

**WE ARE  
#CARDIFFMET**

**BA (HONS)  
GRAPHIC COMMUNICATION**

**CARDIFF SCHOOL OF  
ART AND DESIGN**

**Induction & Enrolment Information**

**2019**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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# Welcome to BA (Hons) Graphic Communication

Huge congratulations on gaining a place on the BA (Hons) Graphic Communication degree at Cardiff School of Art & Design / Cardiff Metropolitan University. On behalf of the teaching and support team, I would like to extend a very warm welcome to you as you join our BA (Hons) Graphic Communication programme in September 2019. We are excited to work with you and for you to start your new and exciting journey with us here at Cardiff School of Art & Design.

As part of your Induction onto the programme, we have organised a series of activities to help you find your feet within the course and university. We will provide you with a clear insight into your first-year journey including course curriculum, learning activities, trips etc. We will provide a tour of Cardiff and will allow for time for you to get to know your peers and tutors also!

**We would like to meet you on Monday 16 September 2019 at 10:00am in Room N2.01, Llandaff Campus (the Graphic Communication Studio) for your course introduction.** You will also be asked to bring along your short summer project on a USB stick or printed outcome on that day.

If you have any questions or queries about studying on the Graphic Communication course or at CSAD, please feel free to email me at [dwrenne@cardiffmet.ac.uk](mailto:dwrenne@cardiffmet.ac.uk).

We look forward very much to meeting you all and, in the meantime,, have a great summer and check out our blog and social media sites.

- Blog: [www.w210.wordpress.com](http://www.w210.wordpress.com)
- Twitter: [www.twitter.com/bagcw210](https://www.twitter.com/bagcw210)
- Instagram: [www.instagram.com/bagcw210](https://www.instagram.com/bagcw210)

Best regards,



David Wrenne MA, PGCE, MISTD  
Programme Director / BA (Hons) Graphic Communication

# Pre-arrival Information and Summer Task

So that we can get to know you a little better and that your class mates can too, we would like each of you to complete this short summer project during your holidays. You will be asked to present to your 1st year peers and tutors in the Graphic Communication studio on Tuesday 17 September 2019.

We would like you to hand in your outcomes on Monday 16 September 2019 when you arrive!

## Me, Myself & I

We would like each of you to prepare a short 2-minute presentation about yourself!

We want to get to know you and want your peers in your group to get to know you too! The presentation could be a PDF, PowerPoint, Prezi (no more than 4 slides or it could be 4 pieces of paper / objects). It is completely up to you but we would like you to submit your presentations / outcomes on Monday 16 September so that we can format them before the presentation. Each of your individual slides/images should answer the following questions:

1. Who inspires you? This could be a designer, illustrator, photographer, artist, typographer etc. and tell us why they inspire you!
2. Tell us something interesting about yourself? What are you passionate about? Have you climbed Everest or do you love baking Battenberg cakes? We want to know more about you as an individual!
3. Why did you choose to study at Cardiff School of Art & Design? This could relate to why you want to study on the Graphic Communication course specifically or could visualise your career aspirations etc.
4. Show us a slide of your favourite piece of work that you've created so far and tell us why it is your favourite piece!

Each member of the Graphic Communication teaching team will also present so that you get to know us better! We are really looking forward to seeing your outcomes.

## Reading & Equipment List – Graphic Communication

Any items compulsory to the programme needed in order for you to commence your studies will be provided to you, covered by your tuition fees. However, these items will be a shared resource and at peak times could be in high demand. We have taken a few enquiries from new students, asking for a list of things they could think about buying for their own personal use while they study. It might be worth looking at the list below and thinking about those things which, you would like to have for yourself, if you do not already possess them.

In general, many students like to have their own personal camera and laptop along with basic drawing materials, however, the list below is a guide for what else you may wish to purchase for your studies.

## Reading List

Specific book lists will be provided for each module of the course. Most will be available from our library. However, you might like to buy or read these five excellent books and have a look at subject specific magazines before the programme starts.

- Thinking with Type / Ellen Lupton, Princeton Architectural Press, 2008
- Developing Citizen Designer / Elizabeth Resnick, Bloomsbury, 2016
- The Elements of Typographic Style / Robert Bringhurst, Hartley & Marks, 2012
- The Graphic Design Ideas Book / Steven Heller, Laurence King Publishing, 2016
- 100 Ideas that Changed Graphic Design / Steven Heller, Laurence King Publishing, 2012

Look at specialist magazines on a regular basis. Three excellent titles dealing with our subject are: *Eye Magazine*, *Creative Review* and *IdN*. There is also an abundance of excellent design related inspiration on the internet, start with our blog:

[www.w210.wordpress.com](http://www.w210.wordpress.com)

## Materials

We recommend that you purchase a 10a Swann Morton scalpel handle (we will provide the blades), a 30cm steel ruler, a paper creaser/bone folder, sketchbook/notebook and pens/pencils which will consistently be useful to you.

## Computers

We have resources for the delivery of introductory software classes. However, if you do not already own a high-spec laptop (Mac or PC), we strongly recommend that you purchase a laptop and appropriate software to maximise your learning opportunities with us. Our building has a wireless network available to students.

### **Computer Specification**

We recommend the following as a minimum computer specification:

Hardware:

13-inch Apple MacBook Pro or equivalent PC

Retail price without education discount approx. £899.00 inclusive of VAT for basic model.

Software

Using the right software is ESSENTIAL. The software used on the programme focuses on Adobe Creative Cloud which includes InDesign, Photoshop, Illustrator & After Effects.. Membership of Adobe's Creative Cloud, allowing access to all of their latest creative software tools is available at a reduced monthly rate for students after enrolment at a discounted monthly fee.

**If you make your purchases AFTER enrolment, you will qualify for substantial educational discounts.**

# 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](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](#).

# 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 – Graphic Communication

	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 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](#)

# WELCOME 2019

## induction week timetable

**COURSE TITLE:** Graphic Communication

**CAMPUS:** Llandaff

MONDAY 16 <sup>th</sup> SEPTEMBER Dydd Llun 16 Medi	TUESDAY 17 <sup>th</sup> SEPTEMBER Dydd Mawrth 17 Medi	WEDNESDAY 18 <sup>th</sup> SEPTEMBER Dydd Mercher 18 Medi	THURSDAY 19 <sup>th</sup> SEPTEMBER Dydd Iau 19 Medi	FRIDAY 20 <sup>th</sup> SEPTEMBER Dydd Gwener 20 Medi
<p><b>10:00</b> Meet in Studio N2.01</p> <p><b>10:00 – 11:00</b> Course Welcome In GC Studio N2.01</p> <p><b>12:00 – 13:00</b> Meet Personal Tutors in GC Studio N2.01</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00-17:00</b> School Welcome Event</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 13:00</b> Me, Myself &amp; I Summer Project Presentation in GC Studio N2.01</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00 – 16:00</b> Drawing Workshop GC Studio N2.01</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 16:00</b></p> <p><b>Freshers Fayre</b></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><b>Evening</b> SU Activities</p>	<p><b>10:00 – 12:00</b> Formal Programme Introduction GC Studio N2.01</p> <p><b>12:00 – 13:00</b> L5 &amp; L6 Meet and Greet GC Studio N2.01 &amp; collect ID card</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 12:00</b> Drawing Cardiff! Meet outside Cardiff Castle in the city centre at 10am with Water Taxi from Cardiff Bay.</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00-16:00</b> Induction Exhibition</p>
				<p><b>14.00 - 19.00</b></p> <p><b>MetFest</b> Llandaff Campus</p>

Course specific events

Social Events