

MSc Product Design

SCHOOL OF ART AND DESIGN

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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Welcome to MSc Product Design

‘Hello and Welcome’ to the MSc Product Design Course here at Cardiff School of Art & Design.

We’re thrilled you’ve decided to study at Masters in our Product Design Department. Your Masters year is actually 45 weeks long split into three terms, you’ll be surprised just how quickly this year goes, so my advice to you is make sure you fully maximise your time each and every week here in CSAD. Your timetable shows that formal taught teaching is scheduled on Fridays, this is alongside your design studio and workshop attendance which as I’ve already said should be maximised fully throughout the week.

We’re starting your MSc year with a visit to the London Design Festival on the 19th and 20th September, staying overnight at the Generator. This visit allows you to see the best designs from around the UK, Europe and from global manufacturers. More details about this visit will be released nearer the date, but it is likely we will have an ‘*early start*’ from Cardiff on the Thursday, and a late return on the Friday night so please plan accordingly.

The cost of this visit is approximately £100, this will include transport to London, overnight accommodation and entry to Design Junction. You’ll also need approx’ £15 for your tube tickets for the two days bought when we get to London, and money for food and drink. I’ll confirm the exact amount nearer to the date with details on how to pay, travel times etc.

Masters Show 2019

We would be delighted to meet you at the Private View for this year’s CSAD Masters Show. This will be a wonderful opportunity for you to meet staff and fellow students, as well as to see the work produced by this year’s students before you commence your own Masters journey.

Private View:

Friday 6th September 5.00pm - 8.00pm

Exhibition Dates:

Saturday 7 September - Wednesday 11th September 2018

Opening Hours

Saturday & Sunday - 10:00am - 4:00pm

Monday & Tuesday 10:00am - 6:00pm

Wednesday 10:00am - 1:00pm

If you have any questions please feel free to contact us.

Mr Richard Morris (02920 41 6679)

MSc Product Design Year Tutor

rmorris@cardiffmet.ac.uk

Teaching Team:

Dr Clara Watkins (ext: 6624)

cwatkins@cardiffmet.ac.uk

Mr Paul Wilgeroth (ext: 5796)

pwilgeroth@cardiffmet.ac.uk

Dr Claire Andrews (ext 6624)

candrews@cardiffmet.ac.uk

Dr. Stephen Thompson

Academic Lead for Graduate Studies

sthompson@cardiffmet.ac.uk

2. Pre-arrival Information and Summer Task

Summer Task

I hope that you've been able to have a break and some rest over the Summer period, and during this break we'd really like you to start thinking about the year ahead and with this in mind would like you to consider the following assignment.

- Design and print an **'A1 personal Pinterest Board'** which fully examines your own personal style, tastes, sources of inspiration. You need to consider high production value, i.e. a professional and personal response. These will be used in your Induction week by you as part of your personal introduction to your new Masters colleagues.

Recommended Reading

- The Design of Everyday Things; Donald A. Norman
- Research Methods for Product Designers; Alex Milton & Paul Rogers
- Universal Methods of Design; Bella Martin & Bruce Hanington

Typical Materials & Coursework Costs

You will need to purchase materials for individual projects used in studio and workshops as appropriate. Please note that costs will vary depending upon the scale and individual requirements of your work. There are specific suggestions for each programme on the [Cardiff Metropolitan University website](#):

- select Postgraduate Courses
- then select your programme
- then select "Key Facts" and scroll down to where it describes 'Postgraduate costs of study in CSAD'.

You will find details of the suggested sums to budget on the University website here.

Additional costs will be incurred for the one-off purchase of personal tools (in addition to those in your possession at the commencement of your programme of study) and equipment (particularly any personal equipment appropriate to your own field of practice or enquiry) and study trips if you participate in these.

Other costs such as printing, the purchase of textbooks; and cost of optional placements will also need to be accounted for. Please ask your Year Tutor for specific guidance when you accept our offer of a place.

Personal Computer Specifications

The use of a personal computer outside of University hours would be of significant benefit to your studies but is not essential as there are extensive computer facilities at Cardiff Met. The computers in the Campus Learning Centre are available from 9:00am to 9:00pm during the week and a special 24 hour access computer room is also available.

If you do decide to purchase a laptop, you may find the following minimum specifications useful:

The flexibility of a laptop allows it to be used on the university campus, in your lectures, at your student accommodation and at home during times of vacation. The Art & Design studios and most other areas within the university have very good WiFi access.

A lot of our students buy laptops with larger screens which can be more beneficial when designing and using CAD. If you are intending to focus more on writing you may prefer a lightweight MacBook so that you can work anywhere..

You will need to keep your work safe though especially since losing work through computer loss or failure is not accepted by the University as an excuse. We strongly recommend you take out a cloud-based subscription. There are lots to choose from: iCloud, DropBox, MyCloud, GoogleDrive etc.

MAC : We recommend a MacBook 12" or Macbook pro 13" as a minimum. But if you are intending to do work with lots of graphics or video we recommend a Laptop with the minimum specification below:

- 2.7GHz Processor
- 250 GB Storage
- 1.1GHz dual-core Intel Core i5
- Turbo Boost up to 3.1GHz
- 8GB 1866MHz LPDDR3 memory
- 500GB portable storage
- Intel Iris Graphics 6100
- Built-in battery (10 hours)
- Force Touch trackpad

PC : We recommend a Windows Laptop with a minimum specification of::

- Microsoft Windows 10
- Dual processor; Core i5 or greater
- 500 GB HD

- 8 GB RAM
 - 1 GB Graphics card
 - Wireless LAN (WI-FI 802.11g)

Note: *If you considering purchasing a laptop we are able to provide you with copies of Solidworks, our preferred CAD industry standard software programme, HOWEVER this programme will only run on native PC laptops, and NOT Mac laptops.*

There are good printing facilities available on campus; you may find it useful to have an A3 format Colour Printer for checking printing.

Sketchbooks and Notebooks.

Throughout all modules on the MSc, you should initiate and progress your work by using a personal sketchbook, notebook and/or research folder. These will allow you to work through and demonstrate conceptual processes. Sketchbooks should be used to generate ideas, to record textual, contextual and visual research, to analyse, test ideas and to reflect upon each stage of each project. Sketchbooks can be purchased on campus in the 'Print studio' or via the termly visiting 'Art seller/stockist.' You may decide to work digitally using ipads (or equivalent) as your digital sketchbook and notebook, but remember to regularly back this up or use a cloud back-up service.

3. Places of interest in Cardiff

- [Chapter](#)
Chapter is an ambitious, multi-art form cultural space based in Cardiff, Wales that presents and produces international art, performance and film alongside a dynamic social space. Chapter is home to an independent cinema and a cafe/bar that is very popular with Cardiff's art and design community.
- [National Museum Cardiff](#)
National Museum Cardiff (Amgueddfa Genedlaethol Caerdydd) is a museum and art gallery in Cardiff. Entry is free.
- [G39](#)
G39 is an artist-run gallery in the centre of Cardiff, Wales' capital city. The organisation recently relocated from a narrow three storey building where it originated, to an expansive warehouse. Here you can see a wide-ranging programme from major exhibitions and formal symposia to experimental projects and intimate events. In addition to the gallery programme. The organisation also runs Wales Artist Resource Programme – WARP - an open-access resource and training space for artists.
- [Craft in the Bay](#)
Located opposite the Wales Millennium Centre, Craft in the Bay is an exhibition space for applied arts and crafts. It is operated by a charitable arts organisation, The Makers Guild in Wales.
- [Arcade Cardiff](#)
Arcade Cardiff is a not for profit, artist led Community Interest Company established in 2011. They have a gallery / project space located in the Queens Arcade Shopping centre, right in the heart of Cardiff which provides a place for upcoming and established artists to experiment, test out ideas or show new work and get feedback as part of an ongoing idea or project. They also manage a set of artist studios.
- [Tramshed](#)
Tramshed is a music and arts venue in Cardiff, Wales, located in a Grade II-listed building that was once the old tram depot for west Cardiff.
- [Wales Millenium Centre](#)
Wales Millennium Centre is Wales' home for the performing arts situated at the heart of Cardiff Bay and is one of the UK's top cultural attractions. The Centre provides an extensive programme of world class entertainment, showcases Welsh creativity and talents, partners with international artistic companies, and offers creative learning and community engagement opportunities aimed at increasing accessibility to art and culture.

4. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Student. You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week.

Enrolment for International Students from outside the EU

If you are an international student (from outside the EU) you **will not** be required to enrol online before arriving at Cardiff Met. This is because it is a legal requirement for the university to check immigration documents of international students before they are permitted to enrol onto their courses. For more information about international student enrolment and a list of documents you will need to bring with you, please access the [international student pages](#) or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk or Tel: 029 2041 5644.

Library & Information Services

You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to www.cardiffmet.ac.uk/library.

Your Student MetCard

A scheduled time for collection of your MetCard will be stated within your Induction Week information. Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click [here](#).

Fees

Your programme fees for September 2019 entry have been set at £9,000. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](#).

5. Induction Week Timetable

Your first semester as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your course, library services, IT, student services and students union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

There is the Freshers Fayre where you can sign up to a number of different societies and clubs, and the MetFest social event on Friday afternoon.

Don't forget to get involved on Twitter with we are #cardiffmet.

If you are new to Cardiff, there will also be plenty of opportunities for you explore the city, make new friends and settle into your new life.

Induction is a big occasion on campus and everyone gets involved. Don't be afraid to stop and ask - all of the staff and students are happy to welcome anyone new on campus.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you. It will also be posted to you in September.

Typical Weekly Timetable – Architectural Design and Technology

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|--------------------------|--------------------------|--|--------------------------|--|
| AM | Design Studio & Workshop | Design Studio & Workshop | | Design Studio & Workshop | Studio Lectures, Workshops, & Seminars |
| PM | Design Studio & Workshop | Design Studio & Workshop | <i>Usually kept available for student focused activities</i> | Design Studio & Workshop | Studio Lectures, Workshops, & Seminars |

Typically the teaching day (Friday) starts at 10.00am through to 5.00pm. As a Masters student you may want to come in first thing in the morning and start your day at 8.00am, that's absolutely fine, and if you want to stay until 12.00 midnight, then you can do that too.

6. Useful Links

- [Timetable](#)
This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.
- [Additional Course Costs](#)
Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.
- [International & Partnerships Office](#)
Advice for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements or taking advantage of the Airport Welcome Service. The International & Partnerships Office will provide welfare support and learning advice throughout your course.
- [Accommodation](#)
Students are able to move into Halls from Friday 14th September but internet access will only be available for those who have completed the enrolment process successfully. There will be events held throughout Induction, information of will be sent to you by Accommodation when confirmed.
- [Student Services](#)
For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.
- [Student Finance](#)
For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.
- [Cardiff Met Sport & Facilities](#)
- [Cardiff Met SU](#) *including Freshers' information & wristbands*
- [Term Dates](#)
- [Campus Maps, Bike Shelters & Met Rider](#)
Cardiff Met offers its own bus service called the Met Rider, you will be sent an application with your Induction & Enrolment Information. We also have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.
- [Safe Taxi Scheme](#)
Cardiff Met operates a Safe Taxi scheme through Dragon Taxis which ensures you always have a way to get home.
- [Virtual Tours](#)
Have another look around our campus and facilities with our guided virtual tours
- [Student Handbook](#) [Academic Handbook](#)
[Admissions Policy](#)

INDUCTION WEEK TIMETABLE 2019

MSC PRODUCT DESIGN

| Time | Monday 16th | | Tuesday 17th | | Wednesday 18th | | Thursday 19th | | Friday 20th | |
|---------------|-----------------------------------|----------|-------------------------|-----------------------|----------------|----------------|---|----------|--|----------|
| | Activity | Location | Activity | Location | Activity | Location | Activity | Location | Activity | Location |
| 9:00 – 10:00 | | | | | Freshers Fayre | Cyncoed Campus | London Design Festival Visit <i>(Leaving early, details given nearer the date)</i> | | London Design Festival Visit <i>(Home late)</i> | |
| 10:00 – 11:00 | TBC: Product Design Team Building | TBC | Masters Welcome | CSAD HeartSpace | | | | | | |
| 11:00 – 12:00 | | | Id Card pickup | Learning Zone | | | | | | |
| 12:00 – 13:00 | | | | | | | | | | |
| 13:00 – 14:00 | Lunch | | Lunch | | | | | | | |
| 14:00 – 15:00 | | | MSc Course Introduction | Product Design Studio | | | | | | |
| 15:00 – 16:00 | | | | | | | | | | |
| 16:00 – 17:00 | | | | | | | | | | |
| Evening | SU Activities | | SU Activities | | | | | | | |