



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd



*Undergraduate*

# Handbook

BA (Hons) ARTIST DESIGNER MAKER

Cardiff School of Art & Design



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# Introduction

Welcome Week starts at 10am on Monday 18th September and myself and my colleagues will look forward to meeting you again in our MAKER studio, room B2.01 on the 2nd 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.

## Welcome to Cardiff Met

Congratulations on starting your Cardiff Met Journey! We have put together a series of activities and events to help you get to know Cardiff Met, connect with your programme of study, and meet staff and other students.

Welcome Week provides you with the opportunity to settle into Cardiff Met and to get involved with your course of study right from the start. During Welcome Week you will be involved in a group project which will provide you with a taste of what you can expect during your studies at Cardiff Met. You will also be able to:

1. Meet your Personal Tutor, Programme Director, and fellow students.
2. Attend social activities and events on campus.
3. Work on a group project and present findings back to programme team.
4. Get to know the Cardiff Met campuses and surrounding areas.
5. Find out what services we have available to support you on your Cardiff Met journey.

When you turn up for your first day you will meet the academic staff as well as your personal tutor who will provide academic support and guidance during your time of study at Cardiff Met. They will also give you your Cardiff Met student card - as long as you've uploaded your photograph!

Please make sure that you attend the activities planned by your programme during Welcome Week, so you are prepared to start your Cardiff Met journey. Finally, I hope you enjoy your time studying at Cardiff Met and I look forward to meeting you during Welcome Week.

Yours sincerely,

Jon Pigott

Admissions Tutor



# Essential Information

## Programme Details



The course is a three-year full-time programme of study and is split into terms as shown below. It is important to remember that the nature of the full-time course require you to contribute approximately 40 hours per week. While this may vary week-to-week and may need to be balanced with any part time jobs, but do remember that you shouldn't schedule any employed-work during your taught sessions. You'll see that your taught timetable runs on a Monday, Tuesday, Wednesday mornings and Thursday, with the Friday for self-directed study which will entail being on campus working in the studio or workshops developing and improving your project work, accessing the library resources, other workshops and IT facilities. This timetable will be fully explained to you in your Welcome Week briefing.

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 within the discipline. These modules provide a space in which students can hone their knowledge, skills, and understanding with specific regard to their practice.
- **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 develop a critical position within their practice, 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 Studio Practice	Taught Studio Practice	Taught Technical Skills Workshops	Taught Theory Lectures	Self-Directed Study
PM	Taught Studio Practice	Taught Studio Practice	Social & Cultural Activities	Taught Theory Lectures	Self-Directed Study

**What your academic year looks like:**

Sep	October					November				Dec	Jan	Feb				March	April			May										
18	25	2	9	16	23	30	6	13	20	27	4	11	8	15	22	29	5	12	19	26	4	11	18	15	22	29	6	13	20	27
ADZ4***1 Subject (40C)						ADZ4***1 Subject (40C)					ADZ4***2 Subject (20c)				ADZ4881 Coll															
						PF					A				A				A											
ADZ4999 Concept (SG1)						Tutorials					ADZ4999 Concept (SG2)				Tutorials				A											

## Part-Time Students

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

Talk with your Personal Tutor about which activities will be most valuable for you. 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](mailto:intstudentadvice@cardiffmet.ac.uk)

International Academic Advice – [intacademicadvice@cardiffmet.ac.uk](mailto:intacademicadvice@cardiffmet.ac.uk)

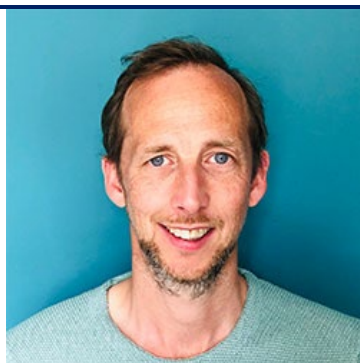
It is also important that you attend the activities planned for your course during Welcome Week, so you get to meet your Programme Directors, Tutors, and the rest of your cohort. This will help you to settle into your new environment and make new friends.

### International Student Welcome Event

If you are enrolled as an International Student then we would like to welcome you to the Cardiff School of Art & Design (CSAD) at Cardiff Met. along with other students who are joining us from overseas at 4pm on Tuesday 19th September in the CSAD Heart Space (first floor of B-Block - the main CSAD building). Here you will meet other international students joining art and design courses, hear more information about opportunities at Cardiff Met. and in and around Cardiff and to ask any questions you may have.



# Meet the Team



**Dr Jon Pigott** is a senior lecturer based within Cardiff School of Art and Design teaching across undergraduate and post-graduate programmes, and supervising PhD candidates. Jon's research and creative practice sits within the art-science-technology arena and within the fields of sound art, kinetic sculpture and science and technology studies (STS). His research and teaching are often driven by a practice-based approach which includes various making processes such as digital fabrication and hand-made electronics. Prior to entering academia Jon worked in the music and audio industry becoming technical manager of Real World Studios, helping to bring numerous high profile music and film projects to fruition. Jon's PhD, titled Materials, Systems and Autonomy in Electromechanical Sound Art, was awarded by Bath Spa University in 2017. He is a Senior Fellow of the Higher Education Academy



## **Huw Williams**

I have a passion for applied, design and making processes particularly in relation to furniture / product design and have extensive experience of processes at different scales of production and across a broad range of resistant materials.

With five years commercial experience as a product designer, I have also run my own business designing and fabricating bespoke, contemporary glass furniture for point of sale at a range of luxury clothing retailers. My ongoing furniture design practice involves CAD design and in house / outsourced subtractive and additive manufacturing which has initiated numerous student projects involving commercial partners.

I am actively engaged in research relating to sustainable product and behaviour design and have an expertise in sustainable design methodologies and approaches including materials, product life extension strategies, analysis tools, and developing 'enabling' business models.





**Philippa Lawrence** was born in Louth, Lincolnshire. She graduated from Norwich School of Art with a 1st Class (hons) Degree in Fine Art in 1990 and from the Royal College of Art in 1993 with an MA in Printmaking. She lives in Bristol and has a studio at Spike Island.

Philippa works on site-specific projects, commissions and exhibitions. She has exhibited widely both in the UK and internationally, including America, Japan, Czech Republic, Canada, Iceland and Australia.

Her practice is diverse, grounded in the process of reading and understanding site, embracing land and environmental art, the use of textiles in a fine art context, and the relationship between art, craft and design. Her concepts and material choices are research and context-led. She is involved in on-going research looking at our cultural heritage, engaging with the last practitioners of traditional craft skills.

In a rapidly changing world, she asks us to consider human engagement with the earth and its resources and to understand and appreciate the shifting value, production and status of materials, art and artefacts.



**Ingrid Murphy** is Academic Lead for Transdisciplinarity at Cardiff School of Art & Design, Ingrid is working with the integration of research and enterprise across the school's learning and teaching curricula and oversees the cross school interdisciplinary modules. From 2008 -2013 Ingrid led CSAD's ceramic department, from 2011 to 2016 she led the Artist, Designer: Maker course. This innovative cross-disciplinary course focuses on fusing traditional craft skills with new and emerging processes in digital design and fabrication.

In 2013 Ingrid was awarded the University's student led Fellowship for Innovative Teaching and in 2015 she was awarded a National teaching fellowship for her contribution to higher education. Since 2015 Ingrid has led CSAD's applied research group in digital fabrication and associated processes: FabCre8.

A practicing ceramic artist, Ingrid exhibits internationally, and was a recipient of the Arts Council of Wales Creative Wales award for individual practice and was also shortlisted for the Ceramics Biennial Award in 2015, the Indian Ceramic Triennial in 2018, and Art Macau 2021. In





	<p>2018 -19 ACW funded Ingrid's touring solo show of 23 interactive ceramic works entitled 'Seen and Unseen'</p> <p>Her practice focuses on augmenting ceramic artefacts with a range of interactive technologies, exploiting the material characteristics of ceramics to create innovative interactions and experiences.</p> <p>In 2018 Ingrid was selected for the British Councils Living Research project to investigate Maker culture in in China, in 2019 she received further funding to return to China to investigate the role of maker culture in interdisciplinary education.</p> <p>Ingrid has a studio in France where she practices and also runs and develops co-learning projects with students.</p>
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# Welcome Week

## What to expect

During the week you will complete a project, which you will undertake with a group of other new students from your programme, supported by staff and current students who are on your programme. There will also be lots of help from the other university services, showing some great tools and techniques you can use to make your project a success.



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 need to complete a bit of administration and check-in with your programme, so we know who is doing what, and when. You will also need to complete any outstanding enrolment matters, pick up Students' Union cards, 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"*

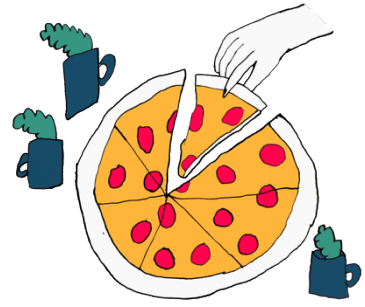
*"The group projects to find out about our peers was a nice way of getting to know everyone"*

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



## Programme Activities and Projects

Ice Breaker, tours and talks, summer project activity, trip to St Fagan's Museum and Cardiff Bay



## Social Activities

All the activities are primarily designed to be social and low stress – you will have plenty of time to meet and chat to your fellow Makers and tutors over the course of the week.

## Freshers' Fayre

The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet 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 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.



## Welcome Week Activities

During Welcome Week you will have the opportunity to:

- Attend a welcome meeting with your Programme Director and meet the team, where they will provide an introduction and outline expectations.
- Meet other students on your programme of study.
- Meet your Personal Tutor.
- Take part in a welcome week project with other students on your programme of study and present the findings from your project to staff and peers.
- Familiarise yourself with the campus.
- Explore what services are available to support you on your learner journey.
- Attend Fresher's Fayre on Wednesday.
- Attend a programme Meet & Greet Inspirational Session.
- Familiarise yourself with the digital tools you will be expected to use during your studies.
- Take part in a 'wrap up' session, reflect on the week and make sure you know what your timetable is looking like for the first week of teaching.
- Attend the Cardiff Met celebration event on Friday afternoon.

Please note you will find a detailed timetable for your programme of study on the Welcome Week site.



## Personal Welcome Week Checklist



During Welcome Week you need to make sure that you have:

- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Fresher's Fayre
- Met with your Personal Tutor
- Familiarised yourself with the library and any support services you might need e.g.

Dyslexia or Disability help

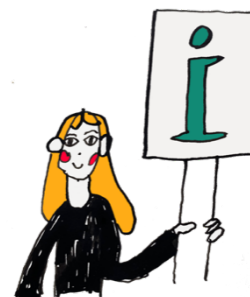




# Useful Information

## 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 mental health, disability support, careers advice, information on part-time jobs 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](#)

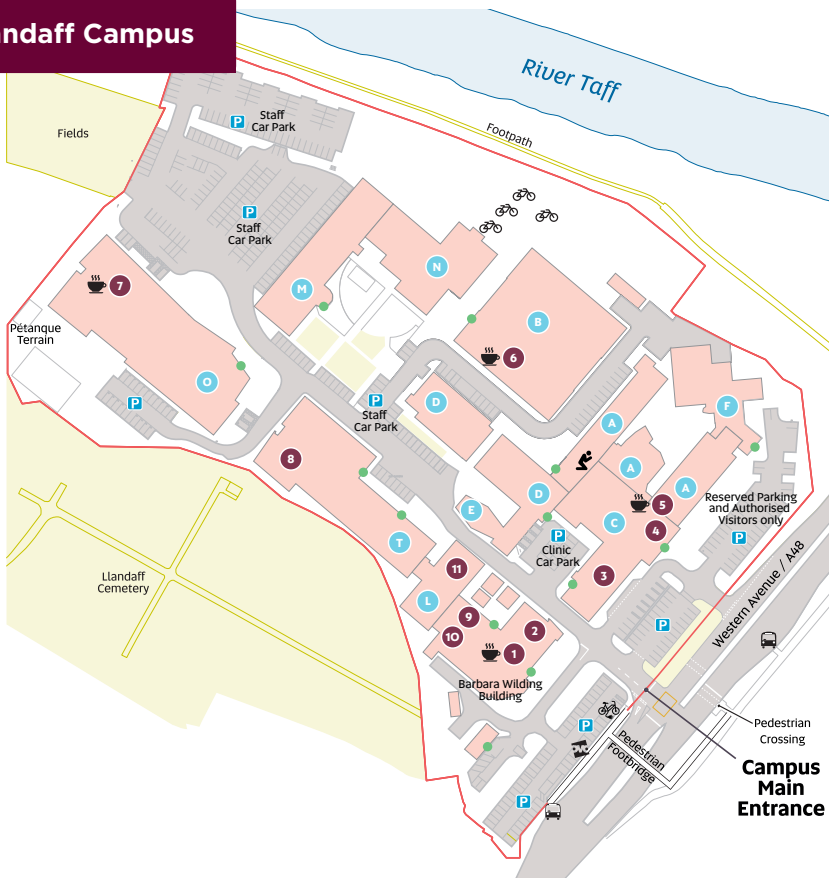


## Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



# Llandaff Campus



## Key

- |                              |                                  |                           |
|------------------------------|----------------------------------|---------------------------|
| 1 The Hub                    | 8 IT Help Desk (First Floor)     | P Parking                 |
| 2 Cym (First Floor)          | 9 The Global Lounge              | 🚲 Electric Bikes          |
| 3 Podiatry Clinic            | 10 Students' Union (First Floor) | 🚲 OVO Bikes               |
| 4 Main Reception & i-Zone    | 11 Learning Centre               | 🚲 Bike Rack               |
| 5 The Gallery (First Floor)  | ● Building letter                | 🚌 Bus Stop                |
| 6 The Box Café (First Floor) | ● Building Main Entrance         | ☕ Café                    |
| 7 The Atrium                 |                                  | 🕌 Multi-faith prayer room |

All our rooms use the same naming formula – *Building Floor . Room Number*. So if you're looking for 01.18, go to building O, climb to the first floor, and find room number 18. Or for B0.10 go to building B, stay on the ground floor and look for room 10. In the naming formula, 'LL' refers to Llandaff.



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Wythnos groeso  
Welcome week

2023