

**WE ARE
#CARDIFFMET**

**BSc (HONS) ARCHITECTURAL
DESIGN AND TECHNOLOGY**

**CARDIFF SCHOOL OF
ART AND DESIGN**

Induction & Enrolment Information

Academic Year 2019/2020



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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1. Welcome

Welcome to the wonderful world of Architectural Technology!

It is great that you have chosen to study BSc (Hons) Architectural Design and Technology in Cardiff Metropolitan University here in the capital city of Wales; we know that you will find your time with us stimulating, challenging, fun and totally worthwhile.

You may be starting this course with a simple desire to design buildings – but we trust you will leave with the knowledge, skills and passion to begin to change our world for the better. Our approach to Architectural Design and Technology concentrates on excellence in technical detailing, coupled with a rigorous approach to sustainability and the minimisation of environmental impact; whether designing new buildings or working with our existing built heritage.

You are going to learn how to use a palette of materials, both traditional and high-tech, to design and detail buildings of all sorts from single family dwellings to multi-storey commercial and assembly buildings. Using state of the art software you are going to become experts in the use of Building Information Modelling - the paradigm which is changing the face of the construction industry. But also, and very importantly, you will also be encouraged to develop creative and analytical thinking skills. Architectural Technologists are team players and over the course of your studies you will also have opportunities to engage with students from other parts of the school such as Interior Design and Product Design.

Induction Week will start on Monday 16th September and we have put together a series of activities to help you get to know the University, your programme of study, others on your course and the staff who will be teaching you. It is important that you attend induction week as you will be given a range of important information about studying at Cardiff Met.

Every new student is allocated a Personal Tutor who will support you throughout your Cardiff Metropolitan journey. Providing high quality support to you is important to us and you will meet your personal tutor during Induction Week. Staff from student services will also be available to give you advice on a range of issues.

We also have a range of exciting opportunities available for you during your studies, including: Work Placements, Study Abroad, Societies, Language clubs and Volunteering. We also have several sports teams waiting for you to join them. You can get information about these opportunities during Freshers Fayre on Wednesday 19th September.

Please make sure you enrol online **BEFORE** you come to the university on the 16th as this will allow you to pick up your ID card early in Induction week. The card gives you access to Halls of Residence and to various other facilities around campus; it also allows you to make use of the facilities in the library.

I very much look forward to meeting you on Monday 16th September at 10.00am in Room B2.03d on the Llandaff Campus. For more information about induction week please go to www.cardiffmet.ac.uk/induction.

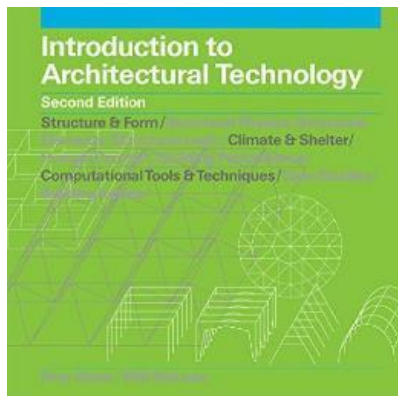
Anthony Whyman

Programme Director: BSc (Hons) Architectural Design & Technology

2. Pre-arrival Information and Summer Task

Before you join us in induction week you are strongly recommended to prepare yourself with some background reading around the subject of Architectural Technology.

We recommend you have a look at the following book. This will give you a very good overview of the relationship of technology and architecture.



Title: Introduction to Architectural
Technology,
2nd Edition (2013)

Publisher: Laurence King

ISBN-10 : 1780672942

ISBN-13: 978- 1780672946

Available in paperback or Kindle format.

3. 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. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures and guidance on learning for practice with information on all modules to be undertaken and reading lists.

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 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 is 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. You should already be aware of these costs.

4. 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.

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.

Your induction timetable is on the last page of this document.

6. Draft Timetable / Typical Attendance

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Subject/Field	Subject/Field	Workshops	Constellation (Theory & Contextual Studies)	
PM	Subject/Field	Subject/Field		Constellation (Theory & Contextual Studies)	

7. 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.

[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.

[DBS](#)

If your programme involves you coming into contact with children and young or vulnerable people then you will have been asked to carry out a criminal records check as part of your offer.

[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.

[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](#)

WELCOME 2019

induction week timetable

COURSE TITLE: Architectural Design & Technology

CAMPUS: Llandaff

MONDAY 16 th SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 th SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 th SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 th SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 th SEPTEMBER Dydd Gwener 20 Medi
<p>10:00 – 13:00 Welcome, Campus Tour, & Introductions B2.03d</p> <p>11:00-11:45 Collect ID cards</p> <p>13:00 – 14:00 Lunch</p> <p>14:00-17:00 School Welcome Event</p> <p>Evening SU Activities</p>	<p>09:45 – 14:00 Visit to St Fagans National Museum of History Board bus at front of Llandaff Campus at 09.45</p> <p>Evening SU Activities</p>	<p>10:00 – 16:00 Freshers Fayre</p> <p>Cyncoed Campus National Indoor Athletics Centre (NIAC)</p> <p><i>Your Student MetCard can be picked up throughout the day from the Enrolment Team based in the fayre.</i></p> <p>Evening SU Activities</p>	<p>09:00-17:00 Course Activities B2.03d</p> <p>Evening SU Activities</p>	<p>09:00 – 13:00 Course And Collaborative Activities B2.03d</p> <p>13:00 – 14:00 Lunch</p> <p>14:00-16:00 Induction Exhibition</p>
				<p>14.00 - 19.00 MetFest Llandaff Campus</p>

Course specific events

Social Events