attend. Senior Catering staff tend to have keys to the kitchen and dining areas so that they can let themselves in, and out, and often lock the front door after events. You should lock your office door behind you.

Student helpers and temporary staff

If you have an opportunity that might benefit from using a student helper do get in touch with the Academic Office. We never recruit students to positions where they would have access to confidential student records.

Kellogg also employs agency or temporary staff from time to time as agreed. There are important Personnel procedures to consider so do be sure to discuss any such requirement with your manager and Human Resources. Time sheets and other Personnel forms are available from the Human Resources department. IT information – the following, provided by our IT Officer, may be useful to know regarding email, network, remote access, printer/photocopier scanner, and IT support.

Members of staff are assigned a Kellogg email address either from the moment they are affiliated with the College or their University card is released. This is in the format:
firstname.surname@kellogg.ox.ac.uk

The College IT Officer also creates a domain account to access domain resources. This has a maximum of 8 characters; the first seven characters of their surname plus their initial. Once a user logs on to a PC in the Kellogg domain, they have access to one or more network drives, depending on their role.

The network H:\ drive is for personal use (for work-related files, no holiday videos or pictures are allowed!) while the Q:\ drive is shared between all staff, users may have different access to different folders within it. Many teams have moved to SharePoint Online and use this instead of the Q:\ drive.

Staff are granted remote access to network resources via the College Remote Desktop Server mailto:kellremote.kellogg.ox.ac.uk. Please contact the IT Office if you need to access this.

The College IT Office can be contacted by email at it-support@kellogg.ox.ac.uk.

Photocopier and printers
You may have a desk top printer but it is recommended that all scanning, copying and high volume printing is done at the printer on the ground floor of No. 62, next to the Domestic Bursar's Office. It's easy to use – you'll need your University Card to access the room and to use the machine. There are instructions in the room but do ask the IT Officer (or any colleague) to show you the basics when you first have call to use it.

When users access the multifunctional printer/photocopier on the ground floor for the first time, you need to follow these steps:

1. Send a print job to the SecurePrint printer.

Things to know - an informal guide to working at Kellogg

2. The printer software will send an automated email to the user's university mailbox (please do check your junk folders as well for this email). The user must note down the PIN provided in this email.

3. Go to the photocopier and place the University card onto the card reader on the top of the photocopier.

4. When prompted, insert PIN.

For subsequent uses, users need to place the university card onto the card reader (there is no need for a PIN after the first time) to access the photocopier main menu from which they can select Copy, Scan and Send or Secure Print options.

Post

All post is left at Reception which has 2 post trays marked 'internal' and 'external.' The University provides a free messenger service for delivering post to other colleges and departments. They collect once a day. If you have post that requires franking, please leave with Reception who will arrange for it to be franked and posted. Any incoming post will be placed into department pigeon holes located in the post room (where the SecurePrint printer is kept).

Student numbers and courses

Kellogg has over 1000 graduate students of whom over 700 study on a part-time basis. Kellogg deals with a wide variety of departments and subjects. Kellogg College is unique in having so many part-time students.

It isn't only the Department of Continuing Education that provides part-time students, in fact our largest programme is Software Engineering from the Department of Computer Science. Part-time students follow different forms of study and aren't always in College so we are always trying to find ways to meet their particular needs. We are one of the largest graduate colleges.

MCR

Middle Common Room. All students are automatically part of the Middle Common Room which is the student-lead part of College life. It has elected officers, some of which are elected in Trinity Term, and some in Michaelmas Term. It organises social events and has its own budget which it supplements with fund-raising. There is a Common Room on the ground floor of 66 Banbury Road, for all college members.

Student Handbook

The student handbook is updated annually. Students should be directed to this so they are in the habit of referring to it. They receive a copy when they start and it is available to download on the College website. Inaccuracies and omissions should be directed to the Academic Office.

Academic Dress and sub fusc

Academic dress is the outfit required for various events such as Graduation, Exams, and Matriculation.

Usually sub fusc is worn as part of this which consists of black and white clothing with various rules such as an insistence on black tights not bare legs and then a gown will be worn over this with Mortar board. See the Student Handbook for more information about this and College's practice in relation to this.

Alumni

This refers to our growing body of graduated students (in fact alumni status starts when you join the College but it doesn't tend to be used in that way). We encourage Alumni to play an active role in their College and welcome them back as often as we can. Development staff will have most dealings with Alumni. They may often be helpful for fund raising and some have generously supported the College, including offering scholarship funding.

Student welfare

Do direct students to the Academic Administrator or the Dean if they have expressed or shown a need for welfare support. There are many ways that College and the University can help students while they are at Oxford.

The College supports the University's Common Framework for Supporting Disabled Students and you can find a copy of this on the Welfare pages of the College's website.

Things to know - an informal guide to working at Kellogg

Student Induction

Most new students start in Michaelmas Term and will be invited to attend one of two induction dinners where key College officers will speak to them and introduce them to important information about studying at Oxford. Their departments will also offer induction events such as IT and library tours.

At Kellogg we also have Welcome Weeks which is a two week period of different events – either providing information or social opportunities – to help new students settle in and start to make contacts. You may be expected to be part of these events which are a collaboration between College staff, Fellows and the MCR. The College offers a Meet the Staff session near the start of term which is part of its obligations to the University's induction requirements. For this reason it is obligatory for staff to attend. It's a friendly and useful event for both staff and new students, usually taking place mid-morning. Watch out for the date.

Students who start in Hilary and Trinity Terms will also receive inductions, when they first come to College.

Matriculation

This is the formal ceremony at which colleges present their students officially and become members of the University. It is mandatory for all students to matriculate within three terms of starting.

Most students matriculate at the October ceremony which is one of the biggest events in the College's calendar and you will be expected to attend and help out. . Any questions about matriculation should be addressed to the Academic Office.

Graduation

Students return to attend a graduation ceremony for which they have booked. The Academic Office organises this and can always advise the dates of the forthcoming ceremonies. They usually take place at the weekend but some happen in the week from time to time.

Unlike other institutions, students graduate with their College rather than their course and are often given a couple of different dates to book. They are celebratory events with a great atmosphere. Students can choose to graduate in absentia, i.e. they do not have to attend in person. They will then receive their degree certificates.

Student funding

Students may be funded in various ways, from self-funding to scholarships. Kellogg offers some of its own scholarships that we advertise on our website. The University has a centralised funding search tool. We also offer research support grants and travel grants. The Academic Registrar can tell you more about these – and about hardship provision – though there is information in the Student Handbook also on these matters. Students who are struggling financially should discuss this with the Finance Office and the Academic Registrar. This can be a source of stress for students.

College Officers

This is the term used for Fellows who perform certain official College roles such as Dean or Senior Tutor. These tend to be three-year periods of tenure. You can find details in the Student Handbook and on our website. Colleges don't always use the same titles (that would be way too easy!) but understanding these roles can help navigate college.

Things to know - an informal guide to working at Kellogg

Fellows

You can find details of our Fellows on the website. There are different types of Fellows such as Official Fellows who attend Governing Body and Supernumerary Fellows who are nominated from non-teaching posts in the University. You can find the College Membership Descriptions here. Fellows act as College Advisors to students (not to be confused with students' academic supervisors). You will most likely meet Kellogg Fellows in your role and certainly at official and social events. Please extend a warm welcome to our new Fellows.

Research Centres

Kellogg has a number of Research Centres and you can find out more on our website. Some seminars are driven by these Centres that reflect the research interests of a number of our Fellows.

Proctors and Assessor

The Academic Registrar tends to deal with most Proctors matters. These are academics that change each year and their permission is required for special study and exam arrangements and to allow exceptions on special grounds.

They are important to the running and reputation of the University so please do co-operate fully if ever you are asked to do so when providing information.

Exam Regulations

Each course has its own Regulations which students must abide by. These are published annually in The Grey Book, however, it's usually easier to check these online. Departments take responsibility for enforcing their programme regulations. There are some over-arching regulations – for instance for statutory residence – that are contained in this publication also.

University policies

As Kellogg does not yet have a Royal Charter, it is one of three Colleges that are officially departments of the University. As part of the University, Kellogg adopts its policies and procedures. These are outlined in the staff handbooks that are available online at the following link.

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