

## 2024-25 Student Welcome Pack



### **UHI Orkney UHI Main Campus Building Opening Times**

#### **Term Time:**

Mon, Tue & Thu - 8.00am to 5.00pm

Wed - 8.00am to 9.00pm (Sept to mid-May)

Fri - 8.00am to 5.00pm

#### **Holiday periods:**

Mon to Fri - 8.00am to 4.00pm

### **Main Reception Opening Times**

#### **Term Time:**

Mon-Thu - 8.30am to 4:30pm

Fri - 8.30am to 4.00pm

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**Web:** [www.uhi.ac.uk](http://www.uhi.ac.uk)

**Email:** [info.orkney@uhi.ac.uk](mailto: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

# Welcome

On behalf of all the staff, we would like to warmly welcome you to UHI Orkney.

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

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

*Seonaidh, Pauline & Claire*



*(Left to right) Pauline Black, Deputy Principal, Seonaidh (pronounced Shona) McDonald, Principal; Claire Kemp, Deputy Principal*

# University of the Highlands and Islands

UHI Orkney is one of the partners in the University of the Highlands and Islands (UHI), Scotland's newest university.

UHI is an integrated university encompassing both further and higher education. We are more than a college and more than a university. We are part of a new breed of tertiary institutions, the only one in Scotland and one of only a few in Europe.

We are a diverse and flexible partnership serving our communities and connected to their needs. Our greatest strength is the diversity and flexibility of our partnership and this empowers us to deliver more.

We offer flexible and supported learning from access level to PhD, which suits more people at more levels for more reasons.

We are proud of our unique place and deep roots in our communities and this makes our teaching and research more connected to their needs.

We have 36,000 students at the heart of our partnership and we are measured by their success.

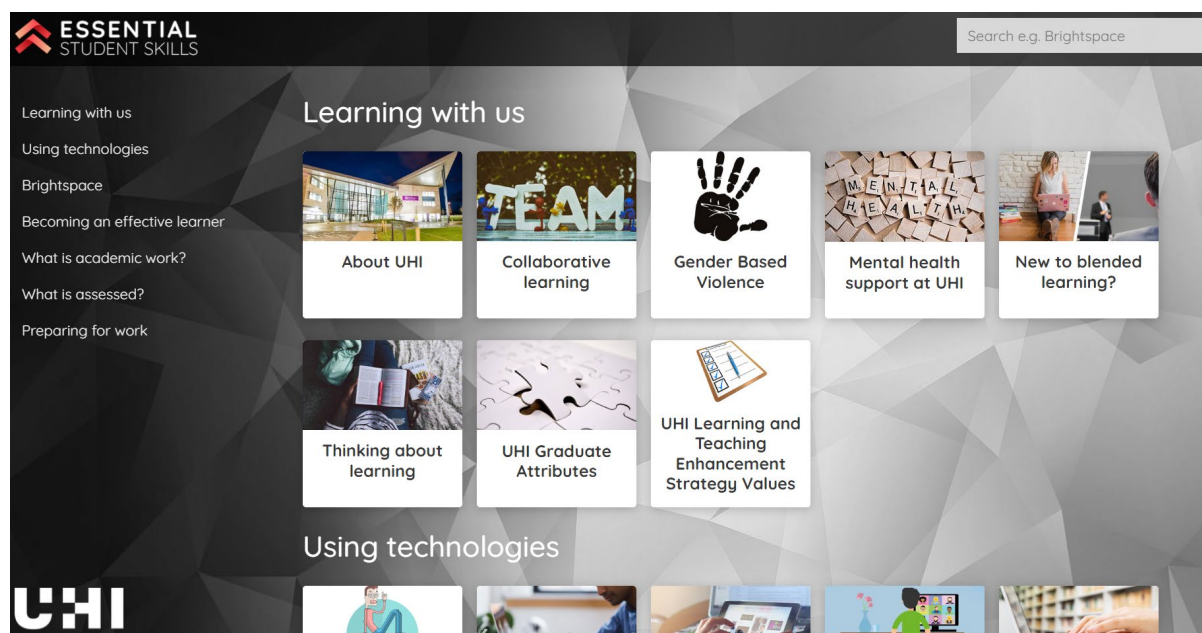
If you have enrolled on a degree or post-graduate programme, your award will be made by UHI. To find out more visit [www.uhi.ac.uk](http://www.uhi.ac.uk).

# Induction and Enrolment

## UHI Orkney User Accounts

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

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



Here you will find a wide range of information on:

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

## Enrolment

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

- You will also be asked to provide us with information about yourself which we share with Scottish Government and use for administrative and management purposes.
- Students are required to enrol with us each time they undertake a course – if you take more than one course then you will need to enrol more than once.

- Students can complete enrolment online. This is a two-step process, and you will receive one email describing each of these steps:

**Step 1** - this is about setting up your UHI Orkney user account which you will need to access all of our systems, not just for enrolment. The 'Step One' email will include your username (which is your 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 UHI Orkney account, the second step is to complete enrolment online. To do this you will receive the 'Step Two' email some time after the Step One email. This email will direct you to the UHI Records student portal [Log in to the portal \(uhi.ac.uk\)](https://www.uhi.ac.uk). Log in with the student account you set up during Step One and at the top of your student hub page you should see a tile called “**Online Enrolment for2024/25**”. 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](https://www.uhi.ac.uk/enrol)

For help with any of the above please contact Orkney Registry Team at [ocregistry@uhi.ac.uk](mailto:ocregistry@uhi.ac.uk)

or

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

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

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

Do you require:

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

Name	
Course	
Course Tutor	
Date	

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

# Student Voice

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

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

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

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

## **Student Voice Representatives**

HISA wants to ensure that you have a strong and valued voice at your College and across #thinkUHI. The Student Voice Representative System helps students share their views and feedback on any aspect of the student experience – whether it be about learning, teaching, facilities or accommodation. The Student Voice Representative System is delivered in partnership between the University and Your Students' Association. If you are interested in volunteering as a Student Voice Representative at UHI Orkney, contact your local staff at [hisa.orkney@uhi.ac.uk](mailto:hisa.orkney@uhi.ac.uk).

Student voice representatives meet regularly throughout the year with the Students' Association's staff to discuss what is happening around the College and any issues they wish to raise. This information is then communicated to the Students' Association and the College, and action is taken. Student Representatives are trained to do this role and gain skills and experience that are valued by employers.

Check out the Student Handbook and get in touch with your local team for more information.

## **UHI Orkney Committees & Working Groups**

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

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

- **Public Relations** provides a forum for the active leadership of the marketing strategy and agenda of UHI Orkney. This working group 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 working group also has responsibility for the operational planning of the annual awards ceremony.

- **Physical Resources Committee** 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 UHI Orkney is utilising resources in an effective and efficient way according to sustainability principles and communicates this across the College. Student representatives are co-opted when required.
- **Learning, Teaching and Quality (LTQC)** is responsible for the Learning & Teaching, Quality Assurance and Enhancement of academic provision and course development by Orkney. The Committee will be responsible to the College Academic Board for devising and overseeing the College's quality assurance systems and for approval, monitoring and review of all courses, units and modules offered by the College and contained in the Development Plan.
- **Research and Knowledge Exchange** remit is to oversee development of a research strategy for the College and encourage a research community in the College. The committee will input towards a staff research policy, engender research culture, enable staff development and arrange mentoring for staff wishing to engage with research. The Committee will also note progress of research degree students, encourage and develop knowledge exchange activity in the College and monitor the progress of REF. Student representatives are postgraduate research students, one each from the Archaeology Institute and the Institute for Northern Studies.

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

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

**Student Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Public relations** ☐ **Research and Knowledge Exchange** ☐

**Physical Resources** ☐ **Learning, Teaching and Quality (LTQC)** ☐

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

# UHI Orkney 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;
- IT Guidance

As well as various general information and links to UHI policies.

The handbook also contains location and site maps for the Main Campus.

The handbook is available electronically on the UHI Orkney website - <https://www.orkney.uhi.ac.uk/students/> under the 'Induction Materials' section;

 Hard copies of the student handbook can be provided if required however please consider the environment before making this request. Contact: [info.orkney@uhi.ac.uk](mailto:info.orkney@uhi.ac.uk).

We hope you will find the 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.

# Suggested Checklists

## Further Education (FE) Students

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

## Higher Education (HE) Students

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

## Other Handy Reminders

Complete module choice selections (HE students only)	
Log into and regularly monitor UHI email account	
Complete and return student support form (if applicable)	
Apply for council tax discount (if applicable)	
Make sure you have the required stationery items ready for use in lectures (students are responsible for arranging their own supply of notebooks, pens, pencils etc)	
Check you have received your student ID card	
<p><u>Note:</u> 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.</p>	

# Campus Buildings & Maps

## Campus Buildings

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



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



## **Other Sites**

### **Institute for Northern Studies (INS)**

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

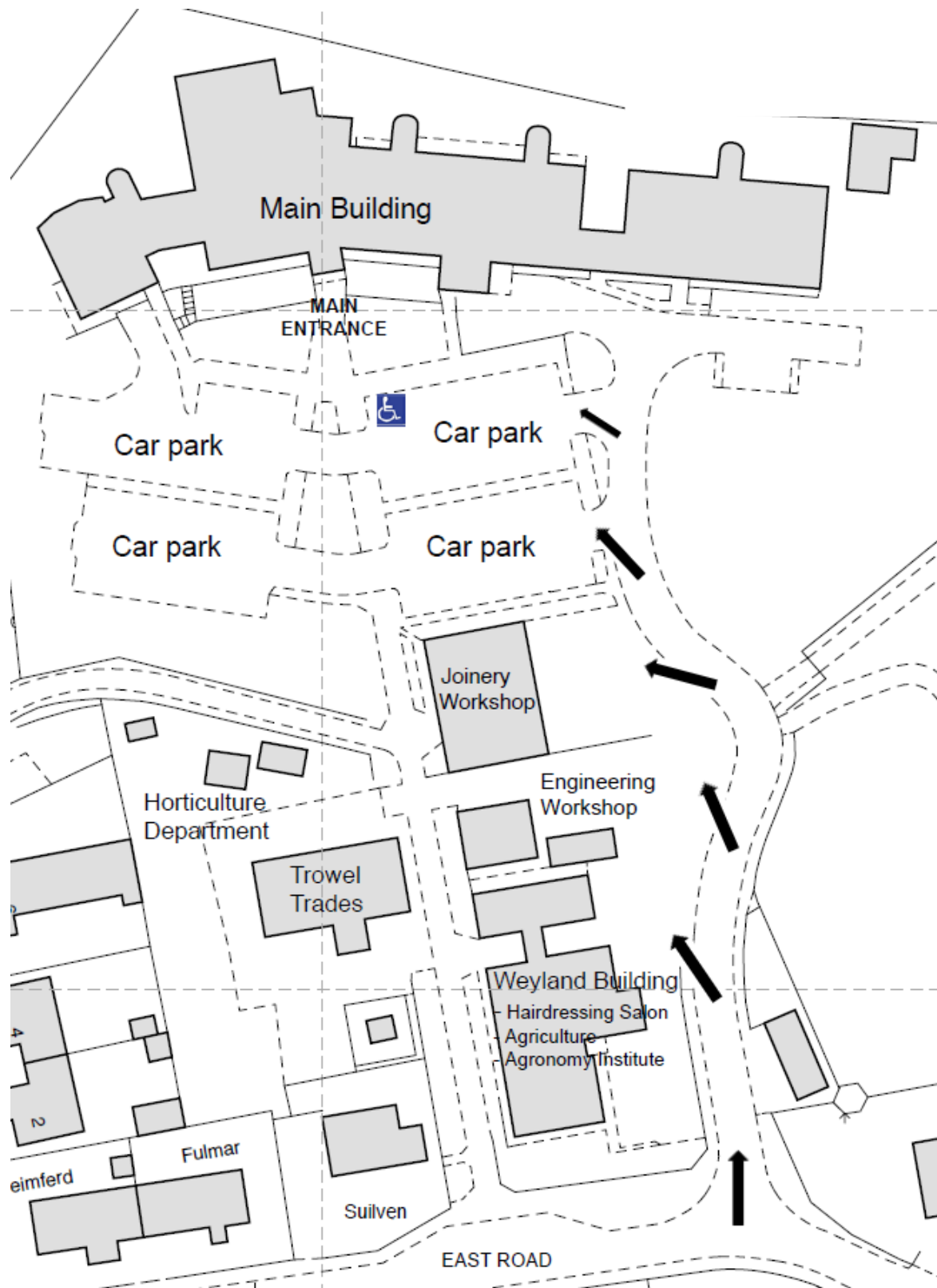


### **Maritime Studies Department**

Victoria Street  
Stromness  
Orkney  
KW16 3BS

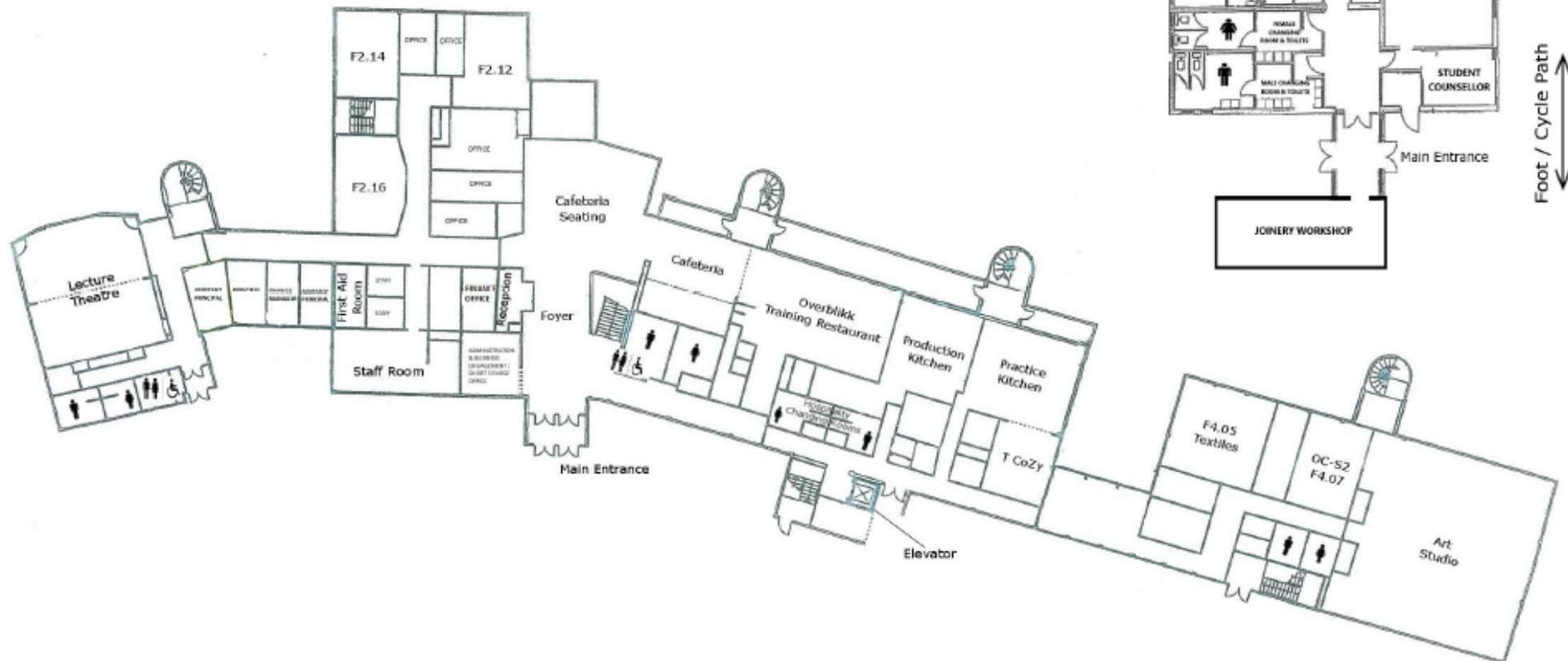


## Main Campus Site Plan & Layout



## Weyland

## First Floor



# Ground Floor

