



University of the
Highlands and Islands
Orkney College

Student Welcome Pack 2023/2024



East Road
KIRKWALL
KW15 1LX
01856 569 000

e: orkney.college@uhi.ac.uk
w: www.orkney.uhi.ac.uk



@OrkneyCollege

Orkney College UHI Main Campus Building Opening Times

Term Time:

Mon, Tue & Thu - 8.00am to 5.00pm
Wed - 8.00am to 9.00pm (Sept to mid-May)
Fri - 8.00am to 5.00pm

Holiday periods:

Mon to Fri - 8.00am to 4.00pm

Main Reception Opening Times

Term Time:

Mon-Thu - 8.30am to 4:30pm
Fri - 8.30am to 4.00pm

Holiday periods:

Mon to Fri - 8.30am to 4.00pm

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Principal's Welcome



Welcome to Orkney College, UHI! Along with all of the staff, we are happy to see you joining us and look forward to supporting you in studying with us. The College's Mission is 'Realising Your Potential' and our job during your time with us is to help you do exactly that. We hope that you will also enjoy being a part of our community, joining in activities, and seeking support from colleagues to help you when you need it.

Being a student is a lot more than just sitting in a classroom. We hope that the College provides a welcoming and friendly place to be, where you can share experiences with us, whilst learning. Our lecturers are here to support and guide you, and to offer an alternative learning experience.

I wish you all the best with your studies at the College, whichever course you are on, and hope that you thoroughly enjoy your time with us.

Professor Edward Abbott-Halpin, Principal

University of the Highlands and Islands

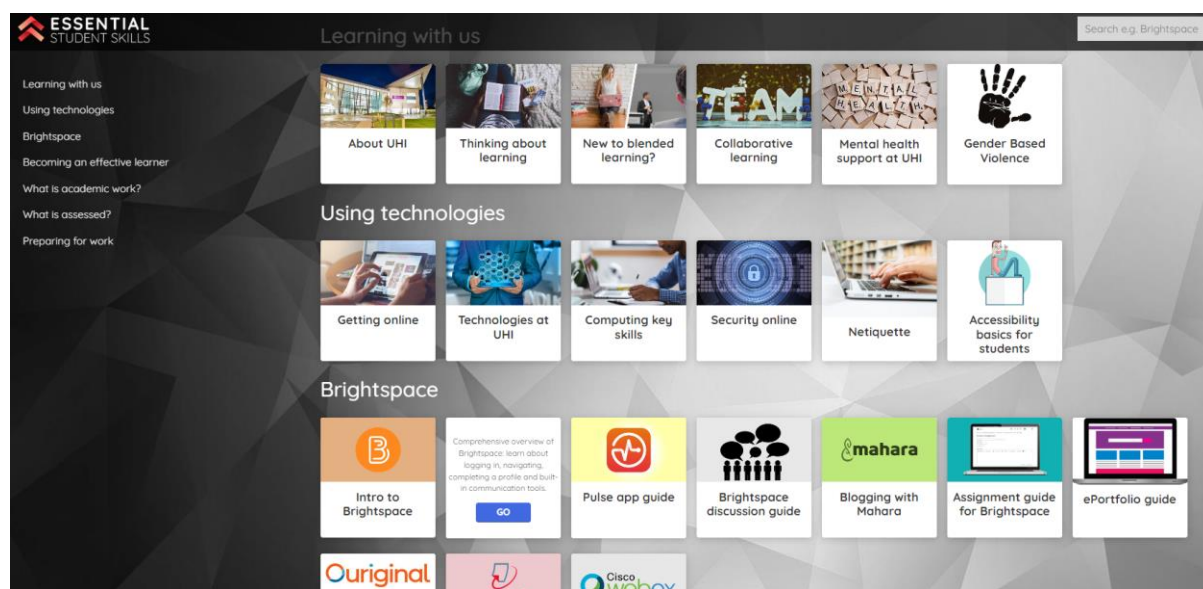
Orkney College UHI is one of the partners in the University of the Highlands and Islands (UHI), Scotland's newest university. Through a network of colleges, research institutions and learning centres across the Highlands and Islands, UHI delivers higher education to over 8000 students. If you have enrolled on a degree or post-graduate programme, your award will be made by UHI. To find out more visit www.uhi.ac.uk.

Induction and Enrolment

College User Accounts

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

<https://induction.uhi.ac.uk/>



Here you will find a wide range of information on:

- Learning with us
- Using technology
- Brightspace
- Becoming an effective learner
- What is academic work?
- What is assessed?
- Preparing for work

Enrolment

Enrolment is the process of formally signing up to your chosen course(s) and to the College'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 the College 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 college 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 college 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 College 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 \(uhi.ac.uk\)](#). 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 2023/24**". 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 \(uhi.ac.uk\)](#)


Orkney College UHI Student Handbook

There is a wealth of useful and important information within the student handbook, and we recommend you take the time to look through it and use it as a regular point of reference throughout your studies.

Sections include: Student Support & Advice; Money Matters; Health & Wellbeing; Details on Facilities; I.T. Guidance along with various general information and links to UHI policies. The handbook also contains location and site maps for the Main Campus.

The handbook is available electronically on the Orkney College UHI website - <https://www.orkney.uhi.ac.uk/students/> under the 'Induction Materials' section or by scanning the QR code below:



 Hard copies of the student handbook can be provided if required however please consider the environment before making this request. Contact: orkney.college@uhi.ac.uk

Finance Information

Please use the following links to view the most up to date information regarding fees, funding and bursaries for Higher Education (HE) and Further Education (FE) students.

If you are unable to find the information you need or have a specific enquiry, please contact the Finance Department directly – email: ocrevenue@uhi.ac.uk or tel: 01856 569202.

- Courses Page:
 - Orkney College UHI website: <https://www.orkney.uhi.ac.uk/courses/>
 - UHI website: <https://www.uhi.ac.uk/en/courses/>

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 Section of the Orkney College UHI website (edit note as at June 2023 - these will be updates with 23/24 information as it becomes available):

Go to <https://www.orkney.uhi.ac.uk/students/student-support/> and click on the tab titled 'Finance' – where you will find links to documents including:

- 2023-24 Funding Guide, Higher Education (HE):
 - Full-time courses
 - Part-time courses
 - Postgraduate funding
 - Student Support – discretionary and childcare funds
- 2023-24 Funding Guide, Further Education (FE):
 - Full-time courses – NC, NQ, SVQ or SCQF6
 - Part-time courses - NC, NQ, SVQ or SCQF6
 - Modern Apprentices
 - Student Support – discretionary and childcare funds
- The 'Study with us' page on the main UHI website has the following sections:
 - Considering University:
<https://www.uhi.ac.uk/en/studying-at-uhi/first-steps/>
 - Study Options:
<https://www.uhi.ac.uk/en/studying-at-uhi/part-time-online-flexible-learning/>
 - How much will it cost:
<https://www.uhi.ac.uk/en/studying-at-uhi/first-steps/how-much-will-it-cost/>

Fees policies are published on the main UHI website:
<https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>

Student Support

Orkney College UHI offers a support service to help students with their studies. This could include support with coursework, health issues, financial issues, accessing the building/facilities, or any other area.

If the college can support you with your study, even if only for a temporary period please tick the relevant boxes below and return this form to your course tutor or Student Support.

If you would like to talk to student support at any time, they can be contacted via telephone on 01856 569 275 or emailed at studentsupport.orkney@uhi.ac.uk

Do you require:

- | | | | |
|--------------------|--------------------------|-----------------------|--------------------------|
| Help with reading | <input type="checkbox"/> | Help with writing | <input type="checkbox"/> |
| Help with spelling | <input type="checkbox"/> | Help with numeracy | <input type="checkbox"/> |
| Visual support | <input type="checkbox"/> | Communication support | <input type="checkbox"/> |
| Physical support | <input type="checkbox"/> | Mental health support | <input type="checkbox"/> |
| Financial support | <input type="checkbox"/> | Any other support | <input type="checkbox"/> |

Name	
Course	
Course Tutor	
Date	

For further information on student support, including mental health and wellbeing, please refer to the Orkney College UHI Student Handbook.

Student Voice

At Orkney College UHI all students are encouraged to have their say in the activities of the College. The student voice is important in ensuring that our students get the most from both their learning and their experiences of the College as a whole.

The Highlands and Islands Students' Association (HISA)

The Highlands and Islands Students' Association (HISA) is a membership organisation and charity tasked with representing all students at the University of the Highlands and Islands (UHI). HISA is run by students, for students, to support you throughout your student journey.

HISA wants to ensure that students have a strong voice across the University of the Highlands and Islands. Because of this, our team of student officers is elected every year to represent the students' priorities. As a student, you are entitled to vote and run in the HISA elections to become a member of our team. HISA is also here to help you discover plenty of clubs and societies, events and campaigns to take part in and connect with fellow students. To find out more about these opportunities, keep an eye on the HISA website and social media.

Student Voice Representatives

HISA wants to ensure that you have a strong and valued voice at your College and across #thinkUHI. 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, the Academic Partners and the Students' Association. If you are interested in volunteering as a Student Voice Representative at Orkney College UHI, contact your local HISA staff at francesca.meneghetti@uhi.ac.uk.

In such a way, you will get the chance to represent the views of your classmates. Student voice representatives meet regularly throughout the year with HISA staff to discuss what is happening around the College and any issues they wish to raise. This information is then communicated to HISA and the College, and action is taken. Student Representatives are trained to do this role and gain skills and experience that are valued by employers.

Please refer to the HISA section of the Student Handbook for more information.

College Committees & Working Groups

Orkney College UHI has a range of committees and working groups, as detailed below, that student representatives are invited to sit on and allows the students to provide their views on college matters.

(Attending Committee meetings can also be a great addition to any CV!)

- **Public Relations** provides a forum for the active leadership of the marketing strategy and agenda of Orkney College. The Committee aims to enhance and build upon previous marketing strategies, locally, nationally and internationally, in a professional manner and ensure that all marketing activities embrace our diverse culture, whilst engaging with all aspects of the equality agenda. The Committee also has responsibility for the operational planning of the annual awards ceremony.

- **Physical Resources** assists in the provision and maintenance of a safe working environment, which is free from risks to health and adequate in facilities and arrangements for the welfare of those on college premises. The Committee helps raise awareness of Health and Safety issues and build a culture of health and safety within the College whilst also ensuring that Orkney College is utilising resources in an effective and efficient way according to sustainability principles and communicates this across the College.
Student representatives are co-opted when required.
- **Learning, Teaching and Quality (LTQC)** is responsible for the Learning & Teaching, Quality Assurance and Enhancement of academic provision and course development by Orkney. The Committee will be responsible to the College Academic Board for devising and overseeing the College's quality assurance systems and for approval, monitoring and review of all courses, units and modules offered by the College and contained in the Development Plan.
- **Research and Knowledge Exchange** remit is to oversee development of a research strategy for the College and encourage a research community in the College. The committee will input towards a staff research policy, engender research culture, enable staff development and arrange mentoring for staff wishing to engage with research. The Committee will also note progress of research degree students, encourage and develop knowledge exchange activity in the College and monitor the progress of REF.
Student representatives are postgraduate research students, one each from the Archaeology Institute and the Institute for Northern Studies

If you are interested in being a representative on any of the College Committees please complete the checklist below and return to Donna Wishart, either by emailing donna.wishart@uhi.ac.uk or hand it in to reception.

I am interested in finding out more information about being involved with the Committee(s) ticked below.

Student Name: _____

Student Number: _____

Public relations	<input type="checkbox"/>	Research and Knowledge Exchange	<input type="checkbox"/>
Physical Resources	<input type="checkbox"/>	Learning, Teaching and Quality (LTQC)	<input type="checkbox"/>

An acknowledgment and further details will be sent to your UHI student email account.

Checklists

Further Education (FE) Students

Full-time Students	
1. Confirm your place on your course	
2. Apply for EMA / Bursary funding	
3. Provide evidence required for your funding	
4. Complete online enrolment for your course	
5. Identify your Personal Tutor (PAT) & their contact details	
6. Confirm date / time you are to attend College	
Part-time Students	
1. Confirm your place on your course	
2. Organise payment for your course in advance of your start date: <ol style="list-style-type: none"> a. Apply for ITA (<i>if applicable</i>) b. Apply for Fee Waiver & collate evidence (<i>if applicable</i>) 	
3. Complete online enrolment for your course	
4. Identify your Personal Tutor (PAT) & their contact details	
5. Confirm date / time you are to attend College	

Higher Education (HE) Students

1. Confirm your place on your course	
2. Organise funding / payment for your course <u>Full-time students</u> <ul style="list-style-type: none"> • Apply to SAAS for your funding* • If not eligible for SAAS arrange payment <u>Part-time students</u> <ul style="list-style-type: none"> • Apply to SAAS for part time fee grant (PTFG)* • Apply for ITA • If not eligible for funding arrange payment <p>* All SAAS applications, information, deadlines can be found on their website www.saas.gov.uk.</p>	
3. Complete online enrolment for your course	
4. Identify your Personal Tutor (PAT) & their contact details	
5. Confirm date / time you are to attend College	

Other Handy Reminders

Complete module choice selections (HE students only)	
Log into and regularly monitor UHI email account	
Complete and return student support form (if applicable)	

Apply for council tax discount (if applicable)	
Make sure you have the required stationery items ready for use in lectures (students are responsible for arranging their own supply of notebooks, pens, pencils etc)	
<p>Check you have received your student ID card</p> <p><u>Note:</u> your safety is of utmost importance to us. We therefore require you to wear your student id at all times while on campus (if you forget your student id, you must ask reception for a temporary badge). 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.</p>	

Calendar 2023/24

Please see the online version - <https://www.orkney.uhi.ac.uk/students/useful-information/college-calendar/>

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1				
	Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays		Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays		Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays		Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays		Sundays		
	07-Aug-23	14-Aug-23	21-Aug-23	28-Aug-23	04-Sep-23	11-Sep-23	18-Sep-23	25-Sep-23	02-Oct-23	09-Oct-23	16-Oct-23	23-Oct-23	30-Oct-23	06-Nov-23	13-Nov-23	20-Nov-23	27-Nov-23	04-Dec-23	11-Dec-23	18-Dec-23	25-Dec-23	01-Jan-24	08-Jan-24	15-Jan-24	22-Jan-24	29-Jan-24	05-Feb-24	12-Feb-24	19-Feb-24	26-Feb-24	04-Mar-24	11-Mar-24	18-Mar-24	25-Mar-24	01-Apr-24	08-Apr-24	15-Apr-24	22-Apr-24	29-Apr-24	06-May-24	13-May-24	20-May-24	27-May-24	03-Jun-24	10-Jun-24	17-Jun-24	24-Jun-24	01-Jul-24	08-Jul-24	15-Jul-24	22-Jul-24	29-Jul-24	05-Aug-24				
UG/PGT degree courses			UG/PGT Induction tbc	Week 1	Week 2	Week 3	Week 4	Week 5																																																	
HN courses			HN Induction tbc	Week 1	Week 2	Week 3	Week 4	Week 5		Holiday	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15																																					
FE Courses			FE Induction tbc	FE Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Holiday	Holiday	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Holiday	Holiday	Week 17	Week 18/ remediation	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Holiday	Holiday	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18/remediation												
Senior Phase			School pupils start Tue 22	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	**In-service Thu 12 & Fri 13**	Holiday	Holiday	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Holiday	Holiday	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	**School Closed Mon 19, in-service Tue 20**	Week 24	Week 25	Week 26	Week 27	Week 28	Holiday	Holiday	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36	**In-service Mon 3**	Week 37	Week 38	Week 39	Week 40	**School closed from Thu 4 **	Holiday	Holiday	Holiday	Holiday	Holiday
Public Holidays (closed for both staff and students)	Thu 8																				25 Dec - 2 Jan													Mon 1																							

Maps & Location Information

Campus Buildings

East Road, Kirkwall, Orkney KW15 1LX

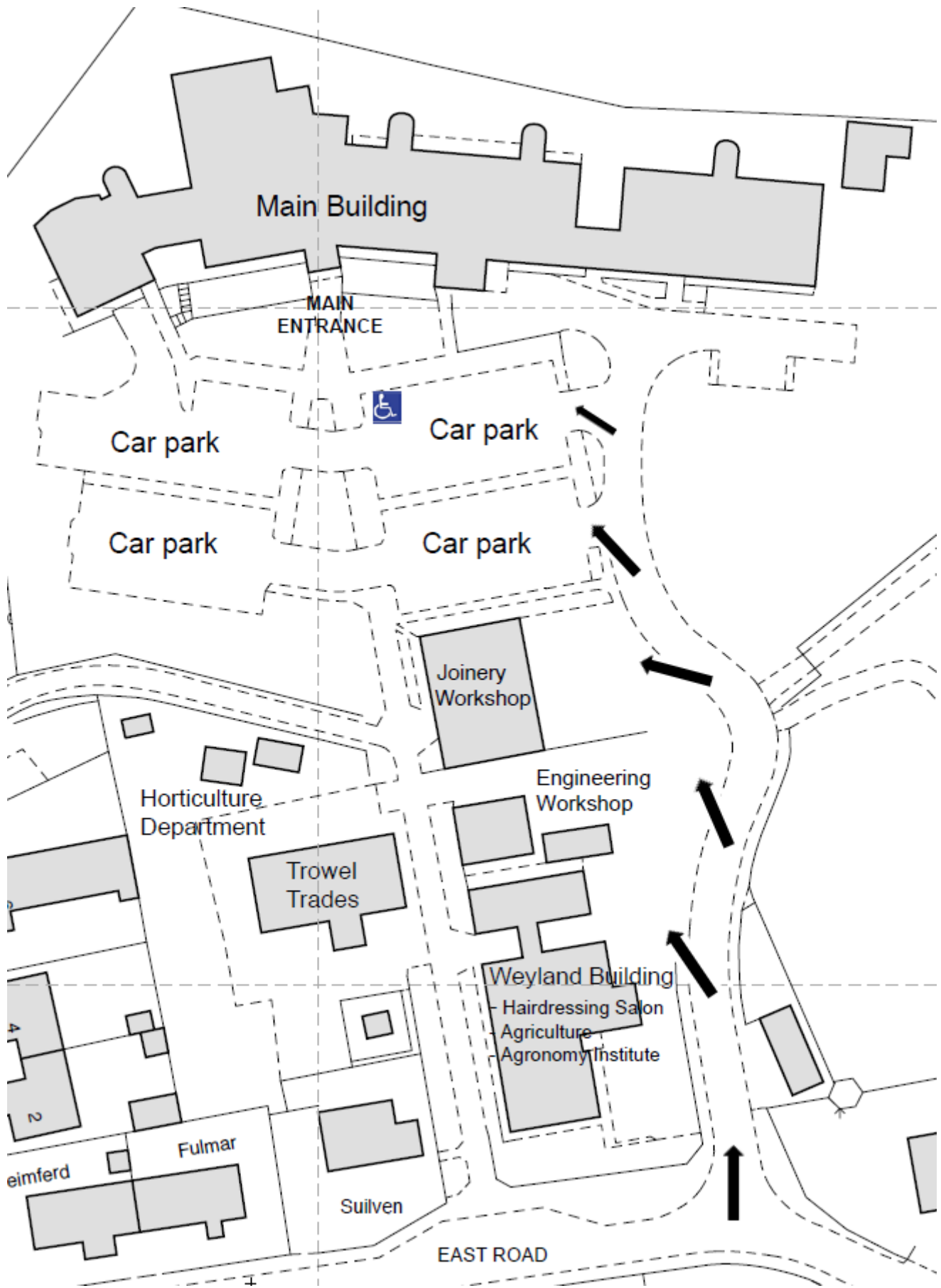
(There is a free car park on site for use by students, staff and visitors to Orkney College UHI)

<p>Main building Comprises First Floor and Ground Floor with these departments located as per floor plan on following pages.</p> <ul style="list-style-type: none"> • 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 	<p>Weyland Located at top of footpath from main campus with these departments located (basic floor plan on following pages)</p> <ul style="list-style-type: none"> • Hairdressing Salon • Agronomy Institute • Agriculture • Culture & Heritage
<p>Construction & Engineering 3 separate units on footpath between main building and Weyland building</p> <ul style="list-style-type: none"> • Construction Workshop • Engineering Workshop • Trowel Trades Workshop 	<p>Horticulture Department Has a range of sheds, poly-tunnels and workspaces on the main campus site</p>

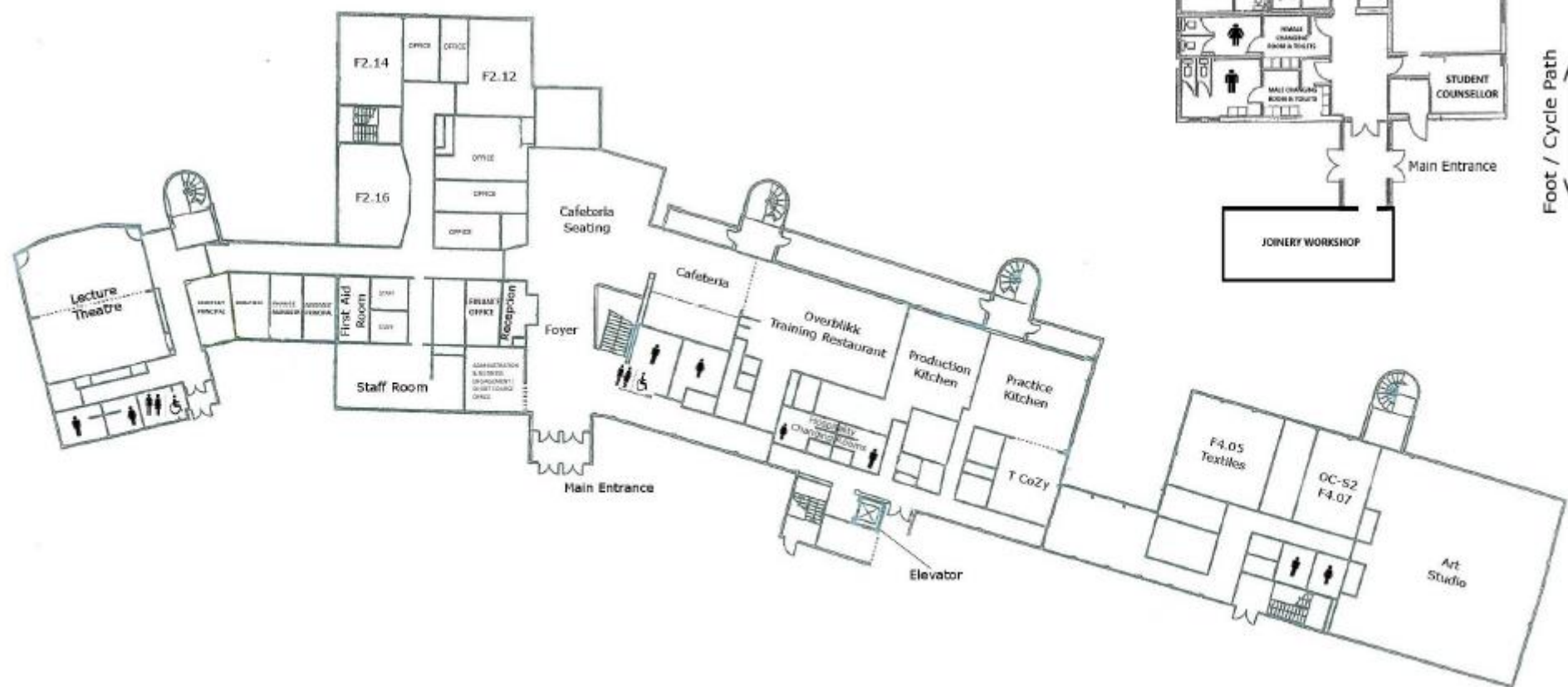
Other Department Sites

<p>Institute for Northern Studies (INS) Scott's House Grainshore Road Hatston, Kirkwall Orkney KW15 1FL</p>	<p>Maritime Studies Department Victoria Street Stromness Orkney KW16 3BS</p>
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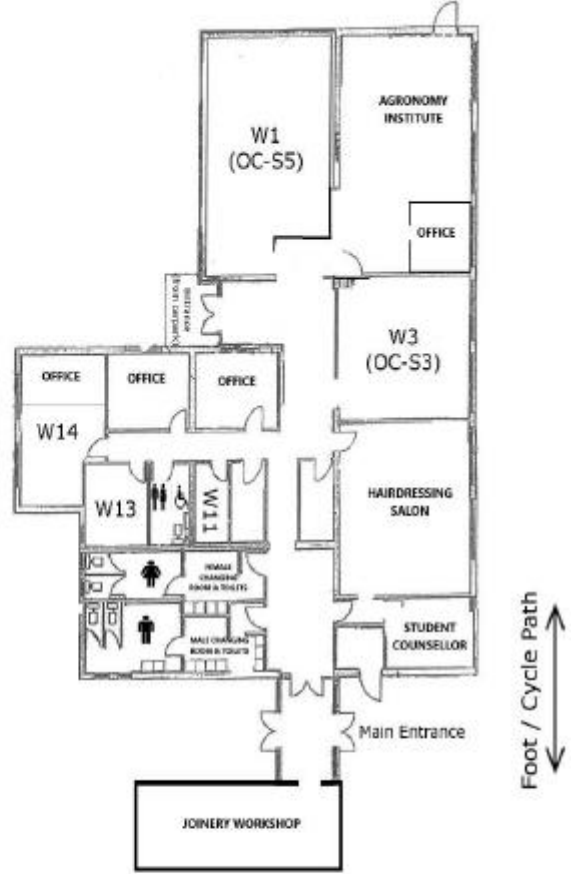
Main Campus Site Plan and Layout



First Floor



Weyland



Ground Floor

