

Welcome Week Handbook

BA (Hons) Architecture
Cardiff School of Art & Design

Academic year
2022/2023



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

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Introduction

Welcome Message

Welcome Week starts at 10am on Monday 19th September and myself and my colleagues will look forward to meeting you again in our Architecture studio, room B3.03 on the third floor of B-Block on the Llandaff campus. Please bring with you the summer project that we have asked you to complete as well as equipment to take written notes and for sketching.

Starting University is very exciting. We have put together a series of activities and events to help you settle into your academic programme and get to know the University, your course and your new colleagues.

The aim, therefore, of Welcome Week is to provide you with an opportunity to get involved with your chosen course of study right from the start.

During Welcome Week you will be involved in a range of creative inquiry-based projects (please see the section on programme activities and projects for more details) designed to provide you with a taste of what you can expect during your studies at Cardiff Met.

Welcome Week Objectives

During Welcome Week you will be required to:

1. Meet your academic course team, your Personal Tutor and the rest of your cohort
2. Familiarise yourself with the university campus and facilities
3. Attend social activities and events on campus or online
4. Engage in a creative research-based task



5. Complete a problem-solving activity

Personal Tutors

Don't worry though you will not be thrown in at the deep end! When you turn up for your first session (please see Welcome Week timetable for details) you will get to meet your Personal Tutor. Your Personal Tutor will provide academic support and guidance during your time of study at Cardiff Met.

Please make sure that you attend the activities planned for your programme during Welcome Week, so you get to meet your Programme Directors, Tutors and the rest of your cohort.

Finally, I hope you enjoy your time studying at the Cardiff Met and I look forward to meeting you during your course of study.

Yours sincerely,

Dr Fausto Sanna

Programme Director & Head of Department



Essential Information

Programme Details



The Architecture degree at Cardiff Metropolitan University is informed by the tradition and heritage of a school of art and design, and by the contemporary creative use of cutting-edge technology, exploring the relationship of human experiences with architecture.

The course aims to establish a creative dialogue between different areas of architectural knowledge: design, representation, technology, contextual studies and professional practice. You will develop your understanding of these thematic areas and their integration through engagement in projects of increasing difficulty.

This will allow you to formulate architectural proposals that are spatially and technically resolved, with a robust theoretical basis. You will also learn how to effectively communicate your proposals within a professional context, through a range of media.

Finally, the course places special emphasis on the architect's responsibility in tackling contemporary problems of environmental concern, at the global and local scales (such as the climate emergency). You will be actively encouraged to develop critical perspectives on how knowledge and creativity can be used together to arrive at design solutions that have the potential to render buildings, neighbourhoods or cities more sustainable in the short and long term.

There will be opportunities to engage in real-world activities, including work with local communities and employers, as well as chances to experience other cultures – and their architecture – through this programme of study.

The BA (Hons) Architecture at Cardiff Met has been prescribed as a Part 1 qualification by the ARB (Architects Registration Board), the body that regulates the architects' profession in the UK.

Upon successful completion of this programme, you will gain exemption from the ARB's Prescribed Examination at Part 1, the first step towards becoming a registered architect.



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.

The curriculum is made up of three clear components informally known as: **Subject, Field,** and **Constellation**.

- **Subject** grounds students as photographers. These modules provide a space in which students can hone their knowledge, skills, and understanding with specific regard to photography.
- **Field** modules provide students with opportunities to collaborate with others and explore new skills and experiences with which to further their individual specialist practice.
- **Constellation** provides contextual, theoretical, and historical underpinning that encourages students to position their practice within transdisciplinary contexts and to challenge the perceived boundaries of their specialist discipline.

What your weekly timetable looks like:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Taught Sessions	Taught Sessions	Self-Directed study/workshops	Taught Sessions	Self-Directed study
PM	Taught Sessions	Taught Sessions		Taught Sessions	Self-Directed study

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 at 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.

What your academic year looks like:

		Enrolment & induction week Term 1 starts		October							November				Dec		Enrolment & induction week* T2 starts		Jan			Feb			March			Ap	Examination / Assessment		Blank EB prep		June			July			
		19	26	3	10	17	24	31	7	14	21	28	5	12	9	16	23	30	6	13	20	27	6	13	20	27	3	1	8	15	22	29	5	12	19	26	3	10	17
Level 4	M	ADZ4***1 Subject (40c)											ADZ4***2 Subject (20c)						ADZ4881 Collaborate (20c)			A		*		MU		EB											
	T	PF											A						A			A		*		MU		EB											
	Th	ADZ4999 Concept (SG1)											T T						PF			ADZ4999 Concept (SG2)			T T			A				MU		EB					

Part-Time Students

Whilst full-time students should participate in everything during Welcome Week, we recognise that you may not be able to do so because of your other commitments, and we understand this.

Talk with your Personal Tutor about which Welcome Week activities will be most valuable for you and see what you can manage. You will be welcome to join in all events during the week, as and when you can. Do, though, ensure that you have registered, and done the required paperwork before attending any events.

As a part-time student you should discuss your pattern of attendance when the academic timetable starts in the first week of term with the Year Tutor.



International Students

We understand that international students will have many obligations and paperwork to complete when they arrive in the U.K and The Global Student Advisory Service offers support to international students at Cardiff Met by providing support pre-arrival and throughout their studies.

Global Student Advisory Support

[International - Welcome \(sharepoint.com\)](#)

[Global Student Advisory Service International Welfare Advice](#)

[International Academic Advice International Academic Advice](#)

Global Student Advisory Contacts

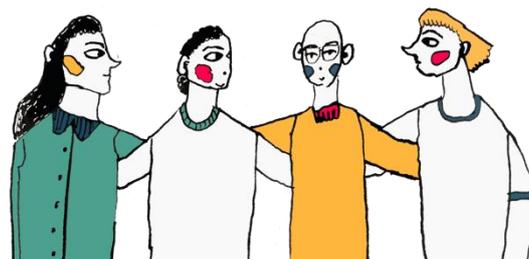
Welfare and immigration advice – intstudentadvice@cardiffmet.ac.uk

International Academic Advice – intacademicadvice@cardiffmet.ac.uk

It is also important that you attend the activities planned for your course during Welcome Week, so you get to meet your Programme Directors, Tutors and the rest of your cohort. This will help you to settle into your new environment and make new friends.



Meet the Team



<p>Dr Fausto Sanna <i>Programme Director & Head of Department</i></p> 	<p>Fausto is a registered architect and oversees the School's teaching provision in architecture and the built environment.</p> <p>His research interests revolve around timber architecture, the environmental impact of buildings, thermal performance of the building envelope, and mitigation and adaptation strategies to tackle climate change.</p>
<p>Matthew Thomas <i>Lecturer</i></p> 	<p>Matthew is a registered architect, Lecturer and Professional Studies Advisor.</p> <p>His interests include sustainable construction and communities, and modern methods of construction.</p> <p>He has significant experience across multiple sectors such as residential, hospitality, education, culture, commercial, leisure, primary healthcare and retail.</p>
<p>Nick Evans <i>Senior Lecturer</i></p> 	<p>Nick is a chartered building control surveyor with over 30 years experience in industry and academia.</p> <p>His main teaching and research specialist areas are building regulations and environmental design.</p> <p>He is a former Local Authority Building Control Surveyor.</p>



<p>Denis Jahic <i>Lecturer</i></p> 	<p>Denis has a BA in Architecture, an MSc in Construction Management and is completing a PhD in building retrofit for improved occupant quality of life.</p> <p>He collaborates with local communities to embed building-adaptation methodologies, and improving occupant quality of life.</p>
<p>Prof John Littlewood <i>Professor</i></p> 	<p>John trained as a Building Surveyor before specialising in Architectural & Building Engineering and Technology, focussing on sustainability, and building and systems performance. He is a Chartered Building Engineer.</p> <p>He leads the Sustainable and Resilient Built Environment (SuRBe) Research Group in 2018.</p>
<p>Dr Mickeal Milocco Borlini <i>Lecturer</i></p> 	<p>Mickeal qualified as an architect in Italy (Milan Polytechnic) and achieved his PhD in Architectural Theory in Rome's <i>Sapienza</i> University.</p> <p>He is an active researcher and his interests range from architectural history and theory to ergonomics and the building process.</p>



Welcome Week

What to expect

During the week you will complete a creative inquiry-based project, which you will undertake with a group of other new students from your programme, supported by academic and technical staff and an existing student or two.



At the end of the week, we will also give you some feedback on the strengths of your group's approach, sharing and celebrating what we have discovered together.

There will be an introduction to your new School and Programme and lots of fun activities to help you meet new people.

You will also need to complete a bit of administration, check-in so that we know who is doing what and when, complete any outstanding registration matters, pick up University ID and Students' Union cards, complete papers to help ensure your safety, and touch base with any specialised support services that you need.

Here's what Cardiff Met students enjoyed about Welcome Week

"Helped me settle in and took the pressure off travelling to a new place"

"The group projects to find out about our peers was a nice way of getting to know everyone"

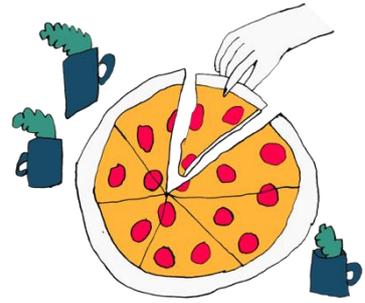
"Helpful to chat informally to the Programme Director and chat about random things to help settle in"



Programme Activities and Projects

Pre-Entry Summer Tasks

Please do the following tasks during the summer, before the programme starts. If you have any questions, do not hesitate to contact Dr Fausto Sanna at fsanna@cardiffmet.ac.uk.



Task 1 – *Understanding by drawing*

Choose a building that you like and start to study it by drawing it at different scales:

- first, draw the building in its context (this could be, for instance, a perspective view of the street);
- then draw the whole façade of the building (this could be an elevation or another perspective view);
- finally, identify two interesting components of the building and draw them in detail (for instance, a doorway, a frieze, a window, a gate or a chimney).

These have to be free-hand drawings, and you can use the medium you prefer (e.g., pencil, coloured pencils, pens or felt-tip pens), on A4 paper.

If it is possible, try to do this task as observational drawing on site; if not, take photos of the building and then draw it at home.

To complete the task, answer the following questions regarding your building:

- what do you like about it? Why have you chosen it?
- do you have a special connection to it, or a memory associated with it?
- in what era do you think it was built? What can you say about its architectural style?
- do you know anything about its designer?



Task 2 – A capital for my hometown

Do some research on column capitals throughout the centuries and continents, from Corinth's acanthus capital to Washington's corncob capital, from Persepolis' Huma-bird capital to the capitals of London's Storm Water Pumping Station.

If your hometown were to have its own capital, what would it look like? Choose form, colour and texture so as to represent and summarise your town's essence and uniqueness. Present your ideas using any drawing technique or media.



A Corinthian capital on top of a column (from the Pantheon, Rome). As can be seen, Corinthian capitals are richly decorated, the acanthus leaf being the predominant motif. [Photo credit: Carole Raddato; CC BY-CA 2.0]

You will be presenting *A capital for my hometown* during Welcome Week.

You will also be assigned a group activity to be conducted with your course mates.

Freshers' Fayre

The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet to all our SU Societies, SU Sports Teams and of course a chance to grab all manner of freebies from our commercial partners! The fayre is an all-day event taking place on Wednesday 21/09/2022 within [NIAC on the Cyncoed campus](#)! It is one of the highlights of the Freshers calendar and one of the only times during your university journey that every student from all Cardiff Met schools will be in the same place!

Head over to the [Cardiff Met Students' Union website](#) for up-to-date information on events, societies, support and more.



Your Welcome Week Timetable

Please note that this timetable is an indication of the activities that you can expect during Welcome Week and that this may be subject to change.

Mon	Tues	Weds	Thurs	Fri
<p>Programme Activity 10-12</p> <ul style="list-style-type: none"> •Welcome •Meet the Staff •Timetable •Icebreakers •Plan for week •Pre-Entry Task •Expectations 	<p>Programme Activity 10-12</p> <ul style="list-style-type: none"> •Into to project based task •Allocation of project groups •Project work 	<p>Freshers Fayre Social Activities</p>	<p>Hub Welcome 10-11</p>	<p>Programme Activity 10-12</p> <ul style="list-style-type: none"> •Group Presentation on Project •Feedbcak session •Transition Evalutaion •Check In for Week 1
<p>Lunch/ Campus Activities 12-2</p>	<p>Lunch/ Campus Activities 12-2</p>		<p>Lunch/ Campus Activities 12-2</p>	<p>Lunch/ Campus Activities 12-2</p>
<p>Personal Tutor Activity 2-4</p> <ul style="list-style-type: none"> •P.T. Group Meeting •Book 1-1 PT meet •Q&A •Campus Tour 	<p>Programme Activity 2-4</p> <ul style="list-style-type: none"> •Project 		<p>Programme Activity 2-4</p> <ul style="list-style-type: none"> •Project 	<p>Orientation Free time to explore Cardiff /local area.</p>

If you are not sure where to be at any time during Welcome Week, then Cardiff School of Art & Design (CSAD) Receptionist **Sally Griffiths** will be available to help with any enquiries. Sally can be found at the CSAD reception desk on the ground floor of B-Block during normal office hours.



Personal Welcome Week Checklist



During Welcome Week you need to make sure that you have completed the following tasks:

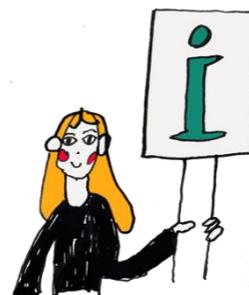
- Complete enrolment process
- Collect student ID card
- Attend programme activity session
- Attend some social events on campus/online
- Attend Fresher's Fayre
- Meet your Personal Tutor
- Take part in the Met Mile Walk
- Familiarise yourself with the Library and Student Support Services



Useful Information

New Students Information

The [Course Joining Information website](#) has lots of useful information to help with your planning. Simply select your level of entry on the website to find out more and access your important joining information.



Student Services

[Student Services](#) provide support and guidance, including counselling and mental health, disability support, and money management.

SU Welcome Guide

An interactive guide to help you navigate your journey into and throughout your university life. Take the tour and enjoy each section designed to help you get to know Cardiff Met.

[What you need to know before you go](#)



Academic Calendar 2022/23

[Academic Calendar 2022/2023](#)



Campus Map

Llandaff Campus



Architecture Studio: We are here, third floor, studio B3.03 in B Block

Key

- | | | |
|--|-------------------------------------|--|
| 1 Post Room | 12 Cardiff School of Management CSM | P Parking |
| 2 Research and Innovation | 13 IT Help Desk | 🚲 Bike Rack |
| 3 Student Hub | 14 School of Dental Technology | 🚌 Bus Stop |
| 4 Gym (First Floor) | 15 Global Engagement | 2 · City Circle |
| 5 Podiatry | 16 Biomedical Sciences CSSHS | 15 · Heath Hospital to Central Station |
| 6 Main Reception & i-Zone | 17 Learning Centre | |
| 7 Main Halls | 18 Food Industry Centre FIC | |
| 8 Lecture Theatre AO.31 | 19 School of Health Sciences CSSHS | |
| 9 Cardiff School of Technologies CST | | |
| 10 Cardiff School of Art and Design CSAD | | |
| 11 Maritime House | | |



Useful Contact Numbers

Accommodation Services – 029 2041 6188/9

Enrolment – 029 20 205669

Finance & Tuition Fees – 029 20 41 6083/6081

Home Admissions – 029 2041 6010

International Admissions – 029 20 41 6045

IT Helpdesk – 029 20 41 7000

I-Zone Cyncoed – 029 2020 5460

I-Zone Llandaff – 029 2020 5600

Learning Centre Cyncoed – 029 20 41 6242

Learning Centre Llandaff – 029 20 41 6244

Switchboard – 029 20 41 6070

Sports Facilities – 029 20 41 6042

Student Service – 029 20 41 6170

Students Union – 029 20 41 6190

