Joining pack for

MPhil / PhD programmes

Postgraduate Certificate in Research Skills: Art and Design (CRS) programme

2015-16

This pack contains information on:

1. Online enrolment
2. CSAD induction
3. Library induction
4. Cardiff Met Induction (for MPhil/PhD students)
5. Research skills training (CRS)
6. Tuition and bench fees
7. Recommended personal computer specification
7. Key information and contacts.
Welcome

to your research programme at Cardiff School of Art and Design (CSAD). You are joining an active and friendly research environment and, during the course of your studies, you will be supported in a programme of research which enables you to make a novel and significant contribution to your chosen art and design subject.

The first couple of weeks will concentrate upon your induction into the university. Induction is designed to help you settle into your role as a research student within CSAD and Cardiff Met as quickly and effectively as possible. In the first few weeks of your studies, you will be introduced to key features of the university’s and the school’s research degree facilities. Because of the individual nature of research, there is no set schedule and so introductions can be scheduled to accommodate the diaries of the people involved. The only exceptions are the CSAD induction event in September (see section 2 below) and the university’s research degree induction for MPhil/PhD students (see section 4 below). You will receive information about this shortly by email.

This Welcome Pack sets out the key stages of your introduction to the university. These are:

1. Online enrolment
2. CSAD induction
3. Library induction
4. Cardiff Met Induction (for MPhil/PhD students)
5. Research skills training (CRS)
6. Tuition and bench fees
7. Key information and contacts.

I wish you a stimulating and rewarding time during your research studies at Cardiff School of Art and Design.

Prof Clive Cazeaux
Head of Research Degrees
June 2015
1. Online enrolment

Enrolment is an important process that confirms your status as a Cardiff Met Student. You can complete the online self enrolment process from any computer through our Self Service system from 1st September 2015. If you applied through Self Service you will already have the necessary login details for self enrolment, otherwise these will be sent to you via email.

Please note that in order to self enrol your status with Cardiff Met must be Unconditional Firm (UF).

To begin your enrolment process, please visit www.cardiffmet.ac.uk/enrolment. Step-by-step guidance is provided. This process is essential in that it allows you access to payment of fees, programme information systems, and enables you to obtain your Student ID Card during Induction.

IMPORTANT MODULE ENROLMENT INFORMATION
As part of the enrolment process, you should enrol onto CSAD’s ART7002 Research Skills module (60 credits). This module makes up the Postgraduate Certificate in Research Skills: Art and Design (CRS) programme. It is included within the MPhil/PhD programme and is compulsory for all MPhil/PhD students, for completion within the first year. Exemption from the module is possible if you have already completed up to 60 Masters credits' worth of research training. If you feel you are already equipped with the skills and methods necessary for your research, and do not need to take the CRS programme, please let your Director of Studies and the Head of Research Degrees know in writing (email is fine) as soon as possible. Exemption can be claimed using the Research Training Review form available via the CSAD Research Degrees Key Documents web page.

To enrol on the module, contact Cardiff Met Registry, registryenquiries@cardiffmet.ac.uk or Mary Wiseman, tel. +44 (0)29 2041 6965. The module brief is available online. Search ‘CSAD Research Skills’. Further details on CRS are given below. If you have any queries relating to online enrolment please contact enrolment@cardiffmet.ac.uk or call 029 2020 5669.

2. CSAD induction

The CSAD induction introduces you to relevant people and facilities within the School. It takes the form of a series of meetings that is normally completed within two weeks following enrolment. These will be meetings with your supervisory team or with me if you are a CRS student, and with the postgraduate cohort of MA students with whom you will taking the CRS programme from mid-October. The induction offers information and guidance that is specific to the practicalities of your location and performance as a research student within CSAD, as well as more general matters to do with becoming familiar with the School. Details of
what is provided in the CSAD Research Induction are set out in the form of a check list in the School Research Study Guide, Appendix 1 (online, link below). The check list is also given to ensure that nothing is missed out. You are expected to tick off the sections covered on the check list. When complete, the list should be signed and the original given to the Research Coordinator, who will place it in your personal file.

A date for your diary: Wednesday 23 September 2015, starting 10.00 a.m. If you are enrolling on the CRS or starting your MPhil/PhD studies in October, there will be a one-day induction at the end of September. This day will take care of nearly all aspects of induction in one fell swoop. It will be an all-day event, held on Cardiff Metropolitan University’s Llandaff Campus. An indicative programme for the day is included below. Not all the sessions will apply to all students, but it will be worthwhile attending the entire day to begin to familiarize yourself with CSAD staff and facilities, especially if you are new to the university. Of particular importance is the library induction which will introduce you to the wide range of electronic library resources that are available. Further information on this session is provided later in this pack.

If you cannot attend this day or are starting your MPhil/PhD studies in January or April, then induction will take place as a series meetings as described above.

CSAD Postgraduate Induction, Wednesday 23 September 2015

Meet at 10.00 a.m. in room E101 on Llandaff Campus (please ask for directions at the main Campus reception). (Buildings (Blocks) on the Campus are designated by letters, as shown on the map on the next page, and E Block is opposite the Library. Room E101 is a ground floor room in E Block. The Llandaff Campus map is also online at: http://www.cardiffmet.ac.uk/about/campuses/Pages/Llandaff-Campus.aspx

Indicative programme - this may be subject to change. We will publish any updates on the http://cardiff-school-of-art-and-design.org/ website.

10.00am Welcome and Introduction
10.30am Explain enrolment process and guidance on obtaining your ID card if you have not already enrolled.
11.30am Meeting with Lecturer in your Specialist Area
12.00 pm Explain Moodle online environment
12.30pm Tour of Llandaff campus
1.00pm Lunch
2.00pm Student Services Talk
2.30pm Library Induction
4.00pm Print Studio
4.30pm Welcome by Dean
4.45pm Recap
5.00pm Finish
Evening drink and meal

5.00pm Optional: meet at Llandaff Campus reception for walk to Queen Street station to catch either the 5.36pm or 5.48pm train to Cardiff Bay for an evening drink and meal. Return trains to Queen Street every 10-15 minutes up to 11:54pm.
3. Library induction

A large part of the research process involves tracking down specialized, peer-reviewed articles, so familiarity with the academic search methods made available by the electronic library is essential. At the library induction, you will be introduced to the university’s electronic library which 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 work, and which will help you prepare for your CRS seminars. It will be especially helpful for the presentation early in the programme where students introduce themselves and their topic to the group, and begin the process of focusing on a research question.

4. Cardiff Met Induction (for MPhil/PhD students)

This applies to MPhil/PhD students only. The Cardiff Met 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 Enterprises Services. These sessions typically include:

- an introduction to the Cardiff Met Research Student Handbook
- an exploration of the reasons for doing an MPhil or 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 skills training: CRS

The Postgraduate Certificate in Research Skills: Art and Design (CRS) programme enables artists and designers, and historians and theorists working on art and design, to develop a research proposal based on their practice or topic. The programme offers a detailed and comprehensive introduction to the range of methods, strategies and debates which can apply to art and design research. It is built around the four elements of (1) methods, (2) critical thinking, (3) ethics, and (4) project design. It is designed to bring you to the point where you have written the formal research degree proposal with which you register (different from enrolment) as an MPhil/PhD student.

CRS consists of one 60 credit module: ART7002 Research Skills (Art and Design). The delivery schedule is as follows:

1. It is taught over two intensive weekends (Friday-Saturday), one mid-October (16-17 October 2015), the other mid-to-late-November (20-21 November 2015), a total of approximately 30 hours.
2. Between these weekends and up to Christmas, there are one-to-one tutorials upon request (face-to-face, phone or Skype), as well as review of draft coursework submission by email.
3. There is a feedback tutorial in January. These tutorials and assessment periods make up another 5-10 hours approximately.
4. The remainder is independent study.

The module can be taken either as a seminar and workshop programme, from October to January, or through independent study, listening to recordings from seminars online, and tutorials with your supervisory team and the Head of Research Degrees, from January to June. Further information can be found in the module brief and module handbook, both available online. Search ‘CSAD research skills’.

6. 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 MPhil and 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.

7. Recommended personal computer specification

The use of a personal computer outside of university hours would be of significant benefit to your studies but is not essential as there are extensive computer facilities at Cardiff Met. The computers in the Campus Learning Centre are available from 9am to 9pm during the week, and there is also a 24-hour access computer room.

If you do decide to purchase a computer, you may find the following minimum specification useful:

- Microsoft Windows 7
- Dual processor; Core i5 or greater
- 500 GB HD
- 8 GB RAM
- 512MB Graphics card
- Wireless LAN (Wi-Fi 802.11g)
- Modem (compatible with which ever hall of residence you are resident in)
- 250GB portable hard drive (for data backups)
- USB Memory stick(s).

If you do decide to purchase a MacBook Pro with Retina display, you may find the following minimum specification useful:

- 2.7GHz Processor
- 128 GB Storage
- 2.7GHz dual-core Intel Core i5
- Turbo Boost up to 3.1GHz
- 8GB 1866MHz LPDDR3 memory
- 128GB PCIe-based flash storage
- Intel Iris Graphics 6100
- Built-in battery (10 hours)
- Force Touch trackpad

The above is an example with a 13” display, and seems to be what a lot of our student are buying, often larger screens can be more beneficial when designing and using CAD. An external hard drive is essential too.
8. Key information and contacts

**September induction one-day event**

23 September 2015. If you are enrolling on the CRS or starting your MPhil/PhD studies in October, there will be a one-day induction at the end of September. This day will take care of nearly all aspects of induction in one fell swoop. If you cannot attend this day or are starting your MPhil/PhD studies in January or April, then induction will take place as a series of meetings as described in section 2 above.

**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 Postgraduate Certificate in Research Skills (Art and Design) Handbook**

The handbook for the CRS programme with which all CSAD research studies commence. It describes the aims, objectives and content of the programme, and sets out key points of academic, regulatory and practical information. In addition, it provides: a guide to PDP writing; an essay writing and presentation guide; a guide to referencing; exemplar research proposals; and a manuscript presentation checklist. Online: search ‘CSAD Research Skills Handbook’.

**ART7002 Research Skills module brief**

The brief for the module, setting out the aims, dates of delivery, seminar and workshop timetable, required and recommended reading, and coursework requirements. Online: search ‘ART7002 Research Skills module brief’.

*For MPhil/PhD students: 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’.
For CRS students, where CRS is not part of an MPhil/PhD programme: MA Art and Design Handbook

This sets out all you need to know about CSAD’s resources, access to studios and facilities, and how postgraduate programmes work within CSAD. Available online via the university’s virtual learning environment and as hard copy upon enrolment.

Contacts

Prof Clive Cazeaux
Head of Research Degrees
Tel. 029 2041 6680
csadresdegrees@cardiffmet.ac.uk

John Counsell
Head of Postgraduate Studies
Tel. 029 2041 1556
CSADPostgradStudies@cardiffmet.ac.uk

Debbie Alsop
Research Degrees Administrator
Tel. 029 2041 6291
csadresdegrees@cardiffmet.ac.uk

Registry and enrolment
Tel. +44 (0)29 2041 6965; +44 (0)29 2020 5669
registryenquiries@cardiffmet.ac.uk
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, +44 (0)20 2041 6291, csadresdegrees@cardiffmet.ac.uk. Please also feel free to contact your supervisors directly.

Prof Clive Cazeaux
Head of Research Degrees
June 2015