



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BA/BSc (Hons) Product Design

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 Product Design studio, room B1.03 on the first 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,
Dr Clara Watkins
Programme Director



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

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.

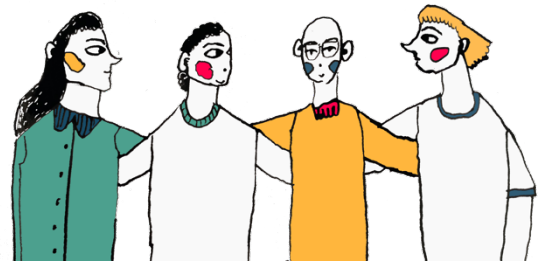
International Student Welcome Event

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

BA/BSc Product Design
MSc Product Design
MA Creative Enterprise & Innovation



Dr Clara Watkins

Head of Department Product Design and Fashion Design
Senior Lecturer
Level 6 Year Tutor
PhD BSc (Hons) PgCTHE FHEA

Specialist Subject Areas

Product Design, Human-Centred Design, Design Thinking, Medical Product Design, Human Factors, Ethnography, Design Process, Disruptive Innovation



Joe Venables

Lecturer Industrial Design
Level 5 Year Tutor
Admissions Tutor

Specialist Subject Areas

Concept Design
Detail Design
Prototyping
Modelmaking
Solidworks 3D CAD
Keyshot, Fusion 360





Aidan Taylor

Lecturer in Product Design, Electrical and Digital Engineering
MSc Year Tutor

Specialist Subject Areas

Communities of Repair and Making
Maker Culture
Participatory Design and Research
Physical Computing / HCI
Electronic Engineering



Gareth Barham

Principal Lecturer
MSc, SFHEA, MCSD

Specialist Subject Areas

Consumer Culture Theory
Consumer Ethics
Design For Manufacture & Assembly
Design Processes





Craig Pymble

Product Design Technical Demonstrator

Specialist Subject Areas

3D Fabrication

Digital Modelmaking Technologies



Will Shillabeer

Product Design Technical Demonstrator

Specialist Subject Areas

3D Fabrication

Digital Modelmaking Technologies



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"

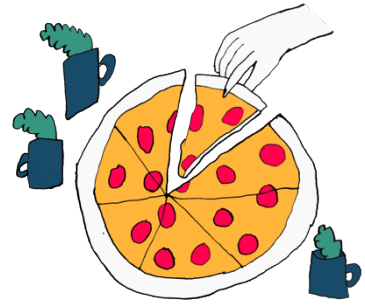
"Helpful to chat informally to the Programme Director and chat about random things to help settle in".



Programme Activities and Projects

Sketch Mania !

Your first project with us in Welcome week is called Product-Usage. As the name suggests this project introduces you to the concept of usability surveys of products using journey mapping techniques and storyboards to develop a range of possible design solutions using iterative concept development processes using sketching and card modelmaking. Analysis of existing products includes understanding its ethical position, its global environmental impact and the design solution will respond to entrepreneurial ambitions within an ethical framework.



Social Activities

During welcome week you'll meet up with new course friends and other students from different courses, the SU (Students Union) will keep you busy during the lunch time sessions and evenings with lots on offer in the city of Cardiff.

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



Suggested Equipment/Materials list

Product Design Equipment List

Whilst the university and CSAD provide the necessary equipment, software and reading resources for you to complete your BA or BSc (Hons) Product Design degree course, many students feel they benefit from compiling their own personal resources.

The items listed here are examples of the key pieces of equipment you may wish to consider investing in.

Computing:

1. PC laptop

Minimum recommended system requirements:

CPU: Intel Core i5

Graphics: Dedicated graphics/video card with 1GB VRAM

RAM: 8GB

Storage: 256GB

2. Computer mouse
3. Mouse mat

Please note:

All core software required for you to complete the BA (Hons) and BSc (Hons) Product Design degree is supplied by the university. All of the software is accessible through on-site computers, however, most of our students have their own laptop computers. Software taught on the Product Design course is also available for install onto personal computers.

If you choose to purchase a laptop, we highly recommend a PC running Windows, specification as shown above. Some of the most important software we use isn't available for Mac computers. A Mac computer can be partitioned to run Windows, but this isn't a setup that always works well and is not recommended.

The Items listed below are essential tools for product designers:

- Layout paper, and marker pad paper is also desirable for sketching on. We **don't use** cartridge paper as its usually off-white and too heavy weight, product sketching is



often useful when we can see the outline of previous drawings through the paper itself.

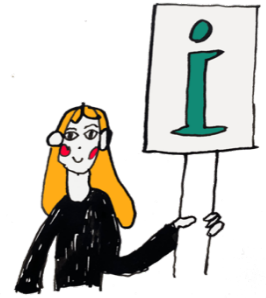
- Metal ruler
- Rubber
- White pen
- Range of soft coloured pencils
- Soft chalk based coloured pastels
- White pencil/black pencil
- Masking tape
- Scalpel (and spare blades)
- Scissors
- Compass
- Highlighter
- Notebook
- Letraset Pro-markers or Windsor and Newton as shown below, or equivalent (cool grey set, range of colours)
- Marker pad A3; Layout Pad A3
- Spraymount (always useful, but can be purchased between groups of you after you start term 1)
- A secure storage case, or art bin/toolbox to keep your equipment in. Don't keep it loose in a backpack !



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](#)

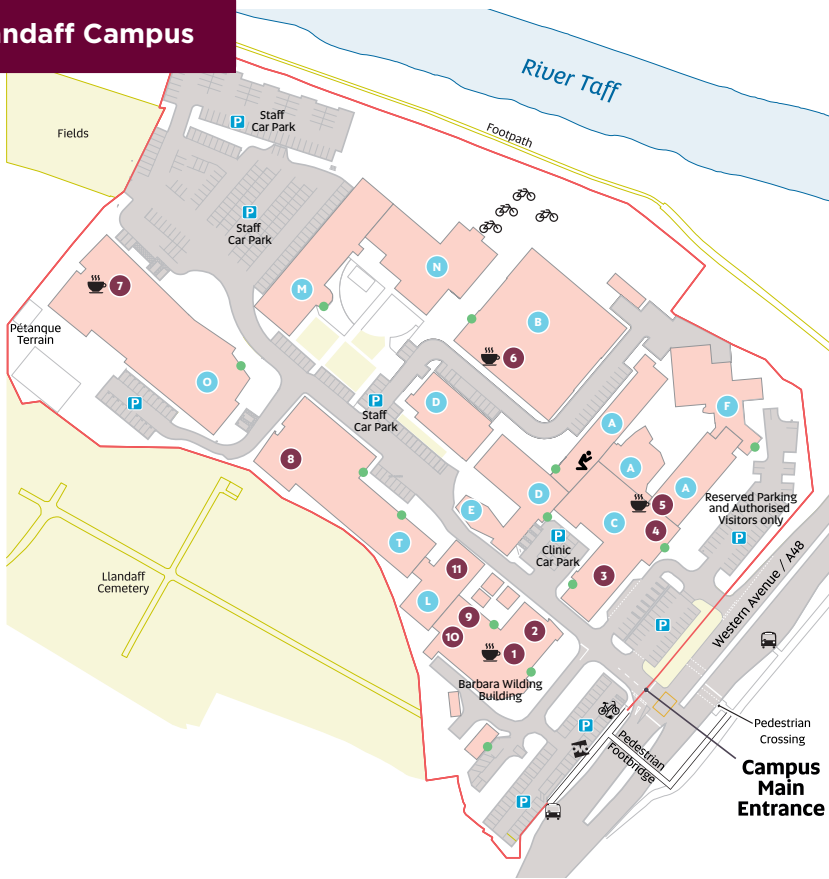


Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



Llandaff Campus



Key

- | | | |
|------------------------------|----------------------------------|---------------------------|
| 1 The Hub | 8 IT Help Desk (First Floor) | P Parking |
| 2 Gym (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