

**WE ARE  
#CARDIFFMET**

**BA / BSc (HONS) PRODUCT DESIGN**

**CARDIFF SCHOOL OF  
ART AND DESIGN**

**Induction & Enrolment Information**

**2019**



**Cardiff  
Metropolitan  
University**

**Prifysgol  
Metropolitan  
Caerdydd**

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# Welcome to BA / BSc (Hons) Product Design

Congratulations on successfully gaining a place to study at Cardiff Metropolitan University on either our BA (hons) or BSc (hons) Product Design courses which are accredited by the Institute of Engineering Designers. We are sure that you will enjoy your time on the course and that it will be one of your most important and formative life experiences.

We have organised a programme of activities during Induction Week from Monday 16th September until Friday 20th September. These activities are designed to help you get to know other students and the staff team on the course and to help familiarise yourself with our university practices and procedures. This will help to prepare you for your academic studies which begin in earnest with a full timetable of lectures, seminars, tutorials and assignments the following week from Monday 23rd September 2019.

On behalf of our colleagues and ourselves we would like to welcome you to the Cardiff School of Art & Design at Cardiff Metropolitan University. I look forward to meeting you for what will be an enjoyable and rewarding three years with us.

If you have any queries, please don't hesitate to contact us on the numbers below, or via the Programme Administration team: [CSADadmin@cardiffmet.ac.uk](mailto:CSADadmin@cardiffmet.ac.uk).

Yours sincerely

Clara

Dr Clara Watkins

Programme Director BA / BSc (Hons) Product Design

# Pre-arrival Information

## Recommended Reading

The design philosophies and strategies of the undergraduate Product Design programmes are indicated in the books listed below. These are recommended reading for all product design students and deal with issues that you will encounter throughout the course. We would like you to read and familiarise yourselves with at least two of these books before the course starts in September as your knowledge of their content will be useful for your first term design activities.

- KELLEY, T and LITTMAN, J. 2002. The Art of Innovation. London; Profile Books.
- KELLEY, D. & KELLEY, T. 2015. Creative Confidence: Unleashing the creative Potential within us all. London: William Collins
- NORMAN, D. 1998. The Design of Everyday Things. New York; Basic Book

## Equipment List

The core materials required for you to complete the BA or BSc (Hons) Product Design degree course will all be provided for you. However, many students feel that they benefit from compiling their own personal resource of equipment. The items listed here are examples of the key pieces of equipment you may wish to consider investing in.

- Computer Mouse
- Mouse Mat
- Memory Stick
- Hardrive
- Compass
- Protractor
- Scalpel & replacement blades
- Rubber
- Scissors
- Metal Ruler – 30cm & 1m
- Mechanical pencil with replacement filament
- Pencils
- Biro
- Note books
- Double sided tape
- Masking tape
- White pencil
- White fine liner pen
- Selotape
- Super glue
- Ellipse templates
- Circle templates
- Flexible curves

- Fine liners 0.1, 0.2, 0.3, 0.4, 0.5, 0.8
- Render marker pens sets (cool grey scale & colours)
- Marker paper (A3 pad)
- Layout Pad (A3)
- A3 folder (to carry your sketch books)

Many students also prefer to invest in their own laptop. If you choose to invest in a laptop to support you in your studies please note that it should be capable of running Windows OS.

Our recommended specifications are:

*Dell Inspiron 15 7566*

**CPU:** 2.3GHz Intel Core i5-6300HQ

**Graphics:** Nvidia GTX 960M

**RAM:** 8GB

**Screen:** 15.6-inch, 1920 x 1080 pixels

**Storage:** 256GB SSD

For some further examples please see [this article of the TechRadar website](#).



# 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 – Product 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: BA (HONS) & BSc (HONS) Product 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> Course Welcome Event Meet in B1.03</p> <p><b>11:00 – 13:00</b> Design Project &amp; Workshop Inductions B1.03</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> Scavenger Hunt Llandaff Campus</p> <p><b>11:00 – 12:00</b> Design Project &amp; Workshop Inductions B1.03</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00 – 17:00</b> Design Project &amp; Workshop Inductions B1.03</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 – 13:00</b> Design Project B1.03</p> <p><b>12:00-13:00</b> ID card collection</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00 – 17:00</b> Design Project B1.03</p> <p><b>Evening</b> SU Activities</p>	<p><b>10:00 – 13:00</b> Design Project B1.03</p> <p><b>13:00 – 14:00</b> Lunch</p> <p><b>14:00-16:00</b> Induction &amp; Exhibition</p>
				<p><b>14.00 - 19.00</b> <b>MetFest</b> Llandaff Campus</p>
Course specific events			Social Events	