Welcome Week Handbook .

BA(Hons) Interior Design

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 Interior Design studio, room B2.03c on the second 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,

Craig Thomas BA MA CPRS MPhil FHEA
Interior Design Senior Lecturer

Essential Information

Programme Details

Welcome Week is filled full of exciting and fun activities and events. Your Welcome Week talk will outline our approach to Interior Design and 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.

Programme Schedule

The course is a three-year full-time programme of study, and is split into terms as shown below. It's important to remember that in order to fulfil the requirements of the full time course you need to contribute a large numbers of hours to the course per week, we usually recommend approx. 40 hours per week, this will vary and is often balanced with part time jobs, but do remember you shouldn't schedule any PT work during your taught sessions. You'll see that your taught timetable runs on a Monday, Tuesday and Thursday, but you should try and ensure additional time on site in the studio or workshop developing and improving your project work, or accessing the library resources, other workshops and IT facilities. This timetable will be fully explained to you in your Welcome week.

The programme encourages students to develop an autonomous creative practice and team-working skills whilst facilitating the growth of critical, experimental, and analytical problem-based learning skills.

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

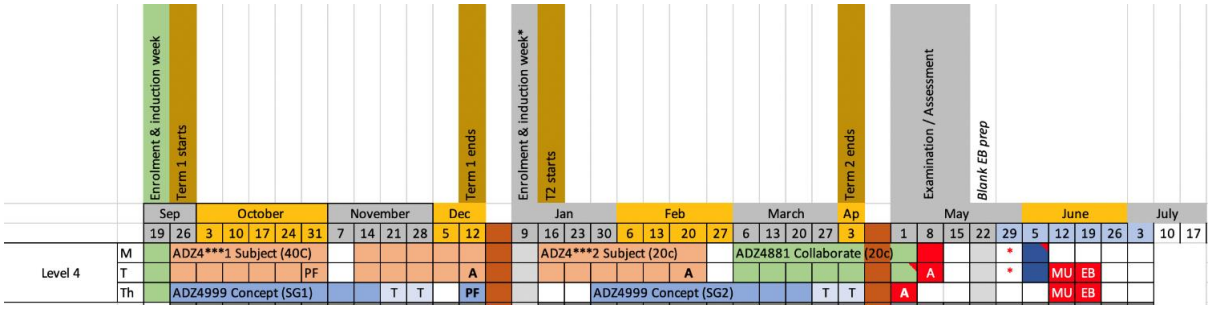
- ***Subject*** grounds students as photographers. These modules provide a space in which students can hone their knowledge, skills, and understanding with specific regard to photography.

- ***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

What your academic year looks like:



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@cadiffmet.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

BA(Hons) Interior Design

	Craig Thomas BA MA CPRS MPhil FHEA BA(Hons) Interior Design Senior Lecturer Email: crthomas@cardiffmet.ac.uk Personal Website: www.csrthomas.com
	Charlie Bull BSc PGCE FHEA Interior Design Technical Demonstrator / Lead Technician Demonstrator Undergraduate & Digital Technology Email: cbull@cardiffmet.ac.uk

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.

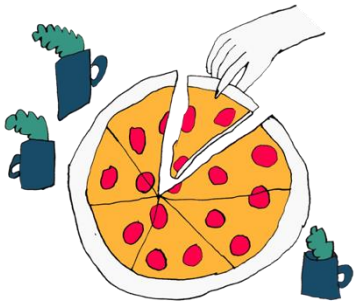
Here's what Cardiff Met students enjoyed about Welcome Week

"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



There are few things that we would like you to complete over the summer before you join us. You will make your 'Treasured Object', gather your own personal drawing equipment and have the option to start exploring Interior Design that you find inspirational. Please see the 'BA(Hons) Interior Design Summer Projects 2022-23' for full details.

During your Welcome Week you will also complete two mini-projects; 'Who Am I?' which is designed to help us begin to understand the type of Interior Designer that you want to be as you begin your journey.

Social Activities

You will meet the Interior Design staff team, explore our campus and get to know your fellow student's through an icebreaker exercise and unwrapping your 'Treasured Objects'.

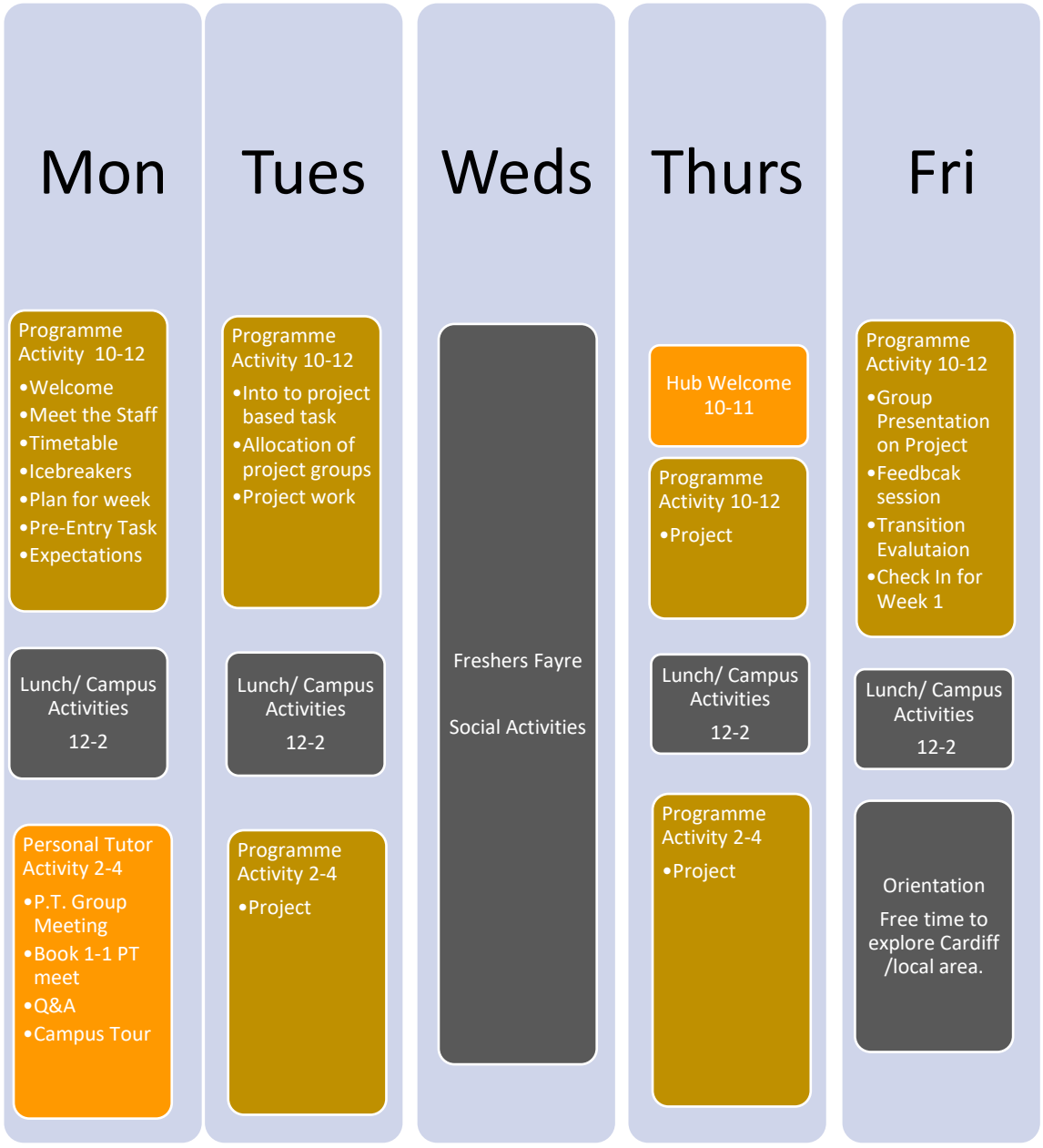
Freshers' Fayre

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.



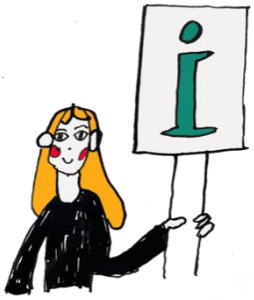
Personal Welcome Week Checklist

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
- Present and display your 'Treasured Object'*
- Gather your own personal drawing equipment*
- Complete the 'Who Am I?' project

*Please see the 'BA(Hons) Interior Design Summer Projects 2022-23' for full details.

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

Key

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

- Parking
- Bike Rack
- Bus Stop
- **2** · City Circle
- **15** · Heath Hospital to Central Station

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