

# **COURSE JOINING INFORMATION**



**BA (Hons) Animation**

**CARDIFF SCHOOL OF  
ART AND DESIGN**

**Induction & Enrolment Information**

**Academic Year 2020/2021**

**CardiffMet**

## **CONTENTS**

- 1. Welcome from your Teaching Team**
- 2. Pre-Entry Summer Tasks**
- 3. Enrolment / Student MetCard Collection**
- 4. Induction Week**
- 5. Draft Timetable / Typical Attendance**
- 6. Changes to the Course due to COVID-19**
- 7. Useful links**



## 1. Welcome from your Teaching Team

Croeso Animators! We are very much looking forward to welcoming you on to the BA Animation course at Cardiff School of Art and Design.

It's an exciting time. An important year for us all. There will be plenty of creative opportunities and challenges, new friendships and collaborations. Together we'll explore of what it means to be an Animator today.

I recommend you read the summer brief carefully so you can be well prepared and get the best possible start to the course. If you have any questions you can email me via [ostickler@cardiffmet.ac.uk](mailto:ostickler@cardiffmet.ac.uk).

See you in September!

Owen Stickler  
Senior Lecturer: BA (Hons) Animation



## 2. Pre-Entry Summer Tasks

### Visual Research

During your three years on the BA Animation course at CSAD you will be asked to keep a learning journal. The purpose of the journal is to demonstrate your research and critical, reflective grasp of your developing skills and interests.

In preparation for this, your summer task is to make a visual collection, a mood board if you like, that reflects you and your experiences over the summer. Take photographs and make drawings as regularly as possible – ideally every day. You can include found images from magazines or postcards and the collection could include links to interesting animations, images from films and music and references to books or articles that you have read. Use your instinct to collect and document things that you find interesting and relate to your own sense of creativity.

### Presentation

The second part of the task is to cohere this information in to a 5 minute PDF or Power Point presentation of 10 slides. Use the presentation to talk about where you came across the image or clip or made the drawing what you found interesting about it at the time and what it means to you now. The presentation will serve as a great way of introducing yourself to the staff and your new peers on the animation course.

Other things to look at include:

### Animator/Artist research

‘Show and Tell’ is a regular screening session that we run throughout the year for all of the animation students. The purpose of the screenings is to introduce each other to new exciting and innovative animators and techniques that we have seen. It’s also an opportunity to analyse and discuss visual ideas and themes that emerge from the films. We will be running our first session during induction week and it’s an opportunity for you to present a short animation that you admire and tell us what you think is good about it. Due to the time limitations the films must be no more than 5 minutes long. You can show excerpts from longer films if you like but they should still be ‘shorts’ rather than feature animations.

Some suggestions for influential and contemporary animators to look at:

Joanna Quinn  
Jan Švankmajer  
Dan Castro  
Kangmin Kim

Daria Kashcheeva  
Emily Downe  
Theodore Ushev  
Sean Vicary

Tiny Inventions  
Adrien Merigeu  
Niki Lindroth Von Bahr  
Alberto Vasquez

As a first entry in your Learning Journals during the first week of term, you will be asked to write a short critique of a film by one of the animators listed above.

### Online Resources

Vimeo animation zone - <https://vimeo.com/categories/animation>



A great place to see the variety of subject and diversity of techniques being used in contemporary animation

Skwigly: <http://www.skwigly.co.uk/>  
Online Animation Magazine

Showmetheanimation - <http://showmetheanimation.com/>  
An online showcase for animation shorts

### Suggested Summer Reading

- Scott McCloud. Understanding Comics
- Paul Wells. The Fundamentals of Animation

### Suggested Summer Viewing

- Age of the Image. James Fox. BBC 4: <https://www.bbc.co.uk/programmes/m000fzm9>

### Materials & Equipment

A certain amount of materials and art supplies will be provided but we do recommend that you also bring a basic supply of your own preferred drawing and painting tools.

High end workstations and cameras will be available in studios, but it's important to consider investing in a minimum amount your own equipment so you can work from home as well as in studio. We would suggest that this should include a laptop with digital drawing tablet input and a camera enabled smart phone with stop motion animation application. We recommend Aardman's Animate it! App (available on iTunes and in the Play Store) but other applications are available and if you find one you prefer then by all means use that. We would also suggest a small tripod and camera phone stand to keep the camera stable when animating at home.

Throughout the next three years you are required to manage your own data, program files, word documents, edits, renders etc. The best way to do this is to invest in a portable hard drive and we would recommend that the drive has at least a terabyte of storage. We use a range of Mac and PC workstations so it's also advisable that the drive be dual formatted for both.



### 3. 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. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

#### **Enrolment for International Students from outside the EU**

If you are an international student (from outside the EU) you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the [international student pages](#) or contact the Immigration Compliance Team at [immigrationregs@cardiffmet.ac.uk](mailto:immigrationregs@cardiffmet.ac.uk).

#### **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**

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**

Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our [Fee Tables](#). 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](#). You should already be aware of these costs.



#### **4. Induction Week**

Induction for all students within the School of Art and Design will commence on Monday 28<sup>th</sup> September 2020. Your first term 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 programme, 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.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.



## 5. Draft Timetable / Typical Attendance

You will typically be required to attend taught sessions on a Monday, Tuesday, and Thursday throughout the academic year. This may include lectures, seminars, workshops, and tutorials.

Wednesdays and Fridays are available for independent study although there may be some workshops and inductions scheduled on these days at certain times throughout the year

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Taught Sessions	Taught Sessions		Taught Sessions	
PM	Taught Sessions	Taught Sessions		Taught Sessions	

We expect you to attend all scheduled taught sessions and workshops, to plan your work, organise your own time and meet submission deadlines.

We understand that you may need to support your studies by taking-up paid employment. However, notwithstanding your financial position or the demands of your employer, we are concerned that you dedicate sufficient time to your studies. Any part-time employment commitments or additional opportunities must be arranged around the timetable for the year.

In order to meet the expectations of your degree programme in Cardiff School of Art & Design, you are expected to dedicate around 40 hours per week to your studies. It is recommended that you do not engage in any part-time employment commitments or additional opportunities that would prevent you from dedicating this amount of time to your studies, as this may impact negatively upon your academic standing.

On average, twenty of these 40 hours will be included in timetabled lectures, seminars, tutorials, studio or workshop sessions. You will be expected to contribute the remaining 20 hours to independent study outside those timetabled sessions.



## Welsh Language

Yma yn Ysgol Celf a Dylunio Caerdydd, mae yna gyfle i chi astudio hyd at draen (40 credid) o'ch cwrs trwy'r Gymraeg. Mae'r ddarpariaeth, (sydd yn ychwanegol i'r Saesneg) yn eich cefnogi a gwaith pwnc trwy gyfres o weithdai ymarferol gan diwtoriaid Cymraeg yn ogystal â chyfleoedd tiwtora unigol / grŵp. Byddwch hefyd yn mwynhau cyfleoedd i gydweithio a myfyrwyr ar gyrsiau eraill yn ystod modiwl Maes.

Wrth baratoi am waith ysgrifenedig (ar gyfer modiwl Cytser) cewch diwtorialau unigol a grŵp, yn ogystal â darlithoedd sgiliau ysgrifennu academaidd Cymraeg. Cewch hefyd buddio drwy fynychu nifer o weithgareddau a noddir gan y Coleg Cymraeg Cenedlaethol Cymraeg, sef darlithoedd gwadd gan artistiaid a dylunwyr proffesiynol, gweithdai a'r cyfle i gyfrannu at gyfres o arddangosfeydd.

Mae gan yr Ysgol gymuned o fyfyrwyr a staff sy'n siarad Cymraeg. Cynlluniwyd y ddarpariaeth yma yn ofalus i sicrhau eich bod yn buddio o ddefnyddio'r Gymraeg gan hefyd fwynhau'r ystod o gyfleoedd addysgiadol dwyieithog sydd ar gael.

Newyddion da! Mae cymorth ariannol ar gael i bob myfyriwr newydd sydd yn dewis astudio 40 credyd trwy gyfrwng y Gymraeg, sef yr Ysgoloriaeth Cymhelliant gwerth £500 punt pob blwyddyn (£1500 dros dair blynedd).

Ceir rhagor o wybodaeth ar wefan y Coleg yn yr [adran newyddion](#). I ymgeisio, dylai darpar fyfyrwyr lenwi [ffurflen gais](#) ar wefan y Coleg.

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At Cardiff School of Art and Design there is an opportunity to undertake up to one third of your first year through the medium of Welsh. The provision, which is in addition to English Language delivery, will support students in their Subject module through a range of practical workshops and one to one and group tutorials run by Welsh Language staff.

During the Constellation module, you will receive individual and group tutorials, as well as academic writing skills lectures in the medium of Welsh. You can also benefit from attending a number of bilingual activities sponsored by the Coleg Cymraeg Cenedlaethol, including guest lectures by professional artists and designers, workshops, along with the opportunity to participate in a series of exhibitions.

The School has a community of Welsh speaking students and staff and this provision has been carefully designed to ensure that you benefit from using the Welsh language whilst also enjoying the broad range educational opportunities available.

Good news! Financial support is available to all new students who choose to study 40 credits through the medium of Welsh in the form of a £500 pound annual Scholarship (£1500 over three years).

More information is available in the [news section](#) of the Coleg website.

To apply for a scholarship, prospective students should complete an [online form](#) on the Coleg website.



## 6. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

<https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx>

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



## 7. 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.

### [Global Engagement](#)

Advice and support for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions -

[http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-\(COVID-19\).aspx](http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx)

### [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.

### [Accommodation](#)

Student residential contracts will start on 28<sup>th</sup> September 2020. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an e mail letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1<sup>st</sup> term, information of which 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 SU Societies, SU Sports Clubs and the ability to access independent advice and support

### [Term Dates](#)

### [Campus Maps, Bike Shelters & Met Rider](#)



Cardiff Met offers its own bus service called the Met Rider, for more information and to access the application please refer to [www.cardiffmet.ac.uk/MetRider](http://www.cardiffmet.ac.uk/MetRider). 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.

#### [Virtual Tours](#)

Have another look around our campus and facilities with our guided virtual tours

#### [Student Handbook](#)

#### [Academic Handbook](#)

#### [Admissions Policy](#)

#### [Frequently Asked Questions](#)

#### [Complaints](#)

