

**WE ARE  
#CARDIFFMET**

**BA (HONS) INTERIOR DESIGN**

**CARDIFF SCHOOL OF  
ART AND DESIGN**

**Induction & Enrolment Information**

**2019**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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# Welcome to BA (Hons) Illustration

As your Programme Director, I would like to extend a warm welcome to you as you begin your creative journey on the BA (Hons) Interior Design programme at Cardiff School of Art & Design, Cardiff Metropolitan University.

Induction week begins on Monday 16 September at 10:00am in the Interior Design Studio (B2.03), Second Floor, B Block, CSAD, Llandaff Campus. Induction Week is filled full of activities and events that will help you understand how your course and university operate so you get the very best out of this precious time with us, and ultimately, reach your potential.

You will meet the Interior Design staff team and your fellow students, have a full Campus Tour, and be allocated studios spaces. There will be a short 'Who am I?' project to enjoy, and we will unwrap and discuss your 'Treasured Objects'. We will also visit Cardiff Bay for a guided tour of the Senedd (the National Assembly of Wales building designed by Sir Richard Rogers).

For full Induction Week details, please make sure you view your Induction Week Timetable.

If you have any queries and wish to contact me during the summer, please do so. I can be contacted on [crthomas@cardiffmet.ac.uk](mailto:crthomas@cardiffmet.ac.uk) or via our Programme Administrators, on 029 2041 6394 or email [CSADadmin@cardiffmet.ac.uk](mailto:CSADadmin@cardiffmet.ac.uk).

On behalf of the Interior Design team, I wish you an enjoyable and productive summer vacation and look forward to meeting you in September.

Best wishes



Craig Thomas BA MA CPRS MPhil FHEA  
Interior Design Programme Director

# Pre-arrival Information and Summer Task

## Summer Task: Treasured Object

Over the summer you are required to work individually to create a 3D sculptural outcome. Your 'Treasured Object' will introduce you to the group and allow us to better understand who you are. The project requirements are as follows:

Choose your most treasured object in the world.

It can be any object; from the kingdoms of animal, plant or mineral, from a physical or mental realm.

Study it comprehensively and make a 3D copy of it.

- Pay attention to detail, "God is in the details!"
- It can be made from any material; natural, man-made or combines of both.
- It can be made using any method or technique.
- It can be any style; simple, complex, robust, delicate, decorative, austere, humorous, etc.
- It must be big enough to handle, small enough to carry.
- It must be wrapped as a gift; wrap appropriately and wrap with care.
- Be innovative. Be bold. Be thoughtful. Take risks.

You will be asked to display your wrapped 'Treasured Object' in your studio at the start of the Induction Week and have a simple response to the question, 'Why is this your most Treasured Object in the world?'

# Equipment List – Interior Design

All items that are compulsory to the Interior Design programme of study will be provided for you, as they are covered by your tuition fees. However, there are personal items of Required Equipment that all Interior Designers will need to own themselves, you may already own them:

- 300mm triangular scale rule.
- 300mm adjustable set square.
- Technical drawing pen set (0.1, 0.3, 0.5 and 0.7).
- Mechanical pencil (0.5 or 0.7).
- A4 sketchbook.
- Roll of drafting/masking tape.
- 300mm metal rule.
- Swann Morten Scalpel and 10A blades.
- Multi-purpose modelling glue.
- Roll of 25mm double-sided tape.
- A3 cutting mat
- 5m measuring tape.

You will be using this equipment from week commencing 23 September.

## Interior Design Starter Pack

We can provide the above Required Equipment for you as a £70.00 'Interior Design Starter Pack' and have it ready for you during Induction Week. If you would like to order this 'Interior Design Starter Pack' please place an order and pay using the following link:

<https://estore.cardiffmet.ac.uk/product-catalogue/student-life/print/id-starter-pack-201920>

## Recommended Equipment:

The following items are Recommended Equipment that many students consider purchasing safe in the knowledge that this equipment is their own and it will be available to them whether they are working in the studio, in a workshop or off campus (if in doubt we can discuss this during the Induction Week):

- Camera (or phone or tablet) of at least 5MP and capable of recording video to SD card.
- Laptop computer specified for graphics / high performance. MacBook & Windows laptops are both suitable. We discuss the Laptop minimum specification and software requirements during Induction Week.
- Set of sketching pencils.
- Set of coloured pencils (or markers or pastels or chalks or paints).
- A1 portfolio case or drawing tube.

# Personal Visual Research Database:

This is an optional task, but you may want to start gathering your personal Art and Design interests, inspirations and passions in readiness for the 'Who Am I?' Project which will be conducted during the Induction Week. For further details, see the Induction Week Timetable.

Most creatives are 'magpies', so it is good to bring together inspirations and ideas from a range of sources. You may want to consider the following as starting points:

Sign-up to Pinterest - Search and pin inspiring work from designers, artists and craftspeople that you admire.

Interior and Exhibitions Visits - Take every opportunity to visit interesting interiors and exhibitions, both local and national. This will greatly broaden your knowledge of Object, Space and Experience.

Free Online Resources - As you may not have access to a good Art and Design library over the summer, take advantage of the free online resources available. Below is a small selection of subject-relevant online websites that you may find useful:

- Dezeen: <http://www.dezeen.com/>
- Wallpaper: <http://www.wallpaper.com/>
- Design Boom: <http://www.designboom.com>
- Inhabitat: <http://inhabitat.com/>
- Moco Loco: <http://mocoloco.com/>
- Archdaily: <http://www.archdaily.com/>
- Architizer: <http://architizer.com/>
- The Cool Hunter: <http://thecoolhunter.net/>
- Squared+: <http://www.squaredplus.com/>
- BOOOOOOOM: <http://www.booooooom.com>

Assemble and collate all this digital and/or physical information together. We will help you built your Personal Visual Research Database within your Learning Journal as you progress as a unique and individual Interior Designer.

# 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 – Interior Design

	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:** Interior Design  
**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 – 11:00</b> ID Course Welcome Event Meet in B2.03</p> <p><b>11:00 – 12:00</b> ID Card Collection B2.03</p> <p><b>12:00 – 13:00</b> Campus Tour Llandaff Campus</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 – 11:00</b> Ice-Breaker Challenge B2.03</p> <p><b>11:00 – 13:00</b> Who Am I?' Project Intro Library</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00 – 17:00</b> Who Am I?' Project Library</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 16:00</b> <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> Who Am I?' Project Library</p> <p><b>12:00 – 13:00</b> Make your way to Cardiff Bay...</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00 – 15:00</b> Senedd Tour Cardiff Bay</p> <p><b>15:00-16:00</b> Reps Voting Cardiff Bay</p> <p><b>16:00-17:00</b> Ice cream, chat and chill... Cardiff Bay</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 13:00</b> Unwrap 'Treasured Objects' B2.03</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00-16:00</b> Induction week &amp; Exhibition Meet in B2.03</p>
				<p><b>14.00 - 19.00</b> <b>MetFest</b> Llandaff Campus</p>

Course specific events

Social Events