

COURSE JOINING INFORMATION



BA (HONS) INTERIOR DESIGN

CARDIFF SCHOOL OF ART AND DESIGN

Induction & Enrolment Information

Academic Year 2020/2021

CardiffMet

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1. Welcome from your Teaching Team

As your Year 1 / Level 4 Module Leader, I would like to extend a very warm welcome to you as you begin your creative journey on the BA (Hons) Interior Design course at Cardiff School of Art & Design, Cardiff Metropolitan University.

Induction week begins **on Monday 28th September** Induction Week is filled full of activities and events that will help you understand how your course and university operate so you get the very best out of this precious time with us, and ultimately, reach your potential.

You will meet the Interior Design staff team, get to know your fellow student's and have a BA (Hons) Interior Design welcome talk to reintroduce the Interior Design key elements - Objects, Space and Experience. Objects make space, and space makes us feel something. We will unwrap and discuss your 'Treasured Objects' (See below) and introduce your first exciting design project, a collaboration between Interior Design and Product Design titled 'Collaborate'.

For full Induction Week details, please make sure you view your Induction Week Timetable which will be provided later this summer.

If you have any queries and wish to contact me during the summer, please do so. I can be contacted on crthomas@cardiffmet.ac.uk or via our Programme Administrator; CSADadmin@cardiffmet.ac.uk.

On behalf of the Interior Design team, I wish you an enjoyable and productive summer vacation and look forward to meeting you in September.

Best wishes



Craig Thomas BA MA CPRS MPhil FHEA
Interior Design Senior Lecturer



2. Pre-Entry Summer Tasks

Summer Task 1: Treasured Object

Treasured OBJECT



Over the summer you are required to work individually to create a 3D sculptural outcome. Your 'Treasured Object' will introduce you to the group and allow us to better understand who you are. The project requirements are as follows:

- Choose your most treasured object in the world.
- It can be any object; from the kingdoms of animal, plant or mineral.
- It can be from a physical or mental realm.
- Study it comprehensively and make a 3D copy of it.
- Pay attention to detail, "God is in the details!".
- It can be made from any material; natural, man-made or combinations of both.
- It can be made using any method or technique.
- It can be any style; simple, complex, robust, delicate, decorative, austere, humorous, etc.
- It must be big enough to handle, small enough to carry.
- It must be wrapped as a gift; wrap appropriately and wrap with care.
- Be innovative. Be bold. Be thoughtful. Take risks.

You will be asked to display your wrapped 'Treasured Object' during Induction Week and have a simple response to the question, 'Why is this your most Treasured Object in the world?'



Summer Task 2: Personal Visual Research



This is optional, but you may want to start gathering your personal Art and Design interests, inspirations and passions together, so as you progress through the course we can better understand you as Interior Designer. Most creatives are 'magpies', so it is good to bring together inspirations and ideas from a range of sources. You may want to consider the following as starting points:

- Sign-up to Pinterest - Search and pin inspiring work from designers, artists and craftspeople that you admire.
- Interior and Exhibitions Visits - Take every opportunity to visit interesting interiors and exhibitions, both local and national. This will greatly broaden your knowledge of Object, Space and Experience.
- Free Online Resources - As you may not have access to a good Art and Design library over the summer, take advantage of the free online resources available. Below is a small selection of subject-relevant online websites that you may find useful:

- Dezeen: <http://www.dezeen.com/>
- Wallpaper: <http://www.wallpaper.com/>
- Design Boom: <http://www.designboom.com>
- Inhabitat: <http://inhabitat.com/>
- Moco Loco: <http://mocoloco.com/>
- Archdaily: <http://www.archdaily.com/>
- Architizer: <http://architizer.com/>
- The Cool Hunter: <http://thecoolhunter.net/>
- Squared+: <http://www.squaredplus.com/>
- BOOOOOOOM: <http://www.booooooom.com>

Assemble and collate all this digital and/or physical information together. We will help you built your Personal Visual Research within your Learning Journal and sketchbooks as you progress towards being the unique and individual Interior Designer that you want to be.



Interior Design Equipment List

Required Equipment

All items that are compulsory to the Interior Design programme of study will be provided for you, as they are covered by your tuition fees. However, there are personal items of Required Equipment that all Interior Designers will need to own themselves, you may already own some of them:

- 300mm triangular scale rule.
- 300mm 45 degree set square.
- Technical drawing pen set (0.1, 0.3, 0.5 and 0.7).
- Mechanical pencil (0.5 or 0.7).
- A4 sketchbook.
- Roll of drafting/masking tape.
- 300mm metal rule.
- Swann Morten Scalpel and 10A blades.
- Multi-purpose modelling glue.
- Roll of 25mm double-sided tape.
- A3 cutting mat
- 5m measuring tape.

You will be using this equipment from week commencing 5th October.

Interior Design Starter Packs

Note: We have a very limited quantity of the 'Interior Design Starter Packs' available for purchase through our Print Studio. If you would like to order this 'Interior Design Starter Pack' please place an order and pay using the following link: <https://estore.cardiffmet.ac.uk/product-catalogue/student-life/print/id-starter-pack-202021>

Recommended Equipment

The following items are Recommended Equipment that many students consider purchasing safe in the knowledge that this equipment is their own and it will be available to them whether they are working in the studio, in a workshop or off campus (if in doubt we can discuss this during the Induction Week):

Laptop:

Due to the lockdown and ongoing restrictions caused by the Coronavirus pandemic, Students have become more reliant on their own personal devices to complete more of their project work than previously, and we are therefore issuing more detailed information about suitable home computers & laptops.

Interior Design uses a number of 2D & 3-D software packages that run best on higher specification machines. All core software taught on the program is available on Windows and Mac, however some of the optional programmes are Windows only. To be able to use the fullest range of software then we recommend a Windows computer, minimum specification i7 processor, 4GB dedicated graphics card, 16GB RAM & 512GB hard drive (SSD or HDD).



Software prices are set by manufacturers, all offer either a student discount or free student licenses. It is possible to run most of our software on Mac. If your preference is for Mac, then it is best to choose a Macbook pro with at least 512GB hard drive storage. Lower specification computers & tablets may not run all of our software.

We are happy to provide further advice on this; please contact the course team via Charlie Bull cbull@cardiffmet.ac.uk or Richard Redford rsradford@cardiffmet.ac.uk.

- Digital camera smartphone or tablet with good quality camera.
- Set of sketching pencils.
- Set of coloured pencils (or markers or pastels or chalks or paints).
- A1 portfolio case or drawing tube.



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](#)

