



# THE OXFORD FOUNDRY - ACCESS POLICY

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The Oxford Foundry is the University of Oxford's entrepreneurship centre, which is open from 9am until 10pm, seven days a week. The Foundry is committed to enhancing employability, creating the next generation of entrepreneurial leaders, and contributing to creating social and economic impact.

As a centre led by entrepreneurs, for entrepreneurs, we focus on people first. Our aim is to engender an inclusive and diverse ecosystem, where we empower all 24,000 Oxford University students to be entrepreneurial in outlook and action.

## ABOUT OUR SPACE

The Foundry's learning programmes and outreach activities take place on both floors of the building. These include experiential skills workshops focused on technology and entrepreneurship, speaker series, and masterclasses. All University of Oxford students are encouraged to explore and engage with these programmes – see our [events calendar](#) for further details.

### **The Ground Floor**

A communal, collaborative work space for students which includes a café area and a lending library. The idea is to encourage discussion, interactions and conversations across study disciplines, with a view to forging collaborations, generating fresh ideas, and developing skills. It provides a flexible (not a permanent) work and social space: seating in the Foundry is purely hot-desking, and seats cannot be reserved in advance. We encourage users to move around the space, and to talk to each other, while remaining respectful of others working and socialising in there.

## **The Upper Floor**

The Amersi Foundation start-up accelerator space is home to the OXFO L.E.V8 ventures ([see below](#)) and is reserved for those who are part of the accelerator programme. The space is not publicly available.

## **ACCESS FOR STUDENTS**

**Students are defined as members of the University of Oxford who have matriculated and hold valid ID in the form of a current Bodleian card and Single Sign On (SSO) as issued by the University Card Office.**

**Visiting Students, Recognised Students, Foundation Year Students, Students with Associate Member status and Said Business School Diploma Programme students may access the Foundry and our student workshops, but are not eligible to apply for the L.E.V8 Accelerator or certain prize winning competitions such as All Innovate and the AI Impact Weekend.**

All current Oxford University students will have free access to the Foundry's ground floor collaboration space. They must simply produce a Bodleian card to confirm their status as students of the University, and they will need to complete a brief member registration form.

### **Can I bring guests?**

Students working on a project as part of a team may bring **up to 2 guests** with them to the Foundry. Guests will not be admitted without a sponsoring student who must accompany the guests at all times. Guests will be given an access pass (returnable) for one day only. It is the host student's responsibility to ensure that their guests respect the space and abide by the Foundry's House Rules which are on clear display at all times.

## **ACCESS FOR ALUMNI**

***Alumni are defined as students of the University of Oxford who hold a valid ID in the form of a current Alumni card as issued by the University's Alumni office. Current ID must be produced at the time of attending the Foundry.***

### **Full Access for Twelve Months following Graduation**

Although the Foundry is primarily a facility for current students of the University, alumni will be able to visit, and make use of the communal space on the ground floor for the first 12 months following graduation. During this time they can enjoy the same access rights as current students.

### **10 Passes a Year Thereafter**

After twelve months, alumni are able to visit and use the Foundry for a maximum of 10 times each calendar year. Alumni are permitted to bring a maximum of 2 guests each visit.

Should alumni wish to use the space for a longer period of time, due to travel, work or other requirements, they will be asked to fill out a request form in advance providing dates and times and the purpose for the extended access request.

All alumni who wish to use the Foundry will have to sign in at reception each visit to gain one of their 10 temporary passes. You will need to provide evidence of alumni status by bringing your University Alumni Card along, and complete a short attendance form.

## **ACCESS FOR UNIVERSITY STAFF & FACULTY**

***University staff and faculty members are permitted to use the hot-desking space in the Foundry one day per week.***

Please note that priority will be given to current students so space can be limited at busy times.

## **ACCESS FOR GENERAL PUBLIC**

Since we are primarily a student facility, we are not currently open to members of the public, except for certain events, which will be clearly advertised on our website, print and digital materials.

The Foundry is a philanthropic centre with our funding focused on providing programming for all 24,000 students and alumni at Oxford but future plans do include delivery of events that will support the wider and local entrepreneurial community and we will evolve our programming as we grow.

Members of the public will not be eligible to apply to our L.E.V8 accelerator programme, unless the lead applicant in the team has Oxford affiliation as a student or alumnus/alumna of the University.

## **ACCESS TO EVENTS**

The Foundry hosts a variety of events throughout the year. The majority of these are only open to University students. We often have events which are also open to staff and alumni. Other events may be open to the public and the wider Oxford community. The access policy for each event will be prominently advertised on the online sign up forms to make it clear who is eligible to attend. Please see our [Events Calendar](#).

### **Hosting Events at The Foundry**

Priority will always be given to our own busy event programming and to collaborative events with an entrepreneurial focus. Permission to hold a staff or faculty-led event at the Foundry will be given on a case-by-case basis and is more challenging for us to accommodate during term time due to our own volume of event programming.

## THE OXFO L.E.V8 ACCELERATOR

The upper floor is home to the [OXFO LEV8 Accelerator](#) programme, hosted in the Amersi Foundation Accelerator space and which welcomes applications from student and alumni venture founders. Access to the upper floor is limited to participants in the OXFO L.E.V8 accelerator.

The OXFO L.E.V8 accelerator programme offers designated workspace for all selected L.E.V8 teams, plus a package of support that includes a tailored learning programme, access to mentors, and financial and legal advice. In total, the package is worth in the region of £60k per team. Venture teams that have at least one Oxford University-affiliated team member (current student, staff member or alumnus/alumna) are eligible to apply to the OXFO L.E.V8 programme.

## CONDUCT

Please note that membership and access to the Foundry can be removed at any time if the member or guest does not adhere to our house rules and principles. The Foundry has a zero-tolerance policy towards discrimination in any form, towards hate speech, and towards disruptive, illegal or aggressive behaviour. Once revoked, membership will not be reinstated. We reserve the right to charge a minimum of £10 per lost membership card.

TO SIGN UP AS A MEMBER CLICK HERE



## CONTACT US

For any access or other enquiries please email us at [info@oxfordfoundry.ox.ac.uk](mailto:info@oxfordfoundry.ox.ac.uk)

