Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

CARDIFF SCHOOL of ART & DESIGN

# Joining pack for

## MPhil / PhD programmes

2017-18

This pack contains information on:

1. Online enrolment
2. CSAD induction
3. Library induction
4. Cardiff Met Induction (for MPhil/PhD students)
5. Research skills training (CRS)
6. Tuition and bench fees
7. Computer facilities
7. Key information and contacts.

# Hello & Welcome

Welcome to your research programme at Cardiff School of Art and Design (CSAD) and congratulations on making the big step towards your doctorate.

You are joining an active and friendly research environment and, during the course of your studies, you will be supported in a programme of research which enables you to make a novel and significant contribution to your chosen art and design subject.

The first couple of weeks will concentrate upon your induction into the university. Induction is designed to help you settle into your role as a research student within CSAD and Cardiff Met as quickly and effectively as possible. In the first few weeks of your studies, you will be introduced to key features of the university's and the school's research degree facilities. Because of the individual nature of research, there is no set schedule and so introductions can be scheduled to accommodate the diaries of the people involved. The only exceptions are the CSAD induction event in September (see section 2 below) and the university's research degree induction for MPhil/PhD students (see section 4 below). You will receive information about this shortly by email.

This Welcome Pack sets out the key stages of your introduction to the university. These are:

1. Online enrolment
2. CSAD induction
3. Library induction
4. Cardiff Met Induction (for MPhil/PhD students)
5. Research skills training (CRS)
6. Tuition and bench fees
7. Key information and contacts.

I wish you a stimulating and rewarding time during your research studies at Cardiff School of Art and Design.

Dr Stephen Thompson
September 2017

# 1. Online enrolment

Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the www.cardiffmet.ac.uk/enrolment webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. **Please input the same username and password you originally used to apply with.** Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

As part of the enrolment process, you should enrol onto CSAD's ART7002 Research Skills module (60 credits). This module makes up the Postgraduate Certificate in Research Skills: Art and Design (CRS) programme. It is included within the MPhil/PhD programme and is compulsory for all MPhil/PhD students, for completion within the first year. Exemption from the module is possible if you have already completed up to 60 Masters credits' worth of research training. If you feel you are already equipped with the skills and methods necessary for your research, and do not need to take the CRS programme, please let your Director of Studies and the Head of Research Degrees know in writing (email is fine) as soon as possible. Exemption can be claimed using the Research Training Review form available via the CSAD Research Degrees Key Documents web page.

To enrol on the module, contact Cardiff Met Registry, researchregistryenquiries@cardiffmet.ac.uk or Mary Wiseman, tel. +44 (0)29 2041 6965. The module brief is available online. Search 'CSAD Research Skills'. Further details on CRS are given below.

September entry. You should have completed enrolment by Monday 3 October 2017 to ensure you are in time to attend the university's research induction, and to access materials in preparation for the Postgraduate Certificate in Research Skills: Art and Design (CRS) programme.

January entry. You should have completed enrolment by Monday 23 January 2018 to ensure you are in time to attend the university's research induction.

April entry. You should have completed enrolment by Tuesday 2 May 2018 to ensure you are in time to attend the university's research induction.

# 2. CSAD induction

The CSAD induction introduces you to relevant people and facilities within the School. It takes the form of a series of meetings that is normally completed within two weeks following enrolment. These will be meetings with your supervisory team or with me if you are a CRS student, and with the postgraduate cohort of MA students with whom you will taking the CRS programme from mid-October. The induction offers information and guidance that is specific to the practicalities of your location and performance as a research student within CSAD, as well as more general matters to do with becoming familiar with the School. Details of what is provided in the CSAD Research Induction are set out in the form of a check list in the *School Research Study Guide*, Appendix 1. The *Research Study Guide* is freely available online: search '*CSAD Research Study Guide'*. The check list is also given to ensure that nothing is missed out. You are expected to tick off the sections covered on the check list. When complete, the list should be signed and the original given to the Research Coordinator, who will place it in your personal file.

# 3. Library induction

To obtain an induction to the library, please request an appointment with one of the librarians, who can be reached at llandafflibrary@cardiffmet.ac.uk, tel. 029 2041 6244. Alternatively, request an appointment at Llandaff Library reception. Bear in mind that the start of the autumn term can be very busy for the library, as they are running library inductions for undergraduate and taught postgraduates.

A large part of the research process involves tracking down specialized, peer-reviewed articles, so familiarity with the academic search methods made available by the electronic library is essential. The university's electronic library is called Metsearch, accessible directly from your on-screen Student Portal, and is arguably one of the most valuable resources available to you within the university. It contains a wide range of research resources, including a direct-to-your-desktop article search facility. In terms of the identification and delivery of relevant, peer-reviewed publications, these resources far exceed generic search engines.

To get the most out of the library Induction, you are advised to come to the session with search criteria in the form of key questions, concepts or names on which you wish to find reading or visual material. At the end of the session, you should have some leads relevant to your project on which you can start work, and which will help you prepare for your CRS seminars.

# 4. Cardiff Met Induction (for MPhil/PhD students)

This applies to MPhil/PhD students only. The Cardiff Met induction normally takes the form of a one-day Research Induction and Training event, and is described in the Cardiff Met Research Student Handbook. Following enrolment, you will be sent details of the one-day training course arranged by Cardiff Met's Research and Enterprises Services. These sessions typically include:

- an introduction to the Cardiff Met Research Student Handbook
- an exploration of the reasons for doing an MPhil or PhD
- defining research aims and objectives
- the nature of reflective practice
- a critical review of literature
- intellectual property rights
- time management, and
- personal development portfolios.

NB. These research induction training sessions are compulsory. Students failing to attend *all* sessions are not allowed to register their project for the degree. Full details of the Research Induction Training event will be sent to you by the Research and Enterprises Services once you have enrolled. Normally this induction takes place in mid-October or early February.

# 5. Research skills training: CRS

The Postgraduate Certificate in Research Skills: Art and Design (CRS) programme enables artists and designers, and historians and theorists working on art and design, to develop a research proposal based on their practice or topic. The programme offers a detailed and comprehensive introduction to the range of methods, strategies and debates which can apply to art and design research. It is built around the four elements of (1) methods, (2) critical thinking, (3) ethics, and (4) project design. It is designed to bring you to the point where you have written the formal research degree proposal with which you register (different from enrolment) as an MPhil/PhD student.

CRS consists of one 60 credit module: ART7002 Research Skills (Art and Design). The delivery schedule is as follows:

1. It is taught over two intensive weekends (Friday-Saturday), one the first weekend of February the other the first weekend of March a total of approximately 30 hours.
2. Between these weekends and up to Easter, there are one-to-one tutorials upon request (face-to-face, phone or Skype), as well as review of draft coursework submission by email.

3. There is a feedback tutorial in April. These tutorials and assessment periods make up another 5-10 hours approximately.
4. The remainder is independent study.

# 6. Tuition and bench fees

Methods of payment for tuition fees are detailed during enrolment, but you can find details at:

http://www.cardiffmet.ac.uk/study/finance/Pages/Postgraduate,-Research-and-Part-Time-Students-.aspx

Some MPhil and PhD programmes require the payment of a bench fee to cover costs specific to the programme of research, for example, special studio material requirements. Whether a bench fee is required, and if so, what value it might be, will have been discussed with you at your interview, and will be quoted in your letter of offer from the university.

# 7. Computer facilities

PCs and Macs are available in the CSAD research student office, A2.08 Llandaff campus. The computers are available to students on a hot-desk basis. A2.08 also has Wi-Fi and there are computer-free hot desks, so you can work online on your own laptop or notebook, if you wish.

At one time we provided all students with a desk based PC. However, we have discontinued this because time has moved on and now almost every research student owns their own lap-top computer. The PCs we were providing had become surplus to needs and redundant.

If you have a PC at home and would like a computer to use while in the CSAD building why not purchase a notebook computer with your research Environment Funding? You can use this notebook for presentations and while traveling as well and it will be yours to keep. Further details on the Research environment funding can be found in the School Research Study Guide (section 17).

A2.08 can be accessed 24 hours a day, including weekends, provided campus security is informed of out-of-hours access in advance, during normal weekday working hours. Contact: tel. 029 2041 6070; LlandaffFrontReception@cardiffmet.ac.uk.

There are additional computers in the Campus Learning Centre available from 9am to 9pm during the week, and there is also a 24-hour access computer room.

# 8. Key information and contacts

**CSAD Research Degrees Key Documents web page**

On this web page you will find documents providing essential information on the research student experience at CSAD, including induction, university procedures, research training, research writing, and other practical matters, as well as research degree and ethics approval forms. Online: search ‘CSAD Research Degrees Key Documents’.

**CSAD Postgraduate Certificate in Research Skills (Art and Design) Handbook**

The handbook for the CRS programme with which all CSAD research studies commence. It describes the aims, objectives and content of the programme, and sets out key points of academic, regulatory and practical information. In addition, it provides: a guide to PDP writing; an essay writing and presentation guide; a guide to referencing; exemplar research proposals; and a manuscript presentation checklist. Online: search ‘CSAD Research Skills Handbook’.

**ART7002 Research Skills module brief**

The brief for the module, setting out the aims, dates of delivery, seminar and workshop timetable, required and recommended reading, and coursework requirements. Online: search ‘ART7002 Research Skills module brief’.

*For MPhil/PhD students:* ***CSAD Research Study Guide***

Your first point of reference for practical arrangements and contacts with regard to your research programme within CSAD. It also addresses questions specific to art and design research. It complements Cardiff Metropolitan University’s Postgraduate Researcher Handbook, available digitally once you have enrolled via the Key Documents page on CSAD’s Research Degrees website. Online: search ‘*CSAD Research Study Guide*’.

*For CRS students, where CRS is not part of an MPhil/PhD programme:* **MRes Art and Design Handbook**

This sets out all you need to know about CSAD’s resources, access to studios and facilities, and how postgraduate programmes work within CSAD. Available online via the university’s virtual learning environment and as hard copy upon enrolment.

## Contacts

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Do not hesitate to get in touch beforehand if you have any queries regarding the start of your research programme. For administration support, please contact Debbie Alsop, +44 (0)20 2041 6291, csadresdegrees@cardiffmet.ac.uk. Please also feel free to contact your supervisors directly.

Dr Stephen Thompson
September 2017