

COURSE JOINING INFORMATION



BA (Hons) Ceramics

**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

Welcome to the BA (Hons) Ceramics course at Cardiff School of Art & Design.

We are very excited to be welcoming our new intake into the course in October 2020. Ahead of you, lies three exciting years of learning in a stimulating and supportive environment which will form the base of your future careers in creative practice.

Here at Cardiff School of Art and Design we look at Ceramics from a multitude of directions. We teach to the discipline placing skills, both traditional and innovative this is at the centre of our delivery. Then we find ways to see it afresh. We re-situate Ceramics in relation to other ways of thinking: sculpture, fine art, textiles, product design, fashion design, illustration, animation; to prompt new ideas, interpretations and connections that enhance the way we think about it, and the ways in which you will perceive your own work. We take the time to contemplate and pay close attention, to create a space in which Ceramics has the opportunity to appear in unexpected ways.

No two student journeys are the same and we will support you in finding your unique creative voice.

And so begins that journey into you will learn things you never imagined, you will make friends for life, you will visit extraordinary places and make extraordinary things, and it our pleasure and our privilege to take you on that journey!

Duncan Ayscough MA CertEd FHEA FCPA FRSA.
Admissions Tutor: Ceramics BA (Hons)

Meet the ceramic staff team [\(Click here\)](#)



2. Pre-Entry Summer Tasks

In order to prepare you for the start of the programme and to have something to discuss when you arrive, we would like you to complete a small summer project, the details of which are outlined below:

As you will be aware, the school provides the clay and glaze materials necessary for you to undertake the programme modules. There is however so much more to the earth that lies beneath your feet. Part of your first subject module explores the physical properties of unrefined clay. In preparation for this, we would like you to collect clay sourced from an area local to you. Clay can be found in riverbanks, building sites, beaches and tidal estuaries. If you dig approximately 40 cm below the surface you are likely to find a thicker, 'plastic' and malleable substance similar to that of a bought bag of clay. As it has not yet been processed, expect to find leaves, stones, sand, roots or pebbles meshed into it.

We would like you to dig up about 3-5 kilos, half to three quarters of a carrier bag or bucket. Break the clay into small lumps i.e. size of a grape or smaller and *leave to dry thoroughly* – this will alleviate some of its weight and give you a head start on the project. Bring it to the first year studio on our first day in the studio.

The following link to Ceramic Art Daily will give some helpful insight into where to locate clay and how we will process.

<http://ceramicartsdaily.org/ceramic-supplies/pottery-clay/going-local-how-to-dig-and-process-your-own-clay/>

We would like you to conduct a simple study of the area where you located the clay. In this instance we would like you to investigate relationships between how the earth may have been used for production such as potteries, farming, chalk deposits or coal - and its socio-historic timeframe such as the literal and economic growth of a village, town or city. To do this, you need to log, through satellite or manual navigation, the co-ordinates of where the clay was found, and use this as part of research into the geology and history of its locality.

As part of this project, we would also like you to undertake some research about the area you live in and where you sourced your clay starting with the geology of that area.

A great starting point for this is the national geological survey - <http://www.bgs.ac.uk/data/mapViewers/home.html>. This gives invaluable data about the geology of the entire UK.

Can you identify any history of ceramic manufacture in your area?

Personal Protective Equipment

Within the department we are very committed to health and safety. It is essential that you have the appropriate personal protective equipment of the appropriate standard. These are listed below and you will have the opportunity to purchase them in the first week of term:

All ceramics students need to wear a terylene apron when working with clays, glazes and plaster these will cost approximately £9. Also you will be required to have your own respirator mask approximately £26, Total cost £35.



General Equipment

These very important basic tools are all widely available yet essential:

Large bucket, washing-up bowl, jumbo sponge, small sponge, set of small plastic lidded containers, ruler, set of 3 plastic mixing bowls, plastic measuring jug, paint scraper, plastic funnel, large wooden rolling pin, small and large decorators' paintbrushes, roll of plastic bin liners, old newspapers.

Basic Tools



Specialist equipment needed from a specialist pottery tools supplier:

Available from specialist suppliers listed below but also ebay and amazon sellers

Pottery knife; set of 6 boxwood modelling tools; metal modelling tool/riffler; clay wire; small surform; large and small looped turning tool; blade/spade turning tool; wooden throwing rib; metal kidneys (smooth and serrated type); potters pin; small sponge on a stick!

It is essential that you start with a basic tool kit and as you progress you will add to this equipment more necessary to your mode of working.

Specialist Tool Suppliers



- <http://www.toppotsupplies.co.uk/>
- <http://www.bathpotters.co.uk/>
- <http://www.pottery crafts.co.uk/>
- www.potclays.co.uk/studio/

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.

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.

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.

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. 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 28th 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.

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 28th 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 1st 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. 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](#)

