



University of the
Highlands and Islands
Orkney College

2022/2023

Orkney College UHI Student Handbook

Main Campus & Weyland
East Road, Kirkwall, Orkney KW15 1LX
01856 569 000

orkney.college@uhi.ac.uk

www.orkney.uhi.ac.uk

OrkneyCollegeUHI

@OrkneyCollege

<p>Institute for Northern Studies</p> <p>https://www.uhi.ac.uk/en/research-enterprise/cultural/institute-for-northern-studies/</p>	<p>Maritime Studies Department Victoria Street, Stromness KW16 3BS Departments - Maritime Studies (uhi.ac.uk)</p>
<p>Archaeology Institute</p> <p>https://www.uhi.ac.uk/en/archaeology-institute/</p>	<p>ORCA (Orkney Research Centre for Archaeology)</p> <p>https://www.orca-archaeology.org/</p>

University of the Highlands and Islands

Orkney College UHI is one of 12 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.

Principal's Welcome

Welcome to Orkney College, a partner institution in the University of the Highlands and Islands.

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 at the College, or where appropriate through distance or blended learning; as part of the University of the Highlands and Islands we have a strong track record of delivering our teaching both in person, but also online. Whatever your circumstances we want to ensure that you benefit from the excellent facilities at Orkney College UHI, our commitment to high quality teaching and support and of course our attractive location and environment.

Orkney College UHI 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 provided by the University of the Highlands and Islands, or contact the Highlands and Islands Student Association (HISA).

We hope you will find this student handbook helpful in organising your studies and that it contains the sort of information that you will find useful. As with all aspects of the work of the College we welcome constructive feedback, so please let us know what you think.

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

Professor Edward Abbott-Halpin, Principal, Orkney College UHI

Sections

	<u>Page</u>
SUPPORT AND ADVICE	4 - 5
<ul style="list-style-type: none"> - Careers Advice and Guidance - Skills Development Scotland - UHI Careers - Jobcentre Plus - Developing the Young Workforce (DYW) - Disability Statement 	
HEALTH AND WELLBEING	6
<ul style="list-style-type: none"> - Mental Health and Wellbeing Support - Equality and Diversity - Safeguarding 	
STUDENT FACILITIES	7 - 12
<ul style="list-style-type: none"> - I.T. Services - Accommodation - Local Sport and Fitness Facilities - International Students - Childcare - Cafeteria - Library - HISA - HISA Orkney - UHI Alumni Ambassadors 	
MONEY MATTERS	13
COLLEGE CHARTER	14 – 15
ACADEMIC MATTERS	16
GENERAL INFORMATION	16 - 21
<ul style="list-style-type: none"> - Opening Times - Noticeboards - Lockers - College News - Smoking - Recycling - Contact Us - Maps and Location Information 	

Support and Advice

A range of information can be found on the 'Student Support' page of the Orkney College UHI website:
<https://www.orkney.uhi.ac.uk/students/student-support/>

SUPPORT WHILST A STUDENT AT ORKNEY COLLEGE UHI

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.

Also our student counsellor, Mary Gray, is available to offer mental health counselling and can be contacted either through your tutor, through Student Support at the details below or you can self-refer to Mary. 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: sean.page@uhi.ac.uk

CAREERS ADVICE AND GUIDANCE

It is important that all students have access to good quality careers information, advice and guidance to help them decide their future. As students of Orkney College UHI, there is lots of advice and support available that you can access. These include:

SKILLS DEVELOPMENT SCOTLAND

- Careers Advisers with Skills Development Scotland can work with you in many ways, supporting you when you require it. They help you to develop the skills you need to make good career decisions and take advantage of the opportunities that are available to you. They aim to provide you with tailored and appropriate support when you require it.
- Careers Adviser will be in the College throughout the academic year to provide support to students. You can access careers support at any time, whether you are currently studying, looking at options after college, seeking a career change or just need a neutral person to talk through your options with.
- You can visit the Careers Centre on Albert Street, Kirkwall, or contact the team to make an appointment by calling (01856) 872 460, or by emailing kirkwall@sds.co.uk.

UHI CAREERS

Student who are studying for an HNC or above, or Graduates of the University of the Highlands and Islands, can access careers support from the UHI Careers and Employability Team. You can meet with them to discuss career options, get support writing a CV or completing an application form, interview preparation and job searching. You can find more information at: www.uhi.ac.uk/en/students/careers/current-students/

JOBCENTRE PLUS

Jobcentre Plus is a government agency run by the Department of Work and Pensions. Its purpose is to help people prepare for, find and stay in work. To provide services through training, guidance to work placement programmes and job vacancies, while it also provides financial support to all Working Age Benefits.

For more information, visit the Kirkwall Job Centre on Tankerness Lane, Kirkwall or contact them on 0800 169 0190.

DEVELOPING THE YOUNG WORKFORCE ORKNEY

Developing the Young Workforce (DYW) Orkney connect education with the world of work and help young people understand the options available to them in Orkney and further afield. For more information visit: www.dyworkney.co.uk

Support and Advice contd.

DISABILITY STATEMENT

Flexibility

Orkney College UHI 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. Orkney College UHI will endeavour to make reasonable adjustments to accommodate your needs. Orkney College UHI develops and extends its provision to be increasingly accommodating to a wide range of students.

Aims

Orkney College UHI endeavours

- To support students and staff as required within an inclusive environment.
- To provide support according to assessed needs.
- To make reasonable adjustments to accommodate specific learning needs as an integral part of its service.

We encourage you to talk about your support needs. Information is treated sensitively & confidentially in line with Data Protection & Equalities Legislation, and disclosure of a disability will not disadvantage students in any way.

Pre-entry

Contact persons for students with specific requirements:

- Sean Page
- Email: Sean.Page@uhi.ac.uk
- Tel: 01856 569 275

The application form will give you a chance to highlight specific requirements. Please use this opportunity to help us be prepared and make your transition to college a positive experience.

Advice on funding can be given, particularly information about the Disabled Students' Allowance, which is available to HE students.

Provision

- A positive and respectful attitude towards all students is encouraged both within the staff and student population.
- Assistive technology and specialist equipment will be considered according to need.
- There will be a degree of flexibility within the implementation of course requirements and regulations. Reasons for special conditions must be outlined in advance. Provisions will be within SQA and UHI regulations and guidelines.
- The college has automatic doors, disabled toilets, wide corridors, fire exits on all levels and a lift to accommodate access.
- There is a support service in the college which aims to accommodate student needs and make reasonable adjustments through the development of student-centred Personal Learning Support Plans. Personal Learning Support Plans are reviewed, and provision monitored to enhance access.
- Orkney College UHI implements agreed confidentiality boundaries within a 'need to know basis' policy.
- Orkney College UHI works in partnership with other agencies to enable access to a wide range of services if/as required.

<Details correct @ May 2022 – for updates please go to [Equalities - Disability Statement \(uhi.ac.uk\)](https://uhi.ac.uk/equalities-disability-statement)>

Health and Wellbeing

Looking after yourself will help you study better and ensure you can reach your full potential, but most importantly of all help you stay mentally healthy.

There is a range of health and wellbeing information available with leaflets in the reception area and posters on noticeboards throughout the Campus. Information is also available on the Student Support page of the website: <https://www.orkney.uhi.ac.uk/students/student-support/>

MENTAL HEALTH AND WELLBEING SUPPORT (available 24/7)

UHI has a wide range of resources, guidance, and services which can be accessed online, including 24/7 mental health support through Spectrum.Life and Togetherall.

- **Spectrum.life**: you can use Spectrum-life by calling 0800 031 8227 / What's App 00353 87 369 0010. There is also a chat function if you follow the link Spectrum-life. Click on this link for more information: [Support for your wellbeing and mental health - Student Assistance Programme - Spectrum.Life \(uhi.ac.uk\)](#)

- **Togetherall**: text based online community support. Students at Orkney College UHI have 24/7 access to the Togetherall digital mental health support service where you can interact with a supportive community who understand what you're going through. It is completely anonymous, so you can express yourself freely and openly, anytime, anywhere.

Professionally trained Guides monitor the community to ensure the safety and anonymity of all members. In addition to the online community, you will have access to a wealth of useful resources and can work through tailored self-help courses covering topics such as anxiety, sleep, weight management, depression and many more. Click on this link for more information: [Support for your wellbeing and mental health - Togetherall \(uhi.ac.uk\)](#).

EQUALITY & DIVERSITY

• What is it and what's it got to do with me?

The Equality Act 2010 seeks to ensure people are treated fairly when they use services e.g. Education, or during employment. It protects people from discrimination or misconduct on the following basis, which are known as 'Protected Characteristics'.

- Age
- Disability
- Gender Reassignment
- Race
- Sex
- Pregnancy and Maternity
- Religion and Belief
- Sexual Orientation
- Marriage and Civil Partnership

• So, when am I protected by the Act?

You are protected by the Act as a student of Orkney College UHI.

• What do I do if I feel I have been treated unfairly?

If you feel you have been treated unfairly speak with either your course tutor, Curriculum Leader or Assistant Principal.

SAFEGUARDING

We take your personal safety and well-being seriously. If you are worried about something that is happening to you, please speak with your tutor or contact:

* Lynn Tait: Protection Co-ordinator – lynn.tait@uhi.ac.uk

* Derek Aiken: Protection Advisor – derek.aiken@uhi.ac.uk

Student Facilities

I.T. SERVICES

IT services at Orkney College are aligned with UHI, 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.



<https://www.uhi.ac.uk/en/lis/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.

Orkney College UHI use your UHI email to keep in touch about your course, what's happening at the college and other relevant information — please check in regularly.

ACCOMMODATION

The College has no student accommodation, but an accommodation list is on the [College website](#). The list is updated regularly but 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>
- Kirkwall Grammar School (KGS) Sports Centre: [Facebook page 'OIC Sport and Leisure'](#)
- Stromness Swimming Pool & Fitness Centre: [Facebook page 'Stromness Swimming Pool & Fitness Centre'](#)

INTERNATIONAL STUDENTS

UHI Information for international students before and during study.

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

CHILDCARE

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

Student Facilities contd.

CAFETERIA

The Cafeteria is located on 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 3pm
- Thursday: 8am to 3:15pm
- 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:

- Vending machine (cash only) containing a range of cold drinks and snacks
- 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 do not provide disposable cups for water / hot drinks from the self-service machines but 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.
- Information and updates about Cafeteria services will be included in the College Newsletters, College Facebook posts and / or emailed to student UHI accounts during the term.
- Cafeteria phone number is: 01856 569209

Student Facilities contd.

ORKNEY COLLEGE UHI - LIBRARY/RESOURCE CENTRE

Term time

- Monday and Tuesday: 9.00am - 4.00pm
- Wednesday: 9.00am - 9:00pm
- Thursday: 8.45am - 4.30pm
- Friday: 8.45am - 3:45pm

Holiday time

- Monday to Wednesday: 9:00am - 4:00pm
- Thursday: 9.00am – 12.00pm
- Friday: Closed

Opening times are subject to change. Please check UHI Libguides:

<https://libguides.uhi.ac.uk/c.php?g=686717>

Library staff:

Librarian: Anette Andersen Anette.Andersen@uhi.ac.uk

Library Assistant: Tracey Cooper Tracey.Cooper@uhi.ac.uk

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

Study Facilities

The library is on the ground floor. It's currently open but book browsing is limited to 5 students at a time. We also have limited study spaces available for PC and laptop users. Please bring your own laptop. WiFi is available throughout the College - select Eduroam from the list of available networks and log-in using your student email address and password.

Behaviour

Please respect other users by behaving in an appropriate and respectful manner. Please speak to library staff if you think a fellow student is behaving in an inappropriate way.

Mobile phones should be set to 'silent' so that you do not disturb others. Please leave the area if you need to make a call.

Children are welcome, but please ensure that they are supervised at all times.

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.

Borrowing books

You may borrow up to 15 books at any one time. The loan period is either 7, 14 or 28 days. As well as print books the library service also provides access to a vast collection of e-Books and e-Journals which can be read online or downloaded. Our Library Catalogue covers all of the material held at Orkney College UHI plus all the UHI partner library collections as well as links to the E-Books.

Student Facilities contd.

Click and Collect service

We offer a Click and Collect service as well as providing a Postal Loan Service for distance users to borrow books. To make use of these services please check the [catalogue](#) for book availability and complete the [online form](#) to request books from our collection as well as Inter Site Library loans (ISLs)

1. Book requests will be processed as soon as possible, and you will be notified by email when you can collect the books.
2. The books will be left just inside the main entrance on your left - in a white or brown paper bag with your name on.
3. To return books, please use the designated labelled brown cardboard box or bring the books down to the library.

- If you are a Distance Learning student, please use the [Postal Loan Service form](#) to request books from our collection as well as Inter Site Library loans (ISLs).

- Distance Learners in the U.K. can return their books using the Freepost address label provided. Please email us if you have lost or not received one and we will send you a pdf to print at home.

- Books for loan held by other university libraries may be borrowed through the Inter-Site Loan scheme (ISL). Please use a Click & Collect or a Postal form as mentioned above, and we will arrange the loans on your behalf. If an E--book is available partner libraries will not lend you a print copy unless there are special circumstances e.g., if you are dyslexic or visually impaired

Inter Library loans

Undergraduates and Masters students - please email your OC tutor with your requests – they will forward your email with “Please go-ahead” to Anette.Andersen@uhi.ac.uk

If you are a Research student / Research Staff, please use this link to request British Library loans <https://uhi-uk.libwizard.com/f/ILL>

Renewing books

Books can be renewed online via MyDay or by logging into the Library Catalogue. If your books have become overdue or have problems renewing your books, please email OCLibrary@uhi.ac.uk and we will renew them for you (as long as they have not been reserved by someone else).

We do not impose a daily overdue charge if your book is late back, however, you will receive an email after your book is due to remind you to renew or return it. After two further reminder emails, unless your PAT or PDA has informed us that you have mitigating circumstances which prevented you from returning the book on time, you will be invoiced for the replacement cost of the book. It is important to return books on time so that other students can access them too.

There is a useful video guide [here](#).

Reserving books

Orkney College UHI students or staff may reserve a book that is already out on loan (as long as it is a book from our Library) by sending an email to OCLibrary@uhi.ac.uk and quoting the details of the book. Please note: reserved books will only be held for a limited number of days before going back into circulation. You will receive an email when books are available for collection.

It is not currently possible to reserve books online.

Student Facilities contd.

HIGHLANDS AND ISLANDS STUDENTS' ASSOCIATION (HISA)

Are you a UHI student? If yes, you are a member of HISA, the Highlands and Islands Students' Association, congratulations!

This means that you automatically have free access to a variety of events, competitions, and conferences that HISA offers throughout the year.

Following the structure of UHI, HISA is run by both regional and local officers, ensuring a wide-reaching yet specialised support for each academic partner. To exemplify this, the Executive Committee is made up of three regional officers and a variety of local officers. This group discusses student issues, raises and actions motions, and organises student events. The Executive Committee is the voice of UHI Students, as its members sit on a variety UHI Committees to bring student issues to the attention of governing bodies.

HISA regularly hosts events on both a regional and local basis. You will find these advertised on our media channels. HISA is also affiliated with a number of student groups across UHI, and should you be interested, will support you in the creation of your own student clubs and societies too! If you are interested in becoming involved in an existing club, or would like to set up a new one, check out the website <https://www.hisa.uhi.ac.uk/groups> and contact hisa.orkney@uhi.ac.uk with your ideas.

HISA is here to help you get the most out of your time as a student. Don't be shy and get in touch to be involved and shape your student experience in the best way possible!

HISA ORKNEY

HISA Orkney is the local branch of the Highlands and Islands Students' Association. You can rely on your local officer for a variety of things, as they should be your first port of call for any issues, ideas, and query.

We encourage you to take an active role in student life at the College, and to make the most of the initiatives that are available to you. As a student you are eligible to:

- Take part in a variety of online and in-person events
- Organise social activities and fundraisers
- Start your own society/club
- Become a Student Voice Rep
- Make issues and challenges you are facing known, and ask for support
- Campaign on behalf of the student population
- Involve HISA in making the most of YOUR experience in Orkney College UHI
- Run as a local or regional officer in the next elections!

 Highlands and Islands Students' Association, HISA Orkney

 teamhisa, hisa.orkney

 hisa@uhi.ac.uk, hisa.orkney@uhi.ac.uk

Student Facilities contd.

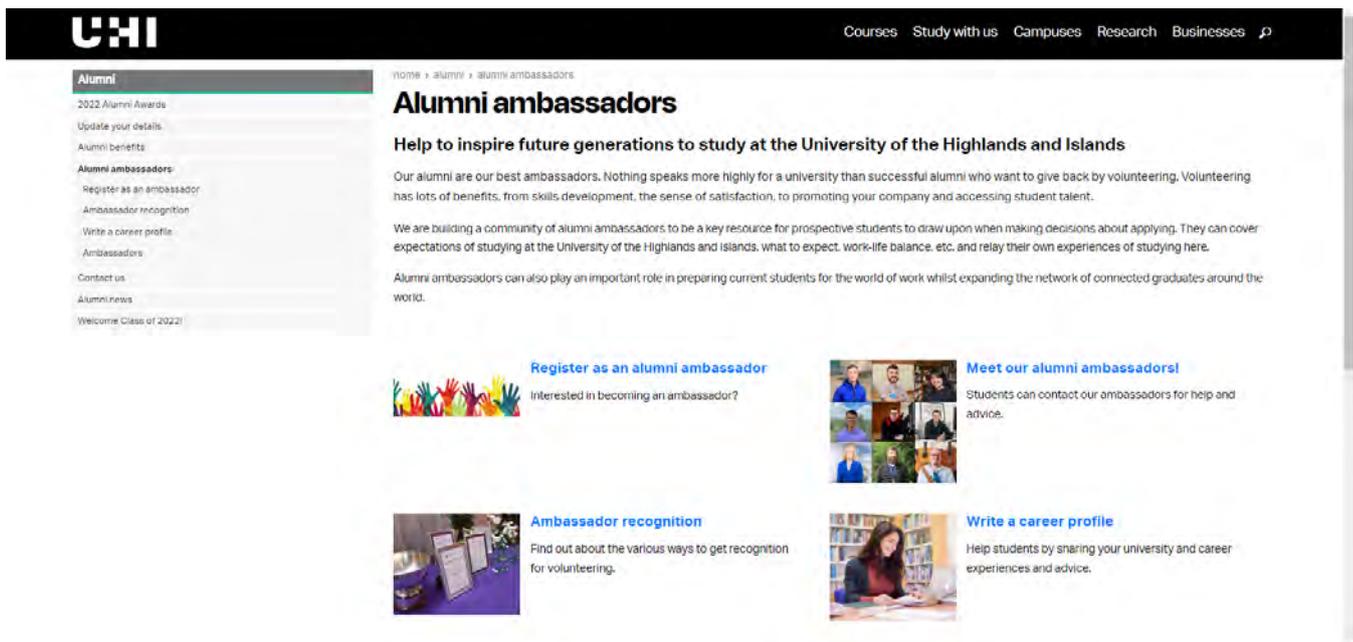
UHI ALUMNI AMBASSADORS

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 on the UHI website:

<https://www.uhi.ac.uk/en/alumni/alumni-ambassadors/>



The screenshot shows the UHI website's 'Alumni Ambassadors' page. The header includes the UHI logo and navigation links for Courses, Study with us, Campuses, Research, and Businesses. A left-hand menu lists various alumni-related links. The main content area features a title 'Alumni ambassadors' and a sub-header 'Help to inspire future generations to study at the University of the Highlands and Islands'. Below this, there are four key sections: 'Register as an alumni ambassador', 'Meet our alumni ambassadors!', 'Ambassador recognition', and 'Write a career profile', each with a brief description and a representative image.

Money Matters

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.

- **Finance Section of the Orkney College UHI website:**
 - Go to <https://www.orkney.uhi.ac.uk/students/student-support/> and click on the tab titled 'Finance' where you will find links to various information for HE and FE students along with links to external organisations
- **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/>
 - **UHI QR Code for Discretionary Fund Information**



- **Fees policies** are published on the main UHI website:
<https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>
- **Thinking of leaving?** please refer to the following page on the main UHI website:
<https://www.uhi.ac.uk/en/students/support/support-with-your-studies/thinking-of-leaving/>
- **ITAs (Individual Training Accounts)**
There are a wide range of courses that may be fully or part funded by a single ITA payment of up to £200. Entitlement is based on the course eligibility and the earnings of the individual. Only one application can be made per person per year. More information on eligible courses and how to apply, can be found on the SDS My World of Work website <https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>

College Charter

Details below correct @ June 2022 – for updates please go to [Useful information - Orkney College Charter \(uhi.ac.uk\)](https://www.uhi.ac.uk/useful-information-orkney-college-charter)

First Enquiry

Staff at Orkney College UHI will offer you:

- a prompt, efficient and courteous response
- clear and comprehensive information on courses, fees, sources of financial help, services and facilities
- details of additional support if you have a disability or special need
- impartial academic, career or vocational guidance
- a fair and speedy decision on your application

On Course

We undertake to provide you with:

- relevant information at the start of your studies, on course content and timing of assessments
- education of a consistently high standard
- opportunities to study using flexible learning methods as appropriate and if possible an efficient, standardised assessment process
- advice on matters relating to finance
- regular information on academic progress and results
- additional learning or personal support as appropriate
- a prompt and thorough investigation of any complaint and a solution within a reasonable time
- an opportunity to express your opinion on the services and facilities of the College
- fair and equal treatment at all stages of your association with us
- information on opportunities for progression to education or employment

Student Entitlements

During your time as a student at Orkney College UHI we will offer:

- a comprehensive induction to the College
- an opportunity, if appropriate, to negotiate some elements of your programme of study
- the provision of learning support to meet your specific needs
- the opportunity to gain credit for learning you have achieved prior to attending the College
- resources for private study
- regular information on your academic progress and achievement
- the opportunity to improve or acquire job-seeking skills before you finish your studies

You are also entitled to expect:

- access to impartial information, advice and guidance service covering education, careers, finance or personal matters
- the provision of an appropriate range of student services information on:
- the operation of the student disciplinary process
- Health and Safety procedures
- how the complaints procedure is managed
- the implementation of the student Equal Opportunities Policy
- the operation of the Academic Appeals process
- an opportunity to participate in Student Association activities and join the National Union of Students
- opportunities to give your opinion on college courses, services and facilities

College Charter

College Requirements

For its part the College has certain requirements it makes of students.

As a college we expect you to:

- attend all classes regularly and arrive on time
- give reasons for all absences
- meet set deadlines for the submission of assignments
- pay fees and charges as agreed
- follow the College Disciplinary Code
- comply with codes of conduct relating to specific areas of the College
- gain maximum benefit from your studies at Orkney College UHI
- value the time spent in college
- protect the College environment
- demonstrate respect for the work and needs of others
- comply with all relevant safety rules and arrangements issued by the College and with all statutory requirements
- switch off all mobile phones and other electronic equipment whilst in class
- refrain from eating or drinking (other than water) at any time in classrooms and the study room

Student Disciplinary Code

Students are asked to read the Disciplinary Code and sign the Student Contract to indicate understanding and acceptance of the Code at enrolment. A copy of the Student Disciplinary Procedure will be available in every department and students are advised to read this also.

1. It is a breach of college discipline for any student intentionally to:
2. Obstruct or hinder teaching, study, administration or recreational activities. This includes obstructing or hindering any member of staff or any officer of the Students' Association in carrying out his/her duties.
3. Cause minor damage to any property belonging to the College, the Students' Association, College staff, students or visitors to the College campus.
4. Make use of any unfair means or practice deceit, or assist another student to behave in this way, during any College test, examination or in the carrying out of any assignment.
5. Use illegal drugs or consume alcohol on any part of the College campus.
6. Take part in any class or make use of any College facility whilst under the influence of alcohol or any other substance, to the extent that it is believed to be to the detriment of his/her appropriate response or behaviour.
7. Abuse, threaten, assault or seriously endanger the health and safety of any College employee, officer of the Students' Association, student or visitor to the College campus.
8. Cause wilful serious damage, steal any property belonging to the College, the Students' Association, College staff, students or visitors to the College campus or attempt to defraud the College of any monies.

Please note: The above list is NOT exhaustive and includes any other breach of college discipline.

- Items 3, 6 and 7 will normally be seen as a gross breach of College discipline and even though a student has not previously been given a disciplinary warning, may result in a student losing the privilege of studying at the College and having access to the College premises.

- A criminal conviction or other unacceptable conduct which in the opinion of the Principal or his representative causes the student to be unsuitable to continue his/her studies at the College, whether or not the conduct occurred on the College premises, will be seen as a gross breach of College discipline and will be treated as such.

Academic Matters

A range of information can be viewed on the Orkney College UHI and main UHI websites - in particular, you are encouraged to review the following:

- **Current Students – Useful information** - <https://www.orkney.uhi.ac.uk/students/useful-information/>
- **College Calendars** - <https://www.orkney.uhi.ac.uk/students/useful-information/college-calendar/>
- **Plagiarism** - <https://www.orkney.uhi.ac.uk/students/useful-information/plagiarism/>
- **Student Disciplinary Code** - <https://www.orkney.uhi.ac.uk/students/useful-information/student-disciplinary-procedure/>
- **College Newsletters** - <https://www.orkney.uhi.ac.uk/students/college-newsletter/>
- **UHI Policies** - <https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>
- **UHI Study Tools** - <https://www.uhi.ac.uk/en/students/your-study-tools/>
- **UHI Exams** - <https://www.uhi.ac.uk/en/students/your-study-tools/exams/>
- In addition to this handbook please refer to the 'Welcome Pack' which is sent to all students and contains key information and checklists for students. A copy can be found on this page of the Orkney College UHI website: [Current students - Orkney College UHI](#) via the link for OC Welcome Pack.

General Information

Orkney College UHI Main Campus Building Opening Times

Term Time:

- Monday, Tuesday and Thursday 8.00am to 5.00pm
- Wednesday 8.00am to 9.00pm
- Friday 8.00am to 5.00pm

Holiday Periods:

- Monday to Friday 8.00am to 4.00pm

Main Campus Reception Opening Times

Term Time:

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

Holiday Periods:

- Monday to Friday 8.30am to 4.00pm

General Information

Security / ID: Your safety is of upmost 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. (Note: there may be a nominal charge for the replacement of lost / damaged badges)

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

Lockers: The College 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 use a locker.

College News: College News is the college newsletter which is produced fortnightly during term time and contains information for students, staff and visitors. If you have a news items or an event you would like to be advertised, please email details to jenna.harper@uhi.ac.uk
All Newsletters can be viewed here: <https://www.orkney.uhi.ac.uk/students/college-newsletter/>

Smoking: The College 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 college for glass, cans, plastic bottles and paper.

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	sean.page@uhi.ac.uk Tel: 01856 569275
Reception	orkney.college@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

MAPS & LOCATION INFORMATION

Orkney College UHI Main Campus

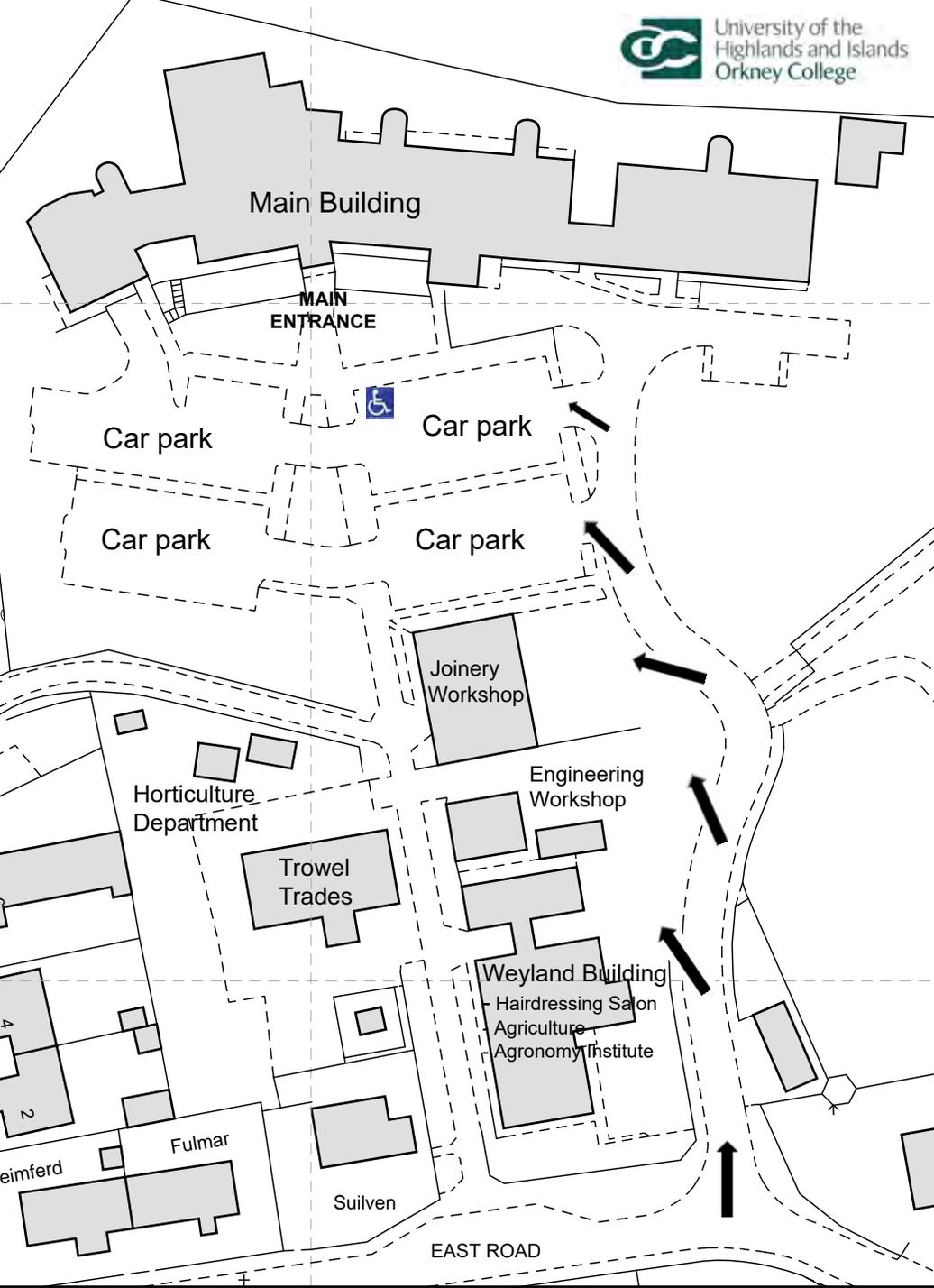
East Road, Kirkwall, Orkney KW15 1LX

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

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



Main Building

MAIN
ENTRANCE



Car park

Car park

Car park

Car park

Joinery
Workshop

Engineering
Workshop

Horticulture
Department

Trowel
Trades

Weyland Building
Hairdressing Salon
Agriculture
Agronomy Institute

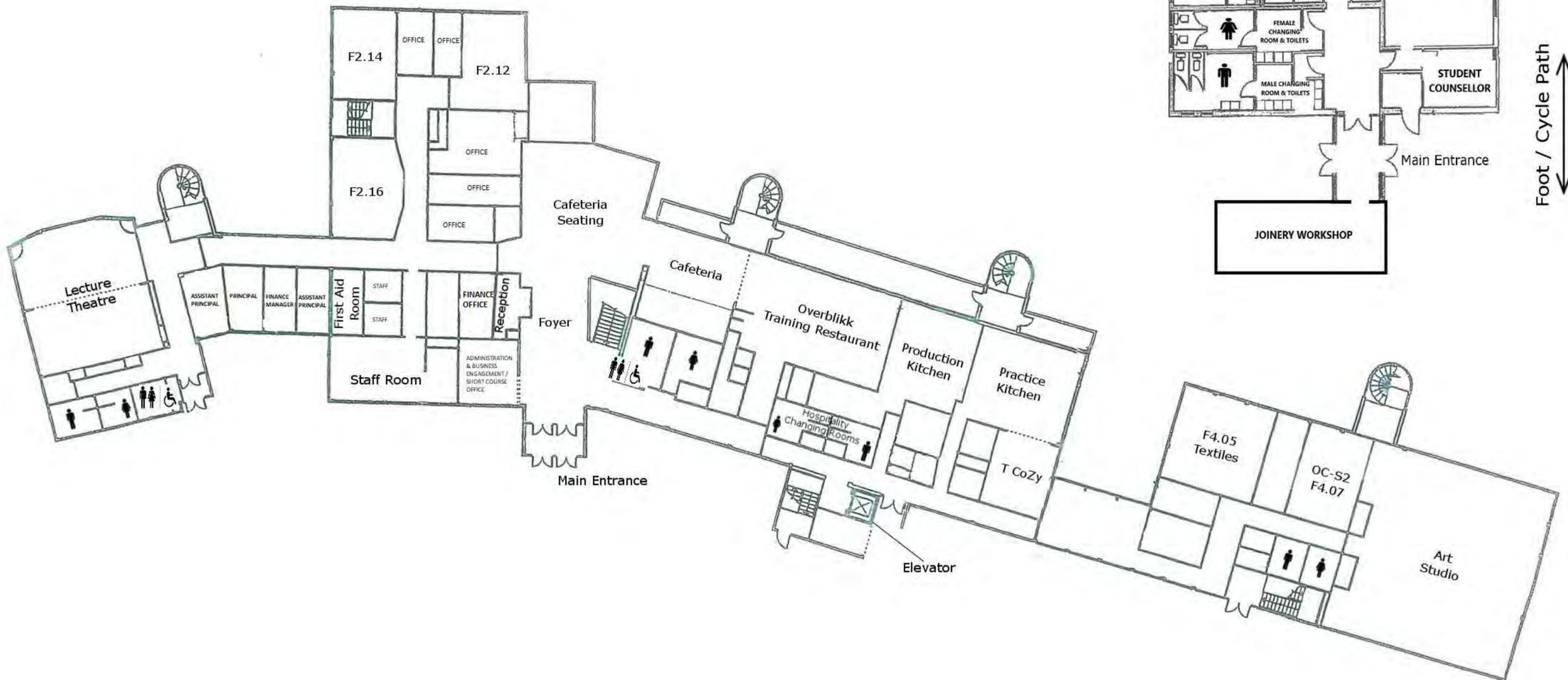
Fulmar

Suilven

EAST ROAD



First Floor



Ground Floor

