

**Master of Research (Art & Design)**

**SCHOOL OF ART AND DESIGN**

**Induction & Enrolment Information**

**Academic Year 2019**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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# Welcome to Master of Research (Art & Design)

## Hello and welcome to Cardiff School of Art & Design's Master of Research in Art & Design (MRes A&D)

I would like to wish you a very warm welcome to the MRes and also to our wider postgraduate community.

As an adult learner, and perhaps a practicing professional, you will be bringing your valuable experience to the community. Our aim is for you to build upon this experience and for you to feel intellectually and creatively challenged you use your time as a Masters student to build the future you want.

We are very aware that for many of you this will be a natural progression following on from a previous qualification. However, for some of you this may be a return to study after a period of time out of University. Whatever your route into the course, please be assured that the staff will endeavour to provide you with all the of the challenge, support and encouragement you need and deserve.

As a postgraduate student it is important to recognise the commitment you are making; you may already have work and home/family commitments as well as social obligations. Taking on this course inevitably adds an additional commitment which will require you to dedicate a significant amount of additional time to independent study and learning. The course then is intensive in nature in a different way to undergraduate study and you will have the challenge of managing these varying commitments.

The MRes is an intensive programme that will demand a lot of your 'head-space', you will be surprised at how far and how fast your ideas develop. Along the way we will do everything we can to support you of course, but the best source of support should be your colleagues on the programme. Most cohorts set up a social media group in which they discuss ideas and share concerns or intellectual problems they are wrestling with and we encourage you to initiate this as soon as possible.

Included below is some information to help you prepare for joining the University postgraduate community in September. In terms of study, there is nothing you need to do to prepare for the programme before you start, rather than study unguided we would rather you arrived fresh and rested from a long Summer of perfect weather - clearly if you live in the UK this might be hoping too much.

If you are arriving from outside of the UK you are very welcome indeed, it is a great endeavour to study in a foreign land and you have our greatest respect. Please do try to arrive a little while before your studies start to get to know Cardiff; the strange and wonderful way of the many cultures of the UK and our very changeable weather. If you have any concerns the University International Welfare Team are fantastic – so please do not be afraid to ask for help if you need it.

If you have any questions at all please feel free to contact me.

Dr. Stephen Thompson:

Academic Lead for Graduate Studies & Year Tutor: MRes

[sthompson@cardiffmet.ac.uk](mailto:sthompson@cardiffmet.ac.uk)

## 2. Pre-arrival Information and Summer Task

### **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 6<sup>th</sup> September 5.00pm - 8.00pm

#### Exhibition Dates:

Saturday 7<sup>th</sup> September - Wednesday 11<sup>th</sup> September 2019

#### Opening Hours\*

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

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

Wednesday 10:00am - 1:00pm

### **Workshop Facilities**

Cardiff School of Art and Design has an extensive range of spaces, workshops and equipment, creating a vibrant and creative learning environment, within a purpose designed building.

Workshop and technical facilities include a foundry; and access to other workshops across the full range of Art and Design disciplines.

Cardiff School of Art and Design has a wide range of tools and equipment for use by students; necessary workshop training in their use includes access to materials used as part of timetabled workshop inductions. You also have access to and use of recycled materials within workshop areas.

### **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. Our advice is to buy a lightweight but robust laptop like an Apple MacBook Air or a Microsoft Surface Pro or similar.

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 have and most other areas within the university have good WiFi access.

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, OneDrive, GoogleDrive etc.

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

## **MRes Study Option**

For full time MRes students only a study option is offered:

Students may choose to include a break during the Summer. Students may use this period as they see fit for family time or a vacation, personal research, work experience or to return to employment.

Thus, a full-time student starting the programme in October may complete either the following September (by continuing the programme through July and August) or the following January (by taking the Summer break).

- UK/EU students will notify the programme and school of their intentions prior to commencing the 'Research Output' module.
- International students must notify the Programme, School and International Office prior to their initial visa application.

### 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 Millennium 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](http://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](mailto: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](http://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](http://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 – Master of Research (Art & Design)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM				Seminars, Tutorials & Research Presentations	
PM				Seminars, Tutorials & Research Presentations	



Wednesday and Thursdays are the typical teaching day for the MFA.

You will meet with the MFA year Tutor most weeks at 9:30am on Wednesdays followed by teaching. This may take the form of seminars, exhibition visits, lectures, and tutorials delivered by rotating members of academic staff.

On Thursdays, Constellation teaching takes place.

It is essential you attend Wed and Thursdays. We expect you to be working in your studio the rest of the time, where possible, as it is a full- time course.

## 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 14<sup>th</sup> 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 TIMETABLE 2019

## Master of Research (Art & Design)

Time	Thursday 26 <sup>th</sup> September		Thursday 3 <sup>rd</sup> October	
	Activity	Location	Activity	Location
9:00 – 10:00				
10:00 – 11:00	<u>10:30am</u> <b>MRes and PhD Year One Induction</b>	Room A2.10/11	<u>10:30am</u> <b>MRes Teaching commences</b>	Room A2.10/11
11:00 – 12:00				
12:00 – 13:00				
13:00 – 14:00				
14:00 – 15:00				
15:00 – 16:00				
16:00 – 17:00				