

COURSE JOINING INFORMATION



BA (HONS) PHOTOGRAPHY

CARDIFF SCHOOL OF ART AND DESIGN

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

Congratulations on gaining a place on the BA (Hons) Photography degree at Cardiff School of Art & Design / Cardiff Metropolitan University. On behalf of myself, and the rest of the teaching and support team, I extend a very warm welcome to you as you join our BA (Hons) Photography programme in September 2020. We are excited to work with you and for you to start your new and exciting journey with us here at Cardiff School of Art & Design.

As part of your Induction onto the programme, we have organised a series of activities to help you find your feet within the course and university. During the induction phase we will provide you with a clear insight into your first-year journey as well as setting you creative challenges, introducing you to the studios, workspaces and our departmental procedures. There will be plenty of creative opportunities and challenges ahead with new friendships and collaborations to forge. Together we will explore the possible pathways in Photographic Practice today.

Experience has shown that students who gain the most from their first term at University, and who quickly become involved in the course, are those same students who have prepared themselves for the new experience and understand the organisation of the first few days.

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 or queries about studying on the Photography course or at CSAD, please feel free to email me at: dpcook@cardiffmet.ac.uk

We look forward very much to meeting you all, in the meantime, have a great summer.

Best regards,

A handwritten signature in black ink, appearing to read 'D. Cook', with a horizontal line underneath.

Dr Duncan Cook PhD, MA (RCA), PGCE
Programme Director / BA (Hons) Photography



2. Pre-Entry Summer Tasks

In September you will be joining the BA (Hons) course in Photography at Cardiff School of Art & Design. You have been offered this place because we feel that you have the ability to undertake both the structured and the more independent project work that will be expected of you on the course. We have also recognised the potential you have demonstrated to build on the experiences that we offer to develop yourself as a Creative Photographer in the longer term.

During your three years on the BA Photography course at CSAD you will be expected to keep research and development workbooks and learning journals leading to the production of portfolio work. The purpose of this is to demonstrate your research into photographic culture and to document your critical approach to the technical, aesthetic and conceptual dimensions of your photography. As preparation we would like you to produce and present a personal workbook and selection of images.

So that we can get to know you a little better, and that your classmates can too, we would like each of you to complete the short personal project over the summer period as outlined below.

Summer Project – ‘Personal Visions- Photographic Styles’

Your summer project will be the creation and visual development of a lively on-going personal workbook and set of images around the theme of ‘Personal Visions – Photographic Styles’. This project should be an in-depth exploration including research and experimentation that will underpin your first term of studies, so make sure it conveys your inspiration, creativity and ambition... ensure you invest your time now before term begins!

Try not to think of the end outcomes. It is all about research, ideas and exploration at this stage and making connections between your work and the wider photographic culture, both past and present. The project should explore the particular ‘Photographic Style’ that reflects you and your interests, it should be a snapshot of the approaches to photographic image making that inspire you.

Start by:

- 1) locating yourself within one of the style groups below;
- 2) researching photographers past and present who have developed and worked in this style
- 3) carrying out your own visual experiments exploring this style for yourself!

Photographic Styles

- Documentary/Realist style
- Abstract/Minimalist style
- Pictorialist/Narrative style
- Staged/Fantasy style



- Spontaneous/Street Style
- Deadpan/Analytical style
- Painterly/Experimental style

Presentation

You will present highlights of your workbook (research and development) and 4 examples of your most successful image-making in a 5-10 minute Power Point presentation of no more than 10 slides. Use the presentation to talk about the photographic style that you have researched, what historical and contemporary photographers employ it, what it means to you, and how the style influences or is evident in your own photography.

The presentation will serve as a great way of introducing yourself and your interests to the staff and your new peers on the course.

Equipment Information

Any items compulsory to the programme and that are needed in order for you to carry out your studies will be provided to you, covered by your tuition fees. However, these items will be a shared resource and at peak times will be in high demand.

In general, as Photography students we would recommend that you start the course with your own personal camera equipment and laptop along with appropriate digital storage devices.

Camera Equipment

- 1x DSLR Camera with standard and zoom lens
- 1x Tripod
- Computer Equipment
- 1x High Spec Laptop
- 1x USB External Hard Drive or equivalent

If you do not already own a high-spec laptop (Mac or PC), it is recommended that you have access to a laptop and appropriate software to maximise your learning opportunities with us. Our studios and workspace have a wireless network available to students. You will be expected to attend virtual meetings, workshops and individual tutorials online.

The software used on the programme focuses on Adobe Photoshop, LightRoom, Premiere and InDesign. You will also be provided with access to MS Office software including Word and



Powerpoint. Membership of Adobe's Creative Cloud, allowing access to all of their latest creative software tools is available for students after enrolment at a discounted monthly fee.

If you make your purchases AFTER enrolment, you will qualify for educational discounts.

Reading List

Specific book lists will be provided for each of the modules studied on the course. These resources are accessed as loanable books or free to view e-books from the University Library.

However, you might like to look over, read or even purchase some of the books below before the programme starts, these books will support your learning throughout the course.

- Bate, David (2018) Photography: The Key Concepts, 2nd Edition, London: Bloomsbury
- Cotton, Charlotte (2014) The Photograph as Contemporary Art, London: Thames and Hudson
- Edwards, Steve (2006) Photography: A Very Short Introduction, Oxford: Oxford University Press
- Ingledew, John (2013) Photography, London: Laurence King Publishing
- Wells, Liz (2015) Photography: A Critical Introduction, 5th Edition, London and New York: Routledge



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](#)

