

# Joining Pack

PhD programmes

2020-21

**CARDIFF**  
SCHOOL *of* ART & DESIGN



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

# Hello & Welcome.

## Congratulations!

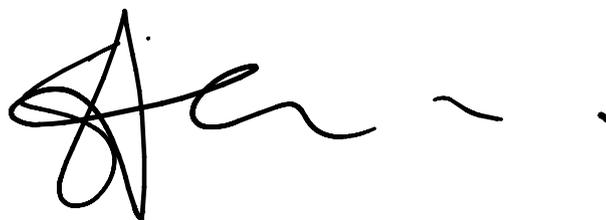
You should not underestimate the huge personal achievement of being selected to study for a PhD at Cardiff School of Art & Design. We have very many applicants from all over the world for a very limited number of PhD study places to offer to the very best applicants. We have chosen you because your application convinced us that you have the capacity to be worthy of the highest academic award that the University and the School offers. The PhD is an award of such status that it changes the way you are addressed forever.

Cardiff School of Art and Design can trace its origins back over one hundred and fifty years to 1865 to its foundation in a room in Cardiff city centre. It remained an independent art school, before becoming a key constituent part of what is now the Cardiff Metropolitan University in the 1970s. The School of Art & Design has been a centre for supervising research degrees since the 1980s and today is one of the leading Schools for art and design research within the United Kingdom. You will be an ambassador for our school and University and will be part of its proud history joining other PhD students at other Universities working towards an award

Based at the Llandaff Campus of Cardiff Metropolitan University on Western Avenue, Cardiff, you will join a community of research students from across the world. You will be studying alongside colleagues as part of one of the School's research group communities or with dedicated independent doctoral supervisors and alongside colleagues from other University research and enterprise centres.

Your research studies commence with a CSAD induction event in September (see section 2 below) and the University's research degree induction for PhD students (see section 4 below). You will receive information about this shortly by email. If you have any questions, please do get in touch.

Good luck with your research studies at Cardiff School of Art and Design.

A handwritten signature in black ink, appearing to read 'Stephen Thompson', with a stylized initial 'S' and a flourish at the end.

**Dr Stephen Thompson**  
Academic Lead of Graduate Studies  
Cardiff School of Art & Design

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## COVID19 Information

**We are closely monitoring the Coronavirus situation. Ensuring the safety and welfare of our doctoral staff and students is our priority.**

### **Academic Year 2020/21**

The 2020 autumn term will begin w/c September 28 for all new doctoral students, with all levels of study delivered from w/c October 5. The University estates team are preparing our facilities, providing more hygiene stations, reconfiguring lecture theatres, labs, workshops and social spaces, and enhancing our environment to make the 'new normal' work for us all.

In Cardiff School of Art & Design, our plans for the academic year focus on ensuring the health and wellbeing of our student and staff community. From October, students will have greater control over the when and the where of their learning with the chance to utilise the latest educational technology to enhance their learning experience through both on and off-line learning.

Our programmes will include guided sessions, enhanced group working opportunities, and 'real-time' and 'on-demand' flexibility for learning and creating. Technical support will be available, and no student will be placed at a disadvantage.

CSAD has one of the most adaptable buildings on campus, and social distancing measures introduced prior to lockdown are being revised to make sure we can provide as much access as possible to studios, workshops and learning spaces.

We will, as we have always done, continue to work with our students to ensure that creativity can flourish, in an inspiring and safe environment.

The University is in close contact with Public Health Wales and other official government bodies. The latest information including the latest travel advice is available from the [Public Health Wales](#) and [Welsh Government, Department of Health and Social Care and Public Health England](#) (PHE), and [the Foreign and Commonwealth Office \(FCO\)](#) .

For up to date information please refer to: <https://www.cardiffmet.ac.uk/covid-19/Pages/default.aspx>

We will update these pages and continue to email students and staff with the latest guidance.

## 1. Online enrolment.

To commence your studies you have to enrol in order to enter CardiffMet University formally. This should be done online via [Enrolment](#)

Please note that you will be made ready for enrolment when all offer conditions have been met and you have accepted your offer. You will be sent an email to confirm when you are ready to enrol.

Unless you have specifically heard otherwise you will be enrolled into a PhD programme which includes an initial Research Training year.

If you applied via Self Service and/or have previously been a student at CardiffMet, you will have a self-service user account and you will simply need to use your previous username and password to enrol. If you have forgotten your password, this can be reset on the login page.

In CSAD our PhD programmes commence in the Autumn. You should have completed enrolment and be ready in time for the university's research induction and to begin your research studies.

## 2. CSAD Induction & Entry Point.

### **CSAD Induction**

The CSAD induction introduces you to relevant people and facilities within the School. It takes the form of a series of meetings to introduce you to the School, its people and the systems it deploys to support you in your studies. We will help you to orientate yourself in the University and show you how to access other services such as Student Welfare, Student Housing, Student Finance, the University Registry and the International Student Team.

You will also have a chance to meet fellow research students. In addition, there will be meetings with your supervisory team.

### **Entry Point**

CSAD PhD's have two points of entry. Our PhDs are normally four years in duration and you will almost certainly enter into year one.

### 3. Library Induction.

To obtain an induction to the library, please request an appointment with one of the librarians, who can be reached at [llandafflibrary@cardiffmet.ac.uk](mailto:llandafflibrary@cardiffmet.ac.uk) - bear in mind that the start of the autumn term can be very busy for the library, as they are running library inductions for undergraduate and taught postgraduates.

A large part of the research process involves tracking down specialised, peer-reviewed articles, so familiarity with the academic search methods made available by the electronic library is essential. The university's electronic library is called Metsearch, accessible directly from your on-screen Student Portal, and is arguably one of the most valuable resources available to you within the university. It contains a wide range of research resources, including a direct-to-your-desktop article search facility. In terms of the identification and delivery of relevant, peer-reviewed publications, these resources far exceed generic search engines.

To get the most out of the library Induction, you are advised to come to the session with search criteria in the form of key questions, concepts or names on which you wish to find reading or visual material. At the end of the session, you should have some leads relevant to your project on which you can start your research work, and which will help you prepare for your Research Training seminars.

## 4. CardiffMet PhD Induction.

The CardiffMet PhD induction normally takes the form of a one-day Research Induction and Training event, and is described in the Cardiff Met Research Student Handbook. Following enrolment, you will be sent details of the one-day training course arranged by Cardiff Met's Research and Innovation Services team. These sessions typically include:

- an introduction to the CardiffMet Research Student Handbook
- an exploration of the reasons for doing a PhD
- defining research aims and objectives
- the nature of reflective practice
- a critical review of literature
- intellectual property rights
- time management, and
- personal development portfolios.

NB. These research induction training sessions are compulsory. Students failing to attend *all* sessions are not allowed to register their project for the degree. Full details of the Research Induction Training event will be sent to you by the Research and Enterprises Services once you have enrolled. Normally this induction takes place in mid-October or early February.

## 5. Research Training Year One.

If you have not heard otherwise you should assume that your studies will start in year one with a Research Training year.

The CSAD Research Training year mirrors the MRes programme between October and April each year: It takes the form of weekly seminars and is designed to enable artists and designers, and historians and theorists working on art and design, to develop a research proposal based on their practice or topic.

The seminars take place:

- **October – April**
- **Thursday during term time**
- **10.30 and 13.30**
- **Room A2.10/11** (tbc)

The Research Training year has been carefully designed to be a supportive, enriching, rigorous and ultimately rewarding, student centred learning experience.

The programme is orientated around personalised tutorial support and guidance, and collaborative, intellectually generous and supportive group learning in the wider setting of our thriving research community. It is designed to be 'slow' inasmuch as it provides MRes and PhD students with an opportunity to engage in thoughtful and sustained reflection, scholarship and focus as well as an opportunity for speculative exploration and inquisitive enquiry. All types of directed and speculative art & design research are accommodated from questions based around the purely speculative and theoretical to practice and professional modes of research.

The Research Training year is designed such that students develop their own research project. In keeping with the methods commonly deployed in Art & Design doctoral research, the taught theoretical and research skills elements are frequently, although not exclusively taught in reference to or through the students own research project or practice. Students initiate that research project or practice in the first module and are taught essential research skills as that project develops.

After six months there will be an advisory review where we will discuss with you whether you either continue with your research or consider switching to conclude your research by paying a top-up fee and exiting your studies with an MRes award.

## 6. Structure of Your PhD.

### Supervision

This is your research and you will be entirely responsible for its progress. However, at all stages you will be supported and advised by a team of experienced Research Degree academic colleagues. This team will comprise a Director of studies plus either one or two supervisors. You can also elect to nominate one or two external 'advisors' these are usually professional experts who are not academic colleagues.

Academic colleagues are only approved to be a recognised 'Director of Studies' and 'Supervisor' once they meet strict criteria based on supervisory experience and research expertise. They will be the first point of contact throughout your research.

Each year of your PhD (including the initial Research Training Year) culminates in a formal review of your research progress.

This review will comprise a research presentation to academic colleagues and your peers and a viva-voce event with your Research supervisors and an additional research colleague who is not directly involved in your research.

At this event you will set out a document that discusses how your research and research question is changing by:

- Setting out and discussing what you have achieved over the past year and how your research has developed.
- Setting out and discussing what you have not achieved that you expected to achieve and discuss why that happened.
- Setting out and discussing what you expect to achieve in the forthcoming year.

At the conclusion of the review, a recommendation will be made to the School's Research Degree Committee that you either continue with your research or a recommendation is made that you should not be allowed to continue. If a recommendation is made that you should not be allowed to continue you will have the option to either resubmit for review or to work towards concluding your research by exiting with an MPhil.

The Annual Progress Review (APR) is the most important and beneficial moments in your studies. It usually involves the submission of a research review which can also be used for submission to a journal or conference for publication and peer review and also a peer reviewed presentation. In your PhD you will be expected to critically assess a wide body of literature and practice, to apply several research methods simultaneously, and to identify and evaluate what is novel and significant in all of this.

The Annual PhD Progress Review can seem like a frightening prospect. But this event is intended to help you focus and to provide you with the reassurance that your research is progressing satisfactorily towards a doctorate.

Your PhD will conclude with a Research Examination Viva. This event will be Chaired by a Research Colleague and your research will be examined by at least two examiners all of whom will be independent from your supervisory team. At least one of the examiners will be from another University or Research Institution. You will be expected to explain and defend your research and to convince the examiners that you are worthy of a Doctorate.

## PhD

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### Year 1 (Normal entry point)

- Induction October
- Research training review October  
*Thereafter reviewed annually*
- CSAD Research Training October – April
- Formal research Progress Review April  
*Informal reviews will occur throughout  
The research training year.*
- End of year Annual Research Presentation September
- End of year Annual Progress Review September  
*The Annual Progress Exam viva must be  
passed to enable progression into  
year two.*

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### Year 2

- End of year Annual Research Presentation September
- End of year Annual Progress Review September  
*The Annual Progress Exam viva must be  
passed to enable progression into  
year three.*

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### Year 3

- End of year Annual Research Presentation September
- End of year Annual Progress Review September  
*The Annual Progress Exam viva must be  
passed to enable progression into  
year four.*

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### Year 4

- Doctoral Examination  
*Normally within 3 months of end of year.*
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## 7. Tuition and bench fees.

Methods of payment for tuition fees are detailed during enrolment, but you can find details at:

<http://www.cardiffmet.ac.uk/study/finance/Pages/Postgraduate,-Research-and-Part-Time-Students-.aspx>

Some PhD programmes require the payment of a bench fee to cover costs specific to the programme of research, for example, special studio material requirements. Whether a bench fee is required, and if so, what value it might be, will have been discussed with you at your interview, and will be quoted in your letter of offer from the university.

## 8. Computers & Study Space.

You are expected to provide your own laptop computer and we do not provide students with a personal computer. (PCs and Macs are available in the Llandaff campus learning centres available from 9am to 9pm during the week, and also in the School of Art & Design).

If you have a PC at home and would like a computer to use while in the CSAD building why not purchase a notebook computer with your research Environment Funding? You can use this notebook for presentations and while traveling as well and it will be yours to keep. Further details on the Research environment funding can be found in the School Research Study Guide (section 17).

If you are thinking of purchasing a laptop computer it is worth bearing in mind that you will be carrying your laptop around to presentations and research events, so it will need to be lightweight and strong. We recommend that you should buy something similar to a Macbook Air or a MS Surface.

You should also factor in a subscription to a cloud service such as Dropbox, iCloud, OneDrive or Google Drive in order to keep your PhD research secure.

## 9. Things to think about before you start.

### **Is your family ready?**

A PhD is a huge and challenging undertaking, your friends and family may notice that you have less time for them, so discuss this before you start.

You should discuss your PhD with your family and friends and prepare them for the commitment you will be making to your studies. You will find that you need a lot of time for your research and that your evenings will be increasingly occupied with reading, writing and thinking. A PhD can be very intense and absorbing so it is important you build in time for relaxation too.

Think now how you are comfortable studying and be realistic. Do you really need to be locked away in an isolated room or are you actually more comfortable working in cafes and coffee bars? Do you work best in the early hours of the morning or late into the evening? Does music help you concentrate or does it hinder you? There is no hard and fast rule, we are all different. Everyone will happily tell you what they did or are doing on their PhD but don't expect their advice to necessarily work for you.

### **What should you buy?**

If you don't have a laptop, then this should be something you should seriously think about purchasing right from the start.

You may only need a simple computer that can run word-processing, presentation and www software or you may need something that can cope with large image or movie files or complex CAD software. But whatever you buy, our advice is to go for the highest quality build and the lowest weight you can afford. We normally recommend something like a Macbook Air or a MS Surface or similar.

Remember to factor in a cloud storage plan and allow some spare money to purchase a 'dongle' to allow you to connect your laptop to a data projector. Take our advice and scratch your name into it, because they frequently get borrowed and not returned. You will find that both HDMI and VGA projectors are now commonly used around the University and at conferences.

## 10. Key information and contacts.

### **CSAD Research Degrees Key Documents web page**

On this web page you will find documents providing essential information on the research student experience at CSAD, including induction, university procedures, research training, research writing, and other practical matters, as well as research degree and ethics approval forms. Online: search '[CSAD Research Degrees Key Documents](#)'.

### **CSAD Research Study Guide**

Your first point of reference for practical arrangements and contacts with regard to your research programme within CSAD. It also addresses questions specific to art and design research. It complements Cardiff Metropolitan University's Postgraduate Researcher Handbook, available digitally once you have enrolled via the Key Documents page on CSAD's Research Degrees website. Online: search '[CSAD Research Study Guide](#)'.

### **Contacts**

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[enrolment@cardiffmet.ac.uk](mailto:enrolment@cardiffmet.ac.uk)

Do not hesitate to get in touch beforehand if you have any queries regarding the start of your research programme. For administration support, please contact Debbie Alsop, [csadresdegrees@cardiffmet.ac.uk](mailto:csadresdegrees@cardiffmet.ac.uk) (Debbie's normal working hours are Mon and Tues 7.30am to 3pm). Please also feel free to contact your supervisors directly.