# Student Welcome pack 2022/2023



**Orkney College UHI**
**East Road**
**KIRKWALL**
**KW15 1LX**
**01856 569 000**
**orkney.college@uhi.ac.uk**
**www.orkney.uhi.ac.uk**
OrkneyCollegeUHI
@OrkneyCollege

| **Orkney College UHI Main Campus Building**<br>**Opening Times** | **Main Reception**<br>**Opening Times** |
|---|---|
| **Term Time**:<br>Monday, Tuesday and Thursday—8.00am to 4:30pm<br>Wednesday —8.00am to 9.00pm<br>Friday—8.00am to 4.00pm<br>**Holiday periods**:<br>Monday to Friday—8.00am to 4.00pm | **Term Time**:<br>Monday to Thursday - 8.30am to 4:30pm<br>Friday—8.30am to 4.00pm<br>**Holiday periods**:<br>Monday to Friday—8.30am to 4.00pm |

University of the Highlands and Islands
Orkney College

# Contents

# Principal's Welcome

www.orkney.uhi.ac.uk

Welcome to Orkney College, University of the Highlands and Islands! 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 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.

# https://induction.uhi.ac.uk/

**Take a look at the UHI Essential Student Skills page**
**https://induction.uhi.ac.uk/**
**where you will find a range of information and resources that**
**can be used at key points in your studies.**

# College User Accounts and Enrolment

- **Enrolment** is the process of formally signing up to your chosen course(s) and to the Colleges terms and conditions.
  - o 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.
  - o 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.
  - o 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 2022/23**". 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


### ADDITIONAL SUPPORT

**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.

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**:
    - 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:

        - **2022-23 Funding Guide, Higher Education (HE):**
            - Full-time courses
            - Part-time courses
            - Postgraduate funding
            - Student Support – discretionary and childcare funds

        - **2022-23 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/

# UHI Academic Calendar 2022-23

Week numbers: 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 (week commencing dates):** 08-Aug-22, 15-Aug-22, 22-Aug-22, 29-Aug-22, 05-Sep-22, 12-Sep-22, 19-Sep-22, 26-Sep-22, 03-Oct-22, 10-Oct-22, 17-Oct-22, 24-Oct-22, 31-Oct-22, 07-Nov-22, 14-Nov-22, 21-Nov-22, 28-Nov-22, 05-Dec-22, 12-Dec-22, 19-Dec-22, 22-Dec-22, 26-Dec-22, 02-Jan-23, 05-Jan-23, 09-Jan-23, 16-Jan-23, 23-Jan-23, 30-Jan-23, 06-Feb-23, 13-Feb-23, 20-Feb-23, 27-Feb-23, 06-Mar-23, 13-Mar-23, 20-Mar-23, 27-Mar-23, 03-Apr-23, 10-Apr-23, 17-Apr-23, 24-Apr-23, 01-May-23, 08-May-23, 15-May-23, 22-May-23, 29-May-23, 05-Jun-23, 12-Jun-23, 19-Jun-23, 26-Jun-23, 03-Jul-23, 10-Jul-23, 17-Jul-23, 24-Jul-23, 31-Jul-23, 07-Aug-23

## Schools
- Schools start date Tue 16 Aug
- Schools 6 Oct - 21 Oct
- Schools 22 Dec - 4 Jan
- In-service 10 - 14 Feb
- Schools 3 April - 14 April / Easter Mon 10/4/23
- May Day 1/5
- In-Service 5 June
- School hols from Thu 29 June 2023

## FE (as per schools)
- School pupils start / FE Induction w/c 15 Aug
- week 1 (29-Aug)
- week 2
- week 3, week 4, week 5, week 6, week 7
- Holiday, Holiday
- week 8, week 9, week 10, week 11, week 12, week 13, week 14, week 15
- Holiday, Holiday, Holiday
- week 16, 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/remidiation
- Progression Boards

## HN courses
- HN Induction w/c 29 Aug
- 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
- Holiday
- Week 16, Week 17/remediation
- Week 1, Week 2, Week 3, Week 4, Week 5, Week 6, Week 7, Week 8, Week 9
- Holiday tbc
- Week 11, Week 12, Week 13, Week 14, Week 15, Week 16, Week 17/remediation

## UG/PGT degree courses
- UG/PGT Induction w/c 29 Aug
- 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
- Degree Exams
- Holiday
- Marking
- Week 1, Week 2, Week 3, Week 4, Week 5, Week 6, Week 7, Week 8, Week 9
- Holiday tbc
- Week 11, Week 12
- Degree Exams
- Marking

Note: calendar accurate @ 01/08/22 - to check for the most up to date version please go to www.orkney.uhi.ac.uk/students/useful-information/college-calendar/

# Safe Conduct and the Coronavirus

At Orkney College UHI, we firmly believe that the health and wellbeing of our staff, students and visitors is paramount. We have identified that our priority must be to make sure that our campus buildings are as safe as possible whilst minimising the risk to everyone on site. This will continue to be in line with relevant Government guidelines, including Government guidance for universities and colleges

# Standard expectations whilst on and around our campuses

To help keep everyone safe we must all agree to some simple expectations about conduct in and around our campus for us all to follow. Anyone found not to be following our guidelines can be asked to leave the site.
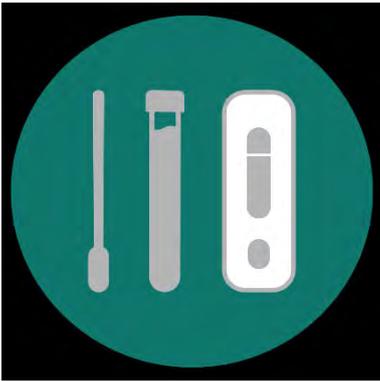
**Testing and self-isolation**
You must follow testing and self-isolation advice in place at any given time.   Information on who needs to self-isolate and how long self-isolation can be found at: Coronavirus (COVID-19): Self-isolation guidance for individuals with possible coronavirus infection and at NHS Inform,

Staff and students can get a supply of LFD tests from the College – please contact Reception (orkney.college@uhi.ac.uk).

**Wash your hands**
Please wash and sanitise hands regularly throughout the day. Facilities and materials are provided throughout campus, so please use as directed.

**Considerate distancing**

We ask that you be cautious and considerate of others who may wish to maintain physical distancing, and reduce risks by:

- Giving people space
- Meeting outdoors if possible
- Avoiding crowded places
- Keep areas well ventilated – the more fresh air you let in the safer it will be.
- Be Distance Aware

**Wear a face covering**

Face coverings continue to be encouraged, and we recommend that they are worn by staff, students and visitors in communal areas and when moving around inside campus buildings, in line with Scottish Government guidance.

**Wipe surfaces and equipment**

You should clean down your workspace and equipment using cleaning materials provided which will be available. Everyone using a workspace is expected to clean it down when they have finished.

**Get the vaccine or booster**

Whilst it is not a requirement of the Scottish Government, we strongly encourage all those eligible to get the vaccine/booster.

For local COVID-19 vaccination information visit NHS Orkney

# 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 Sean Page.

If you would like to talk to Sean at any time, he can be contacted via telephone on **01856 569 275** or emailed at **sean.page@uhi.ac.uk**

**Sean Page**
Student Support Services

## Do you require:

| | | | |
|---|---|---|---|
| Help with reading | ☐ | Help with writing | ☐ |
| Help with spelling | ☐ | Help with numeracy | ☐ |
| Visual support | ☐ | Communication support | ☐ |
| Physical support | ☐ | Mental health support | ☐ |
| Financial support | ☐ | Any other support | ☐ |

**Name** …………………………………………………………………………………….

**Course** …………………………………………………………………………………….

**Course Tutor** …………………………………………………………………………….

**Date** …………………………………………………………………………………….

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 their time here with us in both learning and their experiences of the College as a whole.

## Student Representative Group

Orkney College UHI has a Student Representative group which meets regularly throughout the year. At the beginning of each academic year students are elected from each course to represent the views of their class.  The group meets regularly with College staff to discuss what is happening around the College and any issues they wish to raise.  The Student Representatives then communicate this information, and actions taken, to their class.  Student Representatives are trained to do this role and gain skills and experience that are valued by employers.

## The Highlands and Islands Students' Association (HISA)

The Highlands and Islands Students' Association (HISA) represents the interests of all students across the University of the Highlands and Islands and aims to enhance your learning and social experience.  HISA does this by representing your needs on committees at Orkney College UHI and making sure your voice influences decisions on university committees.  HISA also helps to organise social activities for students. As a student you are entitled to stand for election and vote in HISA elections, be a member of a HISA affiliated club or society and take part in a wide range of activities.
**Please refer to the HISA section of the Student Handbook for more information.**

## College Committees

Orkney College UHI has a range of committees, 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!)

- **Access and Inclusion** provides a forum for the active leadership of the equality and diversity agenda within Orkney College. The Committee oversees and ensures the Statutory requirements for equality and diversity are met.

- **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**.**

- **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.

**If you are interested in being a representative on any of the College Committees please complete the checklist below and return to Donna Wishart, Principal's PA & College Management Team Secretary 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:** _____

| | | | |
|---|---|---|---|
| **Access and Inclusion** | ☐ | **Learning, Teaching and Quality (LTQC)** | ☐ |
| **Public relations** | ☐ | **Research and Knowledge Exchange** | ☐ |
| **Physical Resources** | ☐ | | |

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

# ORKNEY HOUSING CONSULTATION

**This is your chance to have your voice heard to shape the future of Orkney housing needs and development!**

All you need to do is to complete both surveys. This is open to both current and previous UHI Orkney Students.

## HISA STUDENT HOUSING SURVEY

**Visit:**www.engageorkney.com/hisa-student-housing-questionnaire

**Scan QR Code** to complete

## HOUSING DEMAND SURVEY

**Visit:**www.engageorkney.com/looking-for-housing

**Scan QR Code** to complete

University of the Highlands and Islands Orkney College

Aspire ORKNEY

HISA
www.hisa.uhi.ac.uk

Highlands and Islands Students' Association
Comann Oileanaich na Gàidhealtachd agus nan Eilean

# FURTHER EDUCATION (FE) STUDENTS

## HIGHER EDUCATION (HE) 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:**<br>   a. **Apply for ITA** *(if applicable)*<br>   b. **Apply for Fee Waiver & collate evidence** *(if applicable)* | |
| 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** | |

| | |
|---|---|
| 1) **Confirm your place on your course** | |
| 2) **Organise funding / payment for your course**<br><br>  &bull; **Full-time students**<br>   - Apply to SAAS for your funding*<br>   - If not eligible for SAAS arrange payment<br><br>  &bull; **Part-time students**<br>   - Apply to SAAS for part time fee grant (PTFG)*<br>   - Apply for ITA<br>   - If not eligible for funding arrange payment<br><br>* All SAAS applications, information, deadlines can be found on their website www.saas.gov.uk. | |
| 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 & REGULARLY MONITOR UHI EMAIL ACCOUNT** | |
| • **COMPLETE & 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) | |
| • **CHECK YOU HAVE RECEIVED YOUR STUDENT ID CARD**<br>NOTE**:** 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. | |

**If you have any queries regarding tasks in the checklists on the 'Have I done everything?' pages, please contact reception in the first instance and they will direct you to the appropriate department. Tel: 01856 569 000 or email: orkney.college@uhi.ac.uk**