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Introduction

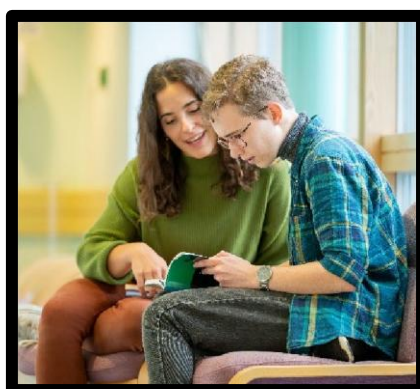
Welcome to UHI Orkney. Our aim is to support you in studying to achieve your career, wider life ambitions, and the enhancement of your skills, supporting you in realising your potential. Whether you study with us full-time, or part-time to meet other commitments in your life, we can support you in your study by attendance in-person, or where appropriate through distance or blended learning. Whatever your circumstances we want to ensure that you benefit from the excellent facilities at UHI Orkney, our commitment to high quality teaching and support and of course our attractive location and environment.



*Professor Seonaidh
(pronounced Shona)
McDonald, Principal*

Each year over 2,750 people enrol at UHI Orkney across all levels of study from schools to Doctoral study. This diversity contributes to a rich experience that you will experience as a UHI Orkney student. We hope that you will enjoy your time at UHI Orkney whilst working hard towards achieving your goals and realising your potential.

Driven by a dedication to meet both present and future demands within our local and regional landscapes, our curriculum is meticulously crafted to address evolving needs while fostering a vibrant academic environment. Whether embarking on your student journey in person or virtually from any corner of the globe, rest assured, we are committed to providing unparalleled support to pave the way for your academic success. This handbook is designed to direct you to various useful resources which will help you along your way. Similarly, our friendly staff are happily available to help with any queries you may have – please just ask.



UHI Orkney, East Road, Kirkwall, Orkney, KW15 1LX
Web: www.uhi.ac.uk
Email: info.orkney@uhi.ac.uk
Phone: (+44) 01856 569000
Follow us on Social Media:



University of the Highlands and Islands

UHI Orkney stands as a prominent academic partner within the University of the Highlands and Islands (UHI), offering an extensive array of educational opportunities tailored to individuals at every stage of their learning journey. From foundational access programs to advanced PhD studies, our commitment spans across the spectrum of qualifications outlined within the Scottish Credit and Qualifications Framework (SCQF). Our engagement extends from guiding young minds within the school system to facilitating cutting-edge postgraduate research.

UHI is an integrated university encompassing both further and higher education. We are more than a college and more than a university. We are part of a new breed of tertiary institutions, the only one in Scotland and one of only a few in Europe. We are a diverse and flexible partnership serving our communities and connected to their needs. Our greatest strength is the diversity and flexibility of our partnership and this empowers us to deliver more. We are proud of our unique place and deep roots in our communities and this makes our teaching and research more connected to their needs.

Induction and Enrolment

UHI Orkney User Accounts

Take time to explore the UHI Student Induction and Resource Hub where you will find a terrific range of information and resources that can be used at key points in your studies.

[UHI Student Induction and Resource Hub - Home](#)

Enrolment

Enrolment is the process of formally signing up to your chosen course(s) and to UHI Orkney's terms and conditions.

- You will also be asked to provide us with information about yourself which we share with Scottish Government and use for administrative and management purposes.
- Students are required to enrol with us each time they undertake a course – if you take more than one course then you will need to enrol more than once.
- Students can complete enrolment online. This is a two-step process, and you will receive one email describing each of these steps:

Step 1 - this is about setting up your UHI Orkney user account which you will need to access all of our systems, not just for enrolment. The 'Step One' email will include your username (which is your UHI Orkney email address incorporating your Student ID number) and your password. You will be asked to download the Microsoft

Authenticator Application when setting up your college account – this provides extra security for you when you log in. You will also be asked to change your default password to one of your own. Further help on Step One is available here - <https://www.uhi.ac.uk/account>

Step 2 - once you have an active UHI Orkney account, the second step is to complete enrolment online. To do this you will receive the 'Step Two' email some time after the Step One email. This email will direct you to the UHI Records student portal [Log in to the portal \(uhi.ac.uk\)](https://www.uhi.ac.uk). Log in with the student account you set up during Step One and at the top of your student hub page you should see a tile called "**Online Enrolment for 2025/26**". Click on this to start your enrolment form and follow the process shown on screen. Further help on Step Two is available here - www.uhi.ac.uk/enrol

For help with any of the above please contact Orkney Registry Team at ocregistry@uhi.ac.uk

or

The UHI Service Desk here - [Learning and Information Services \(LIS\) - Servicedesk \(uhi.ac.uk\)](https://www.uhi.ac.uk/service-desk)

Our Facilities

UHI Orkney is made up of three separate campuses situated in Kirkwall and Stromness. The information given here relates to our main campus on East Road in Kirkwall. Our Institute for Northern Studies is based in Kirkwall, too, whilst Stromness is home to our Maritime department campus, locally known as 'The Nav School'.

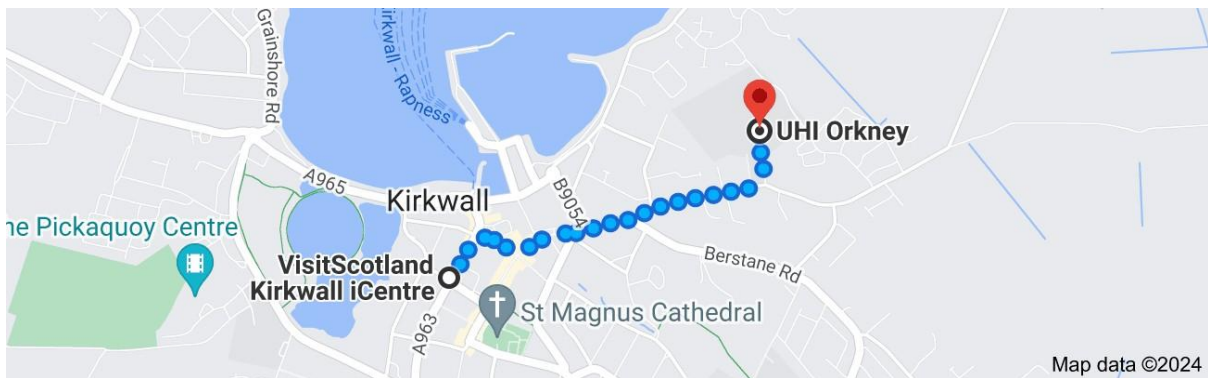
Location

Our main campus is found in a series of modern buildings in Kirkwall – Orkney's largest town. With glorious views overlooking Orkney's north isles, the campus offers a competitively beautiful place to study.

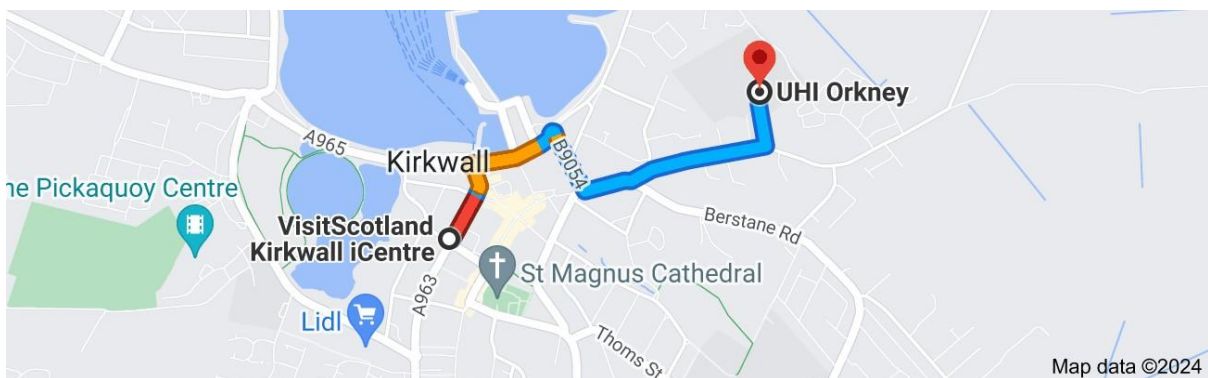
Getting here

Based on a start-location of [VisitScotland's Kirkwall iCentre](https://www.visitScotland.co.uk/kirkwall) in the middle of Kirkwall, it takes approximately 16 minutes on foot to reach our campus – a distance of 0.7 miles.

Cycling will take around 7 minutes. It should be noted that the last leg of the journey is uphill.



Driving from the same start-point takes an estimated 3 minutes. [Taxi services are available.](#)



*(Maps & travel estimates taken from Google)

There is also a regular bus service that passes UHI Orkney several times a day. [You can generate the most up to date timetable here.](#) The bus service passing us is called the 'X1' and the bus stop situated at UHI Orkney is named as 'Weyland Farm'. Inputting 'Kirkwall' as the start location will offer options from the travel centre, but of course you can tailor this to meet your needs according to your location and the search engine will tell you which bus stop is closest to you.

Once you're here

We have clear signage on campus to help direct you. We offer free parking on our on-site carpark, as well as a bike shelter. These can be used by students, staff and visitors to UHI Orkney. Users are asked to respect the property of others. Any incidents should be reported to Reception.

You should use the main entrance into the building, which is central to the building and visible from the carpark. The entrance features one set of automatic doors on the left side, and manual doors on the right side. During winter months, users are encouraged to use manual doors if they are re able, to help maintain the warmth within our foyer area.

Upon entering, you will see our reception on your left. Our friendly staff here shall direct you. Please ring the bell for attention, if nobody is around.

Security / ID

Your safety is of utmost importance to us. We therefore require you to wear your student ID at all times while on campus. It is important to ensure that we are adhering to our security processes, and your support in helping us to keep our premises safe and secure is appreciated. All staff and visitors are also required to wear an ID badge, therefore if you do see anyone who is not, or anything suspicious lying around, please report immediately to a member of staff. (Note: there will be a charge for the replacement of lost/damaged badges)

Smoking

UHI Orkney operates a no smoking policy on all of its premises. There is a designated area for smoking outside the college building, located beside the picnic benches.

Recycling

You will find recycling bins throughout the campus for glass, cans, plastic bottles and paper.

Noticeboards

Noticeboards are located throughout the campus providing department information and general student information. General noticeboards are numbered and a list of what each one displays can be found beside reception and on the wall at foot of main staircase.

Lockers

UHI Orkney has a number of lockers available for student use. The cost of hire is £10 for the year which includes a £5 returnable deposit. Please see Reception if you would like to hire a locker.

First Aid

If you require First Aid, please contact reception. Contact details for trained first aiders are displayed on noticeboards throughout the campus.

Fire Safety

When the fire alarm sounds, make your way out of the building by the nearest exit and then to the assembly point (in the main campus building, this is at the east and west ends of the main carpark). Emergency exits have thumb turn locks or push bars to open.

When a fire alarm sounds:

- Remain calm, don't run.
- Leave all belongings.
- Exit the building by the nearest and safest exit.
- Make your way to assembly points.
- Stay together with your class (where relevant).

- Do not re-enter the building unless told it is safe to do so.

Opening Times

MAIN CAMPUS BUILDING

Term Time*:

- Monday, Tuesday & Thursday 8.00am to 5.00pm
- Wednesday 8.00am to 8.30pm (Sept– May, when evening classes are on)
- Friday 8.00am to 5.00pm

Holiday Periods: (excluding Christmas when the building is closed)

- Monday to Friday 9.00am to 4.00pm

MAIN CAMPUS RECEPTION

Term Time*:

- Monday to Thursday 8.30am to 4:30pm
- Friday 8.30am to 4.00pm

Holiday Periods (excluding Christmas when the building is closed):

- Monday to Friday 9.00am to 4.00pm

*UHI Orkney observes all [Orkney Islands Council public holidays](#), so on those days all our buildings are closed.

Cafeteria

The Cafeteria is located in the Main Campus across from Reception and is open during term time only. The seating area has great views over Kirkwall Bay should you wish to sit-in although we can also cater for take-away.

Opening Hours (term time only)

- Monday to Wednesday: 8am to 3.00pm
- Thursday: 8am to 3:30pm
- Friday: 8am to 2:45pm

Cash and card payments accepted.

On offer are:

- Homemade meals
- Healthy options
- Selection of Sandwiches / Wraps / Paninis
- Wide range of snacks
- Hot rolls served daily from 10:15am for break time
- Lunch is served daily between 12 noon and 1:15pm

The following self-service machines will usually be stocked and available for students to use at any time that the College building is open:

- Chilled water dispenser
- Limited selection of hot drinks from coffee machine (cash only)

The cafeteria aims to reduce waste and help the environment as much as possible therefore:

- we encourage everyone to bring their own re-fillable water bottles and re-usable containers for hot drinks whenever possible.
- if you bring your own mug to the cafeteria staff to fill with your order for hot drinks / soup you will receive a discount at the till
- compostable take-away cups are available at a charge

Cafeteria staff will do their best to accommodate any dietary requirements if given advance notice. The Cafeteria is not subsidised and operates on a non-profit making basis.

Contact Us

Admissions	ocadmissions@uhi.ac.uk	Tel: 01856 569208
Enrolment	ocregistry@uhi.ac.uk	Tel: 01856 569216
Finance Office (incl. Student Fees/Funding)	ocrevenue@uhi.ac.uk	Tel: 01856 569202
Student Support Services	studentsupport.orkney@uhi.ac.uk	Tel: 01856 569275
Reception	info.orkney@uhi.ac.uk	Tel: 01856 569000
Short Course Department	ocshortcourses@uhi.ac.uk	Tel: 01856 569206
Maritime Department	ocmaritime@uhi.ac.uk	Tel: 01856 569401
Institute for Northern Studies (INS)	ins@uhi.ac.uk	Tel: 01856 569300
UHI Central IT ServiceDesk	servicedesk@uhi.ac.uk	Tel: 01463 279150

General Information

IT Services

Students should refer to the following online guidance <https://www.uhi.ac.uk/en/lis/> which provides a range of useful information, ICT policies, live service updates and links to 'Live Chat Support'.

All students are encouraged to review the 'New Student' section before the start of term to familiarise themselves with how to access UHI online services.

WiFi is available throughout the College - select Eduroam from the list of available networks and log-in using your student email address and password. You should bring your own device for study purposes. We have a small amount of laptops available to borrow. If specialist IT equipment is required for specific courses it will be provided.



<https://www.uhi.ac.uk/en/lis/information-for-students/technologies-at-uhi/>

E-safety: To help protect you while using our ICT we ask that you keep your student login and password safe, change your password regularly, log out of computers when you leave them and don't share personal information online.

UHI Orkney uses your UHI email to share information and opportunities and communicate important updates about our annual graduation and awards ceremony — please check in regularly.

Accommodation

UHI Orkney has no student accommodation, but we share list of private lets and letting agents on our website, if details have been shared with us. Availability of accommodation cannot be guaranteed -

<https://www.orkney.uhi.ac.uk/students/accommodation/>.

Local Sport and Fitness Facilities

Please visit the following websites for full details of facilities available throughout Orkney.

- The Pickaquoy Centre <https://www.pickaquoy.co.uk/>
- Orkney Islands Council <https://www.orkney.gov.uk/Service-Directory/S/sports-and-leisure.htm>
- Orkney.com <https://www.orkney.com/life/live/leisure>

International Students

UHI Information for international students before and during study.

<https://www.uhi.ac.uk/en/studying-at-uhi/international/>

Childcare

UHI Orkney does not have childcare facilities, however financial assistance for childcare may be available. Application forms for support with childcare costs are available on the UHI Orkney website or from the Finance Department. Email:

OCRevenue@uhi.ac.uk.

Library/Resource Centre

The library is open from:

8.30am - 5.00pm Monday, Tuesday, Thursday and Friday

8.30am - 9.00pm Wednesday:

It is staffed from 8.30am-4.30pm Monday-Thursday

8.30 - 3.45pm Fridays.

Opening times are subject to change during the holidays. Please check our library Libguide for updates: <https://libguides.uhi.ac.uk/c.php?g=686717>

For information about borrowing, returning, renewing and study facilities see here:

Library Service



There is a MEESCAN self-issue terminal just inside the library doors so you can issue and check in books when no library staff are present. Please follow the printed instructions next to the terminal.

Library staff

Librarian: Tracey Cooper Tracey.Cooper@uhi.ac.uk

To contact the library please email: OCLibrary@uhi.ac.uk

Food and Drink

Please do not eat or drink in the library - this is so that we can maintain a clean and safe environment for you to study in. Bottled water is fine.

Student Support and Advice

Highlands and Islands Students' Association (HISA)

As you a student at the University of the Highlands and Islands you are automatically a member of the Highlands and Islands Students' Association, also known as Your Students' Association.

Your Students' Association represents all further and higher education students at the University of the Highlands and Islands and its partners. Due to our unique geography, we are the only students' association in Scotland to provide our members with both local and regional representation. This means that through us, you can influence decision-making where you study as well as the wider partnership. For further info, see [HISA](#)

Our members, and developing their time at UHI, is at the heart of everything we do.

Local Team

Your local team comprises the Orkney Depute President and the Local Coordinator. They are there for student support and activities and you can contact them at:

- Hisa.orkney@uhi.ac.uk
- Mila.tabone@uhi.ac.uk

We wish all of you an amazing year with us.

Student Pantry

A student pantry is provided and is located across from the library.

UHI Alumni Ambassadors

UHI are building a community of alumni ambassadors to be a key resource for prospective students to draw upon when making decisions about applying. All ambassadors are volunteers who can advise on expectations of studying at the University of the Highlands and Islands, what to expect, work-life balance, etc. and they can relay their own experiences of studying here.

Alumni ambassadors can also play an important role in preparing current students for the world of work whilst expanding the network of connected graduates around the world.

Details of the current ambassadors and how to contact them for an informal chat can be found [here](#)

Student Voice

At UHI Orkney all students are encouraged to have their say in our activities. The student voice is important in ensuring that our students get the most from both their learning and their experiences of UHI Orkney as a whole. UHI Orkney has a range of committees and working groups that student representatives are invited to sit on and this allows the students to provide their views on a range of matters. We also look to appoint Student Voice Representatives. The Student Voice Representative System helps students share their views and feedback on any aspect of the student experience – whether it be about learning, teaching, facilities or accommodation. The Student Voice Representative System is delivered in partnership between the University and Your Students' Association. If you are interested in volunteering as a Student Voice Representative at UHI Orkney, contact your local staff at hisa.orkney@uhi.ac.uk.

Support Whilst a Student at UHI Orkney

As a student of UHI Orkney, we can offer you support of different kinds. You can chat to your course tutor for advice on your course or you may prefer to get more general help through UHI's support services, but whether it's for study skills, counselling, disability matters, careers advice or feedback through the red button service, don't forget we're here to help. For further details of our support services see [Student Support](#)

Our experienced team of staff will advise you on techniques and strategies that can help to identify and overcome the barriers to learning that you may encounter in your student journey. Please feel free to contact us or your tutor for an initial chat if you think you may need support over the duration of your course.

Student Support Contact: studentsupport.orkney@uhi.ac.uk

Disability Statement

Flexibility

UHI Orkney invites you to contact us about any special support arrangements you require so that we can work together to make provision accessible, taking into consideration your particular requirements.

We will endeavour to make reasonable adjustments to accommodate your needs, and develop and extend our provision to be increasingly accommodating to a wide range of students.

See our Disability Statement

Money Matters

Before you enrol on a course of study through UHI Orkney, you should also think about how you will fund your studies. It is important that you have submitted your application for fees and any personal financial support you may be entitled to.

If you are unsure of what funding is available please contact Student Funding who can advise of the kinds of funding available and how you can apply for them.

Contact details:

Student Funding

Tel: 01856 569202

E-mail: OCRevenue@uhi.ac.uk

We provide support for all of our students as well as people thinking about coming to college, so throughout your studies here you can get information, advice and guidance.

Each course listing has detailed information attached to it including Fees/Funding. Just click on the course you are interested in and select the relevant tab on the next page.

Finance

Further details available here: [Finance](#)

Student Conduct

UHI Student Conduct Policy

The policy aims to promote a positive learning environment. This is set within the context of the broader framework of policies and related procedures.

The policy seeks to promote, encourage and recognise a positive learning environment, and engender a culture of equality, diversity and openness. We expect conduct that helps to create a positive and safe learning environment that reinforces our culture. This policy fits into a broader framework of policies related to culture, conduct and discipline.

View the full copy of the UHI Student Conduct Policy here: [Student Conduct Policy](#)

Student Disciplinary Procedure

This procedure supports the Student Conduct Policy and the Student Code of Conduct. This procedure is designed to give students and staff a clear framework to fairly and promptly address any situations which may arise around student conduct and suspected breaches of the Student Code of Conduct.

View the full copy of the UHI Student Disciplinary Procedures here: [Student Disciplinary Procedure](#)

UHI Orkney Charter

[Useful information – UHI Orkney Charter \(uhi.ac.uk\)](#)

Academic Matters

Our website is packed with valuable information about the support available, and **don't forget to regularly check your student email** for important updates throughout the year.

- [Current Students](#)
- [Useful information](#)
- [Policies](#)
- [Plagiarism](#)
- [Support with your Studies](#)

Feedback and Complaints

UHI Orkney staff endeavour to provide a positive learning environment, which challenges discrimination and provides an inclusive environment. If you encounter problems, or feel that you have identified others have problems, need additional support, encounter discrimination, or feel excluded we would encourage you to please inform your course tutor, a member of the Senior Management Team or, use

the anonymous [Red Button service](#) or contact the Highlands and Islands Student Association (HISA).

The Red Button is an informal problem-resolution and feedback mechanism, but the the formal complaint process is different. [Complaints Procedure](#)

Campus Buildings & Maps

Campus Buildings

Main Campus, East Road, Kirkwall, Orkney KW15 1LX



1. Main building	2. Weyland Building
Comprises First Floor and Ground Floor with these departments located as per floor plan on following pages. • Education, Health & Social Care • Hospitality • Art & Design • Archaeology Institute • Orkney Research Centre for Archaeology (ORCA) • Business, Management & Essential Skills • Inclusive Practice • Information Technology • Administration, Student Records, Library, College Management	Located at top of footpath from main campus with these departments located (basic floor plan on following pages) • Hairdressing Salon • Agronomy Institute • Agriculture • Culture & Heritage • Student Counsellor
3. Construction & Engineering	4. Horticulture Department
Three separate units on footpath between main building and Weyland building • Construction Workshop • Engineering Workshop • Trowel Trades Workshop	Has a range of sheds, poly-tunnels and workspaces on the main campus site

Other Sites

Institute for Northern Studies (INS)

Scott's House
Grainshore Road
Hatston,
Kirkwall
Orkney
KW15 1FL

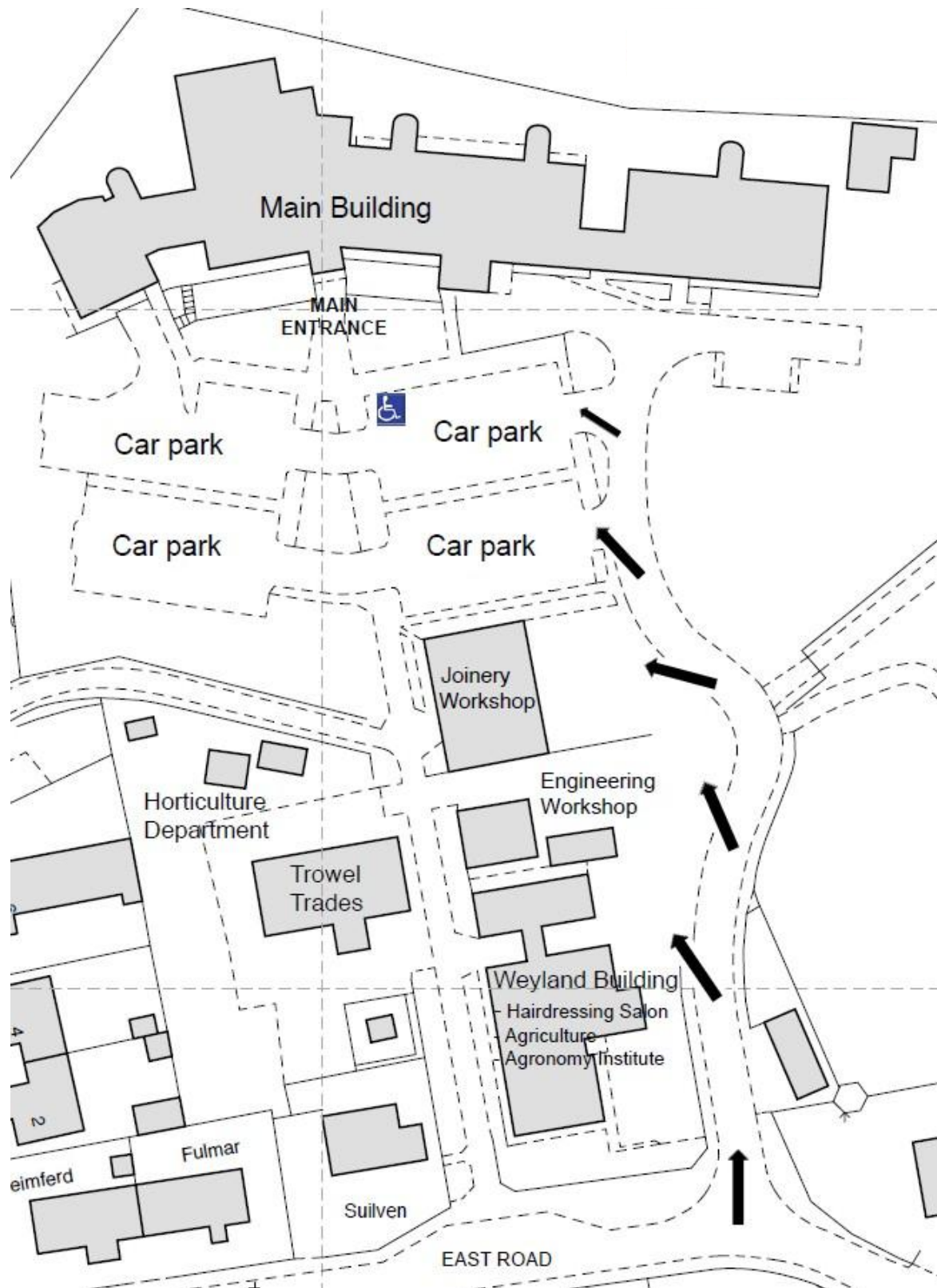


Maritime Studies Department

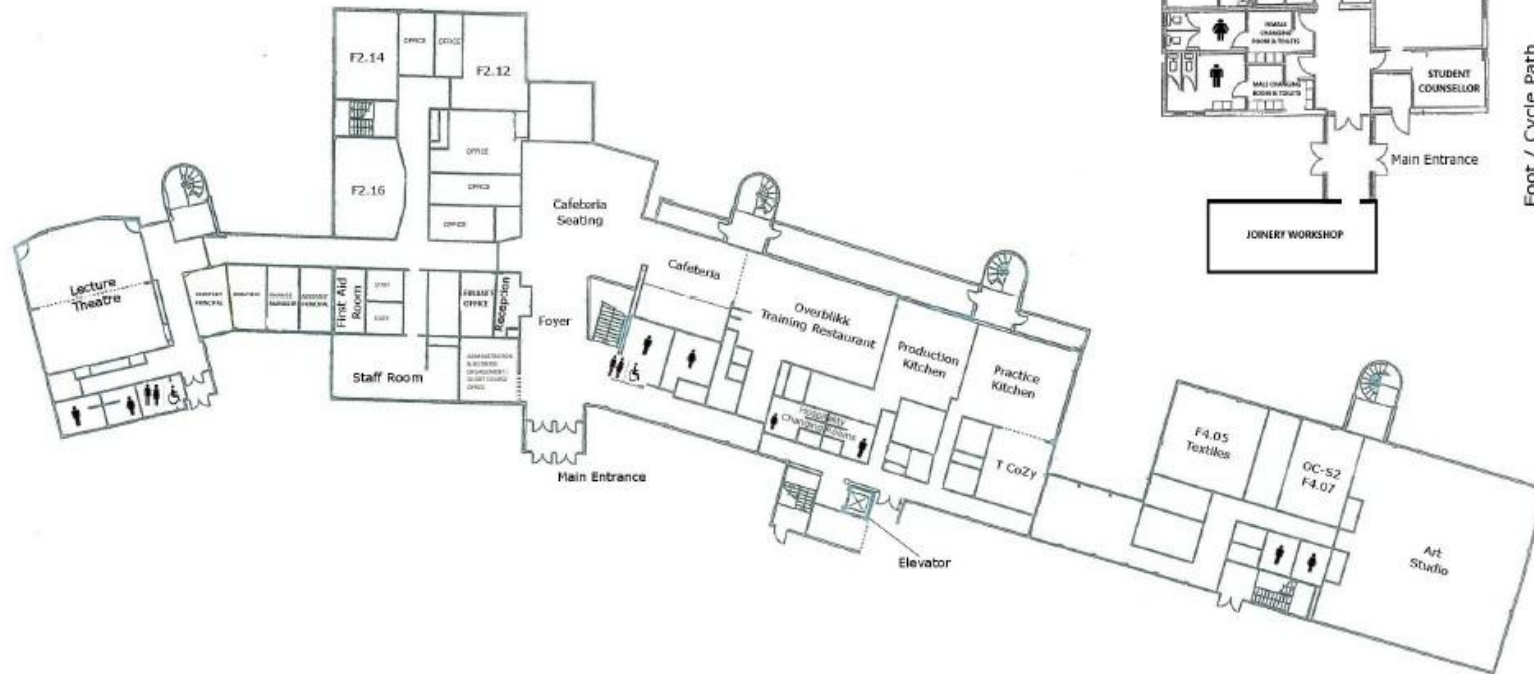
Victoria Street
Stromness
Orkney
KW16 3BS



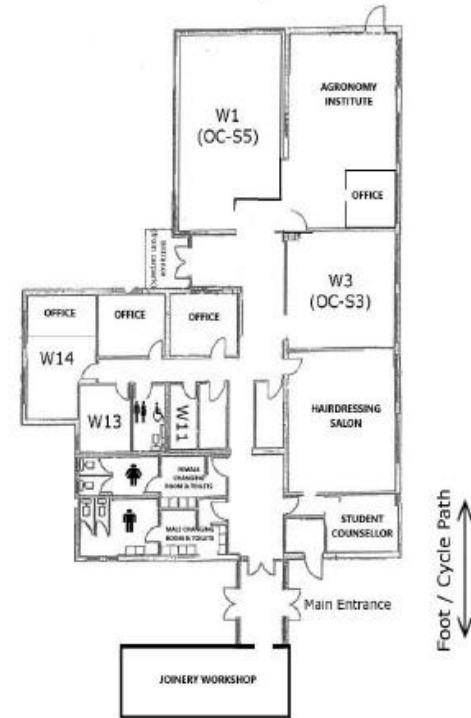
Main Campus Site Plan & Layout



First Floor



Weyland



Foot / Cycle Path

Ground Floor

