

**WE ARE
#CARDIFFMET**

BA (Hons) FINE ART

**CARDIFF SCHOOL OF
ART AND DESIGN**

Induction & Enrolment Information

2019



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

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Welcome to BA (Hons) Fine Art

The Fine Art team and I are very much looking forward to meeting and welcoming you into Cardiff School of Art & Design **at 10:00am on Monday the 16 September 2019** where you will meet the Fine Art team and your fellow students for the first time. The induction week will have a range of activities that are all an important part of getting you settled in Cardiff.

Llandaff Campus can be a bit of a maze until you are used to it, so we will be showing you the studios and workshops, the library, gallery, canteen, bar, student union and copy shop. We will also be talking with you about other important things like disability provision, registering with a doctor and where the Campus Nurse can be found.

There is a book list available here that forms an essential part of your course reading. I strongly recommend that you buy or borrow at least one or two of these and read them before September.

If you wish to contact us in the summer with any queries then please do so. In the meantime, I wish you all an enjoyable and productive summer. Information on your summer project work can be found here and your induction timetable is here.

Best wishes

A handwritten signature in black ink that reads "J. Green". The signature is written in a cursive style with a large, looped initial "J" and a long, sweeping underline.

Dr. James Green Ph.D. MA (RCA) HEA

Programme Director Fine Art

Pre-arrival Information and Summer Task

In September you will be joining the BA (Hons) course in Fine Art at Cardiff School of Art & Design. You were offered this place because we feel that you have the ability to not only undertake and cope with the course but also that you have the potential to build on the experience that we offer and excel as Fine Artists in the longer term.

The First Year in Fine Art is going to be exceptionally busy and demanding of your time from the outset. I am writing to you, therefore, with some required tasks that will need to be completed by you over the summer. The work will be very important as you introduce yourself to the staff and other students in Fine Art over the first few weeks of term.

1. Firstly you must make two postcard size (A6) pieces of work.

You will be sent 2 postcards and a pre-paid envelope for their return to your home address. Please use these to complete this project, writing your name clearly on the back and posting them back to us by Wednesday 12 September 2018. These postcard works can be in any medium, drawn, painted, photographed, cut, printed, written etc. We want you to make one that reflects your interests and ways of working and one that is a pastiche of an artist you admire or are inspired by. We shall use the returned postcards as part of the induction week project, and then you will have them returned to you.

2. In addition to the postcards you must make two artworks that will introduce you to your tutorial group.

These works should represent your artistic interests and inspirations. They can be presented in any medium. They may be two or three dimensional, in the form of paintings, sculpture, film, photography, performance, happening etc. You choose! You will need these for the first week of term when you have your first Tutor group tutorial.

3. Finally you need to begin to keep sketchbooks (Many of you probably already do this).

A sketchbook should be something like a diary, composed of drawings and images made in any medium - they could be depictions of things seen or imagined, ideas, scribbled notes, monochrome images, coloured images, collaged images, photographs. It is a personal memoir explained in visual terms. It's worth remembering that all the staff and students at CSAD value sketchbooks very highly.

Recommended Reading List

- 'Ways of Seeing', John Berger (Penguin Modern Classics)
- 'Concepts of Modern Art', Nico Stangos (ed.), (Thames and Hudson Ltd)
- 'Contemporary Art: A very Short Introduction', Julian Stallabrass (Oxford University Press)
- 'The Drawing Book', Tania Kovats (Black Dog Press)
- 'Curating from AtoZ', Jens Hoffmann (JRP Ringier)

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.

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](#).

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.

Typical Weekly Timetable – Fine Art

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

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](#)

WELCOME 2019

induction week timetable

COURSE TITLE: Fine Art

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>09:00-10:00 Staff Briefing Fine Art Office</p> <p>10:00 – 11:00 Welcome to Fine Art / Meet the Staff who will teach you in the first year Fine Art Studios</p> <p>11:00 – 12:00 Summer postcard display Fine Art Studios</p> <p>12:00-13:00 Summer postcard - Blind Drawing Fine Art Studios</p> <p>13:00 – 14:00 Lunch</p> <p>14:00 – 17:00 School Welcome Event</p> <p>Evening SU Activities</p>	<p>10:00 – 13:00 Flag Workshop / Personal Tutorials Fine Art Studios</p> <p>13:00 – 14:00 Lunch</p> <p>14:00 – 15:00 Flag Workshop / Personal Tutorials Fine Art Studios</p> <p>15:00-16:00 ADZ4331 Briefing & Material Project Intro Fine Art Studios</p> <p>15:45-16:30 Collect ID card</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>10:00 – 11:00 Introduction to Constellation with Dr Jon Clarkson Fine Art Studios</p> <p>11:00-13:00 Flag Workshop Fine Art Studios</p> <p>13:00 – 14:00 Lunch</p> <p>14:00-16:00 Flag Workshop Fine Art Studios</p> <p>Evening SU Activities</p>	<p>10:00 – 11:00 Set up Induction Week Exhibition -Fine Art Studio</p> <p>11:00-12:00 ADZ4331 briefing questions & answers-Fine Art Studio</p> <p>12:00-13:00 Move into your Studio</p> <p>13:00 – 14:00 Lunch</p> <p>14:00 – 16:00 Induction Week Exhibition Opening. Cardiff School of Art & Design</p>
				<p>14.00 - 19.00 MetFest Llandaff Campus</p>

Course specific events

Social Events