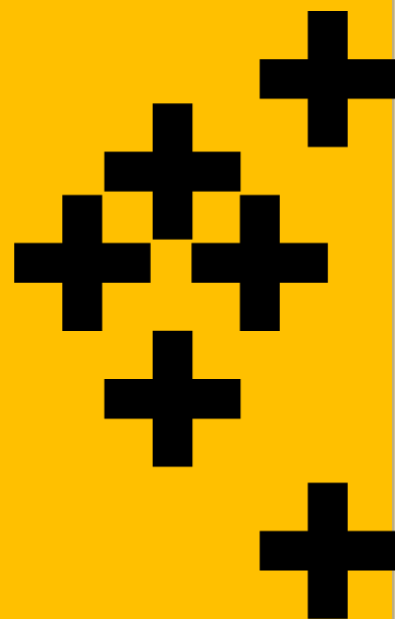


UHI | ORKNEY

2024-25 Student Handbook



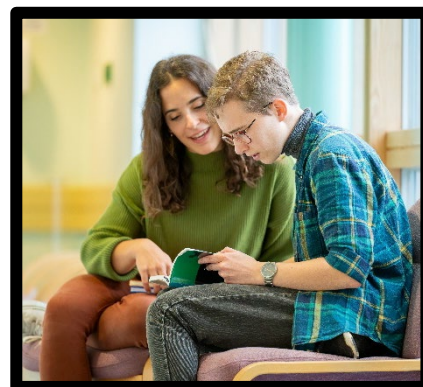
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Introduction

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.



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. Our aim is to not only cater to the educational aspirations of our community but also to entice students to come to Orkney and explore our enriching educational landscape. Using state-of-the-art online learning technologies, we ensure the delivery of high-calibre education transcends geographical boundaries, reaching both our local community and beyond.

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.


Web: www.uhi.ac.uk

Email: info.orkney@uhi.ac.uk

Phone: (+44) 01856 569 000

Social media: (click on the individual buttons below)



 UHI Orkney, East Road, Kirkwall, Orkney KW15 1LX


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'.

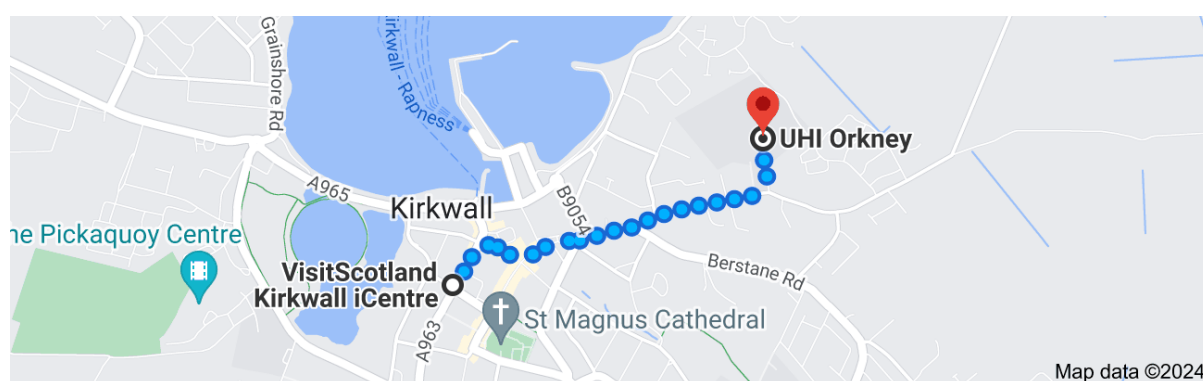
Location


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.

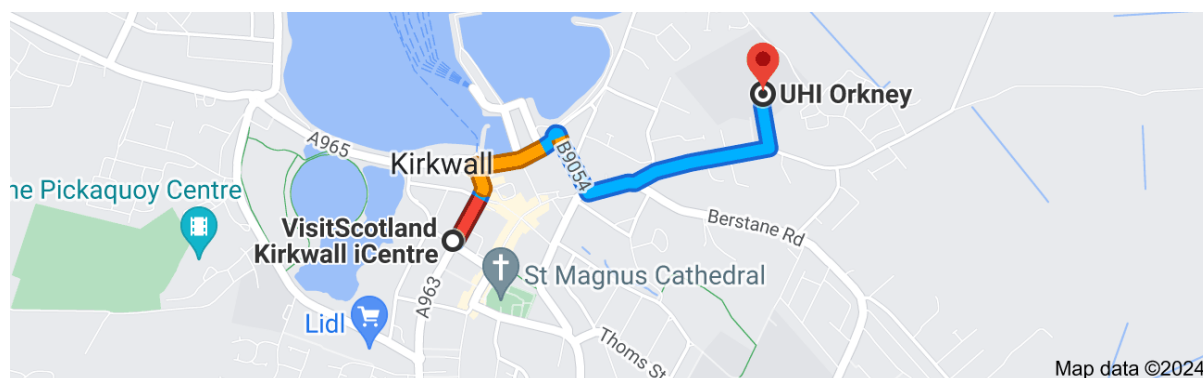
Getting here

 Based on a start-location of [VisitScotland's Kirkwall iCentre](#) in the middle of Kirkwall, it takes approximately 16minutes on foot to reach our campus – a distance of 0.7miles.


 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 icentre, 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 (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)

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 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 use 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 thence 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 9.00pm (Sept – mid-May)
- Friday 8.00am to 5.00pm

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

- Monday to Friday 8.00am 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 8.30am 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:

- 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 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 Newsletter

The Student News aims to bring students & staff useful information throughout the academic year, shining a light on important news, upcoming events, useful resources and support services. Contributions are welcome from students and staff, and should be emailed to marketing.orkney@uhi.ac.uk.

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.



<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

Opening hours

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 Friday's.

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>

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

Study Facilities

The library is on the ground floor of the college. We have study spaces available with PC's and spaces for laptop users. You are welcome to bring your own laptop.

Wi-Fi is available throughout the College - select Eduroam from the list of available networks and log-in using your student email address and password.

Borrowing books

You may borrow up to 15 books at any one time and the initial loan period is for 28 days. If nobody else has placed a hold on the book, it will automatically renew twice.

As well as print books the library service also provides access to a vast collection of e-books and journals which can be read online or downloaded. Our [library catalogue](#) covers all the material held at UHI Orkney plus all other UHI partner libraries and includes links to all e-books and articles.

Renewing books

Books can be renewed online via [UHI MyDay](#) or by logging into the Library Catalogue. If your books have become overdue or you 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).

Returning books

If you no longer require a book, please return it as soon as possible to make it available for other people to borrow.

There is a **book return box** located in the college reception, to your left as you enter the building and there is a wooden **return box** just inside the library doors, which can be used if no library staff are present.

We do not impose overdue charges 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 prevent you from returning the book on time, you will be invoiced for the cost of a replacement book. It is important to return books on time so that other students can borrow them too.

Inter-site Loans

Books held by other UHI libraries may be borrowed through the Inter-Site Loan scheme (ISL).

To place a hold on any UHI book that you would like to borrow, please search for the title in the [Library Search](#).

When you find the book that you need, click on the title and a new screen will appear.

On the right of the screen, you will see a green button which says **PLACE HOLD**. When you click on the hold button choose from the following options:

UHI Orkney - Click & Collect (Chose if you want the book sent to the college)
OR

UHI Orkney - Postal Loan (Chose if you want the book sent to your home address.
Please add your correct postal address in the box marked " Anything else we need to know about this request?

You can also email OCLibrary@uhi.ac.uk and we will arrange the loans on your behalf. If an e--book is available, partner libraries may choose not lend you a print copy, unless there are special circumstances.

Inter-Library loans

If you wish to borrow a book that is not available through UHI you can request an Inter-library loan (ISL).

This is available for undergraduate and master's students. Due to the cost, you must first request permission from your OC tutor. Please email them your request and ask them to forward your email with "Please go-ahead" to the librarian.

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

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

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 always supervised.

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)

Are you a student at the University of the Highlands and Islands? If yes, 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. Here are a few things about us:

- **We are run by students, for students.** We are here to ensure our members have a strong voice across the university and we do that every year by electing a team of 16 student officers to represent the priorities of learners at UHI and your local campus. Sounds fun? Get in touch to get involved!
- **We work closely with NUS Scotland, NUS UK and SPARQS** to deliver the best service.
- **We have an Advice Service that is independent, confidential and free.** This service exists to help you with academic issues. Your concerns will be kept confidential and we will work towards achieving the best outcome possible for you.
- **We regularly recruit Student Voice Reps** - student volunteers from across UHI to gather feedback and help improve your student experience in partnership. If you want to develop your skills and work with others, volunteer to become a Student Voice Rep today!
- **We support student clubs and societies** through funding, advise and promotion. Are you keen to start a new group? Contact your local team for help!
- **We created Student Networks** for learners to connect with their peers online. Check them out [here](#).

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
- Francesca.meneghetti@uhi.ac.uk

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 at UHI Orkney, 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 Representative
- Make issues and challenges you are facing known, and ask for support
- Campaign on behalf of the student population
- Run as a local or regional officer in the next elections!

We wish all of you an amazing year with us!

Clothes Swap

As part of our commitment towards sustainability and accessibility, we recently set up a Clothes Swap at UHI Orkney. The Clothes Swap is open to students and staff and is located at the bottom of the main staircase inside the College building, near the tennis table.

Come along, browse through the clothes and pick up for free anything you like. Should you wish to donate your own items, use the Clothes Swap donation box next to the reception desk.

Our local team upgrades the clothes rack weekly, so come visit us regularly to get the best picks!

- All donated clothes must be clean and in very good condition. Failure to meet these requirements will result in the disposal of the items.
- There is a limit of 5 items per person at a time when donating or taking clothes to/from the Clothes Swap

Student Pantry

A student pantry is provided by Your Student Association and is located across from the library.

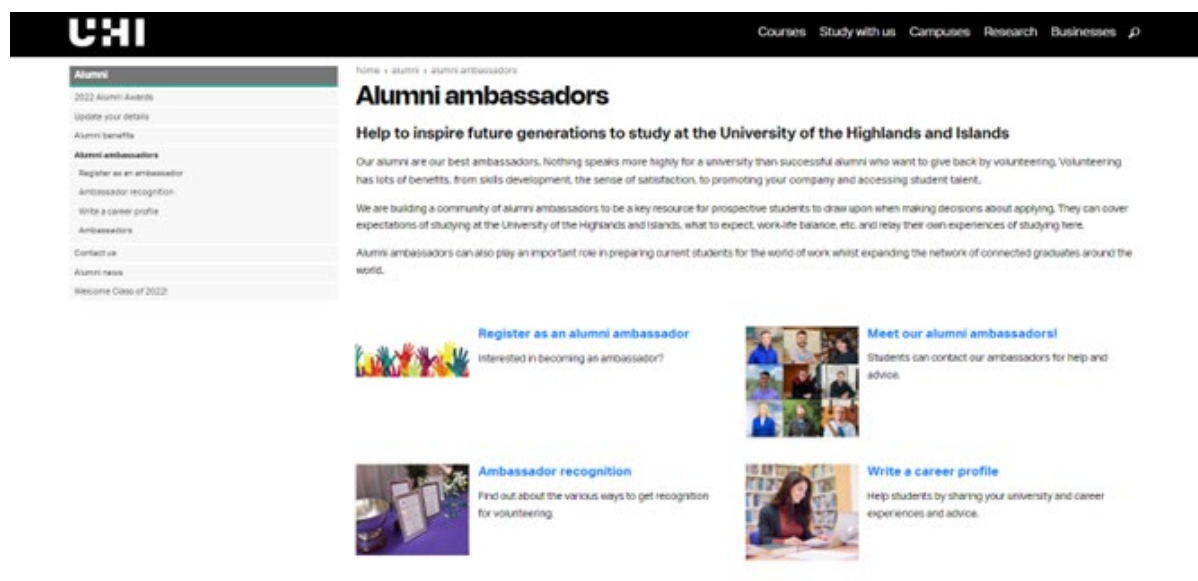
UHI Alumni Ambassadors

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 on the UHI website:

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



Support Whilst a Student at UHI Orkney

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

Also our student counsellor 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 them. 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

Careers Advice and Guidance

As students of UHI Orkney, there are many avenues of advice and support available that you can access. These include:

Skills Development Scotland (SDS)

- Careers Advisers with SDS 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.
- A 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

Students who are studying for an HNC or above, or graduates of the UHI, 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 0300 038 6249.

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

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.

Aims

UHI Orkney 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 and 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:

- To be updated
- Email: studentsupport.orkney@uhi.ac.uk
- Tel: 01856 569 275

Your initial course application will give you a chance to highlight specific requirements. Please use this opportunity to help us be prepared and make your transition to college/university 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.

- Our main campus 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.
- UHI Orkney implements agreed confidentiality boundaries within a 'need to know basis' policy.
- UHI Orkney works in partnership with other agencies to enable access to a wide range of services if/as required.

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 maintain good mental health.

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.

- **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:

<https://www.uhi.ac.uk/en/students/support/support-for-your-wellbeing-and-mental-health/spectrum-life/>

Our student counsellor 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. 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

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

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

- 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 or others, 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

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.

- Courses Page:
 - UHI Orkney 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 UHI Orkney 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:

Further Education

- FE Funding Info
- FE Fees Policy
- FE Discretionary Funds Application Form
- FE Financial Implications of Withdrawing
- FE Bursary Application Form
- FE EMA Application Form
- FE Fee Waiver: To apply for the fee waiver, please [Log in to the portal \(uhi.ac.uk\)](#). As a part-time student the FE part-time fee waiver link appears on your Student Hub Page.

Higher Education

- HE Funding Info
- HE Fees Policy
- HE Discretionary Fund
- HE Discretionary Fund Application Form
- Thinking of Leaving?
- HE Financial Implications of Withdrawing

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/>
- 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 QR Code for Discretionary Fund Information:



- 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/>

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 at:

<https://www.uhi.ac.uk/en/t4-media/one-web/university/about-uhi/governance/policies-and-regulations/policies/Student-Conduct-Policy.pdf>

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 at:

<https://www.uhi.ac.uk/en/t4-media/one-web/university/about-uhi/governance/policies-and-regulations/policies/Student-Disciplinary-Procedure.docx>

UHI Orkney Charter

Details below correct @ June 2022 – for updates please go to [Useful information – UHI Orkney Charter \(uhi.ac.uk\)](#)

First Enquiry

Staff at UHI Orkney 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 UHI Orkney we will offer:

- a comprehensive induction
- 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 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 UHI Orkney
- 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

Academic Matters

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

- UHI Policies
<https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>
- 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/>
- Referencing
<https://libguides.uhi.ac.uk/referencing>
- 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/>
- Artificial Intelligence (AI)
<https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/artificial-intelligence/>
- 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 UHI Orkney website:
<https://www.orkney.uhi.ac.uk/students/> via the link for Welcome Pack.

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 (noted below), or contact the Highlands and Islands Student Association (HISA).

The University of the Highlands and Islands is committed to enhancing your student experience. Use the Red Button to let us know how we can improve our service, or to tell us what you like about your university!

<https://www.uhi.ac.uk/en/students/support/red-button/>

The Red Button is an informal problem-resolution and feedback mechanism, but the formal complaint process is different. If you would like to make a complaint, please visit <https://www.uhi.ac.uk/en/students/support/support-with-your-studies/complaints/>.

Campus Buildings & Maps

Campus Buildings

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



1. Main building	2. Weyland Building
<p>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>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 • Student Counsellor
3. Construction & Engineering	4. Horticulture Department
<p>Three 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>Has a range of sheds, poly-tunnels and workspaces on the main campus site</p>

Other Sites

Institute for Northern Studies (INS)

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

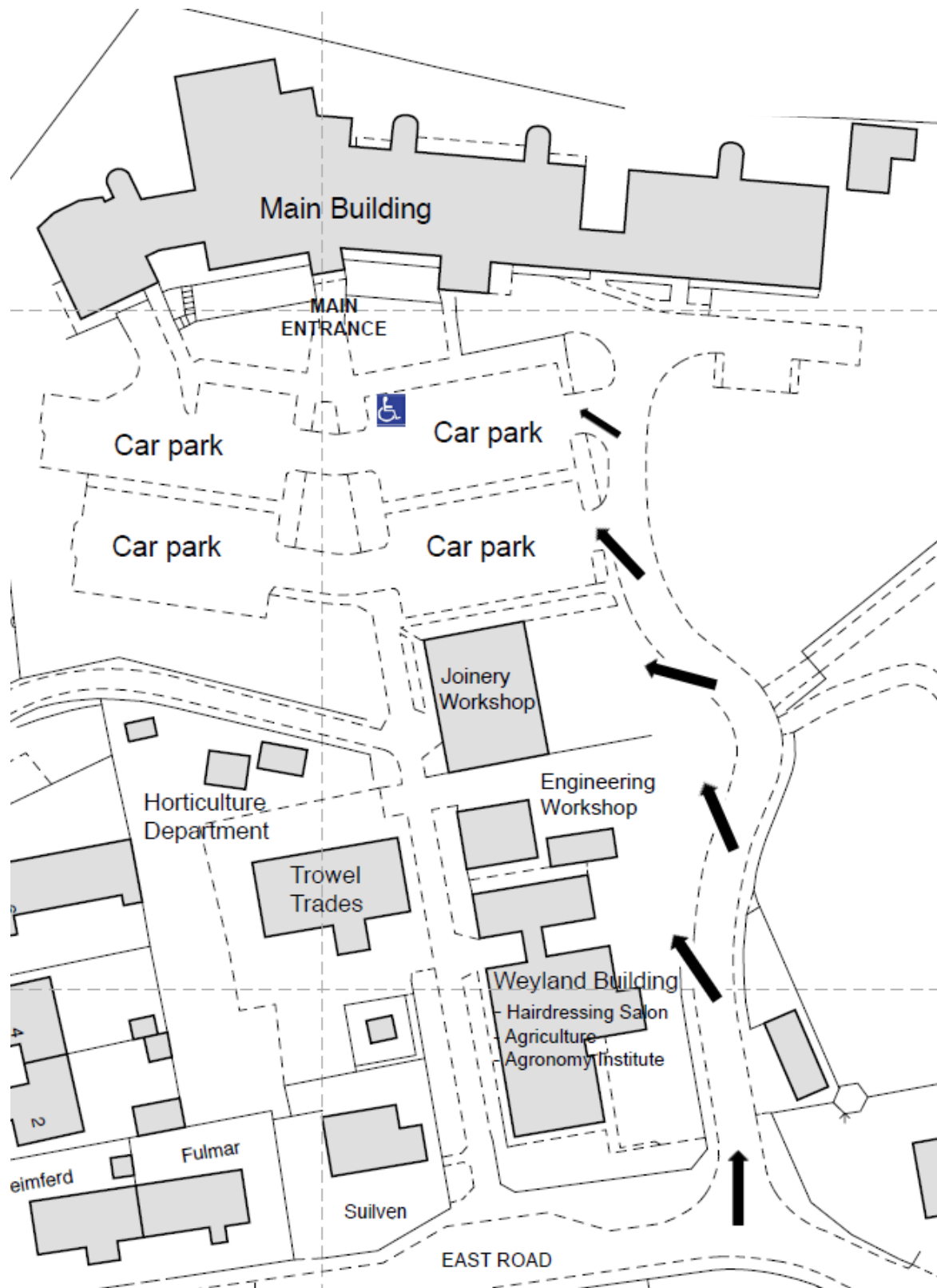


Maritime Studies Department

Victoria Street
Stromness
Orkney
KW16 3BS



Main Campus Site Plan & Layout



The floor plan of the first floor includes the following rooms and features:

- Lecture Theatre**: Located on the left side of the plan.
- Staff Room**: Adjacent to the Lecture Theatre.
- Foyer**: Central area with **Cafeteria Seating** and **Cafeteria**.
- Main Entrance**: Located at the bottom center.
- Overblik Training Restaurant**: Adjacent to the Cafeteria.
- Production Kitchen** and **Practice Kitchen**: Located to the right of the restaurant.
- T Cozy**: A small room adjacent to the Practice Kitchen.
- Art Studio**: Located on the right side of the plan.
- Joinery Workshop**: Located at the bottom right.
- Elevator**: Located near the Main Entrance.
- Rooms F2.12, F2.14, F2.16**: Located at the top left.
- Rooms F4.05 Textiles, OC-52, F4.07**: Located at the bottom right.
- Other rooms**: Reception, First Aid Room, Staff Office, and various smaller offices and storage rooms.
- Entrances**: Main Entrance and a secondary entrance at the top right.
- Pathways**: Foot / Cycle Path indicated on the right side.

W1 (OC-S5)

AGRONOMY INSTITUTE

OFFICE

W3 (OC-S3)

OFFICE

OFFICE

OFFICE

W14

W13

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W11

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