COURSE JOINING INFORMATION

MRes – Master of Research

CARDIFF SCHOOL OF
ART AND DESIGN

INDUCTION INFORMATION FOR ALL
NEW STUDENTS

Academic Year 2021/2022

CardiffMet

CONTENTS

1. Welcome from your Teaching Team

2. Pre-Entry Summer Tasks

3. Enrolment / Student MetCard Collection

4. Induction Week

5. Draft Timetable / Typical Attendance

6. Changes to the Course due to COVID-19

7. Useful links

1. Welcome from your Teaching Team

Hello and welcome to Cardiff School of Art & Design & the Master of Research in Art & Design (MRes A&D)

I would like to wish you a very warm welcome to the MRes and also to our wider postgraduate community.

As an adult learner, and perhaps a practicing professional, you will be bringing your valuable experience to the community. Our aim is for you to build upon this experience and for you to feel intellectually and creatively challenged you use your time as a Masters student to build the future you want.

We are very aware that for many of you this will be a natural progression following on from a previous qualification. However, for some of you this may be a return to study after a period of time out of University. Whatever your route into the course, please be assured that the staff will endeavour to provide you with all the of the challenge, support and encouragement you need and deserve.

As a postgraduate student it is important to recognise the commitment you are making; you may already have work and home/family commitments as well as social obligations. Taking on this course inevitably adds an additional commitment which will require you to dedicate a significant amount of additional time to independent study and learning. The course then is intensive in nature in a different way to undergraduate study and you will have the challenge of managing these varying commitments. The MRes is an intensive programme that will demand a lot of your 'head-space', you will be surprised at how far and how fast your ideas develop. Along the way we will do everything we can to support you of course, but the best source of support should be your colleagues on the programme. Most cohorts set up a social media group in which they discuss ideas and share concerns or intellectual problems they are wrestling with and we encourage you to initiate this as soon as possible.

Included here is some information to help you prepare for joining the University postgraduate community in September. In terms of study, there is nothing you need to do to prepare for the programme before you start, rather than study unguided we would rather you arrived fresh and rested from a long Summer of perfect weather - clearly if you live in the UK this might be hoping too much.

If you are arriving from outside of the UK you are very welcome indeed, it is a great endeavour to study in a foreign land and you have our greatest respect. Please do try to arrive a little while before your studies start to get to know Cardiff; the strange and wonderful way of the many cultures of the UK and our very changeable weather. If you have any concerns the University International Welfare Team are fantastic – so please do not be afraid to ask for help if you need it.

If you have any questions at all please feel free to contact me.

Dr. Stephen Thompson:

Academic Lead for Graduate Studies & Lead Tutor: MRes sthompson@cardiffmet.ac.uk

2. Pre-Entry Summer Tasks

Before you start your research studies it is important that you have everything you need in place.

Do not purchase books, we encourage you to make full use of the academic resources available for research through our library. Today most research - outside of that conducted in laboratories and studios – takes place via digital means. You will construct your research, engage in meetings , search and survey and share ideas with colleagues very often via a computer.

Our advice is to buy a lightweight but robust laptop (PC or Mac) with a built-in microphone and camera. The flexibility of a laptop allows it to be used on the university campus, in your lectures, at your accommodation and at home. The art & design studios have and most other areas within the university have good WiFi access.

You will use this to research online, write texts and to present Powerpoint presentations. You will also need to use **Microsoft Teams** and also **Zoom**

The use of a personal computer outside of University hours is obviously a significant benefit to your studies but is not absolutely essential. If you are able to access the campus there are extensive computer facilities at Cardiff Met. The computers in the Campus Learning Centre are available from 9:00am to 9:00pm during the week and a special 24 hour access computer room is also available.

You will need to keep your work safe though especially since losing work through computer loss or failure is not accepted by the University as an excuse. We **strongly recommend** you take out a cloud-based subscription. There are lots to choose from: iCloud, DropBox, OneDrive etc.

There are good printing facilities available on campus; you may find it useful to have an A4 format black and white printer for proofing and reading texts.

3. Enrolment / Student MetCard Collection

Enrolment is an important process which confirms your status as a Student.
You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – www.cardiffmet.ac.uk/enrolment.

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met's IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

Enrolment for International Students
If you are an international student you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the international student pages or contact the Immigration Compliance Team at immigrationregs@cardiffmet.ac.uk.

Library & Information Services
You will have access to Cardiff Met's Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to www.cardiffmet.ac.uk/library.

Your Student MetCard
Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click here.

Fees
Tuition fees for Home students for full-time undergraduate degrees, and full-time Masters programmes for September 2021 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our Fee Tables. If your programme has any additional costs attached to it, they will be listed on www.cardiffmet.ac.uk/additionalcosts. Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students can be found here. You should already be aware of these costs.

4. Induction Week

Induction for all students within the School of Art and Design will commence on Monday 20th September 2021. Your first term as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your programme, library services, IT, student services and Students Union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our New Students pages for you.

5. Draft Timetable / Typical Attendance

Formal Academic Teaching will begin on **September 30th at 10.30am** in Room A2.10/11. (This is on the second floor directly above the main campus reception at the front of the Llandaff campus or online via Microsoft Teams.

When you enrol you will be added to a 2021-22 MRes Team in Microsoft Teams. If you login to Microsoft Teams using your University email you should find it very easy to use.

All teaching will take place on **Thursday** each week however tutorials may happen at other mutually convenient times. This day will include a weekly **Seminar** session, **Tutorials**, **Presentations** and **Research Presentations** by Staff, visitors and current Doctoral Research students.
We expect you to attend all scheduled taught sessions and workshops, to plan your work, organise your own time and meet submission deadlines.

The programme is taught entirely through 'round-table' seminars with individualised supervisory meetings either on campus or online. These seminars enable students to develop a research plan and an individualised programme of learning with individualised supervision towards a creative and rigorous research outcome.

This seminar-based teaching combined with online delivery and assessment means that the programme can be studied flexibly both on campus and/or from a remote location. You may elect to spend all of your time studying on campus or from a remote location, and can change modes of study with ease. For full time MRes students only an additional study option is offered:

Students may choose to include a break during the Summer. Students may use this period as they see fit for family time or a vacation, personal research, work experience or to return to employment. Thus, a full-time student starting the programme in October may complete either the following September (by continuing the programme through July and August) or the following January (by taking the Summer break).

- UK/EU students must notify the programme and school of their intentions prior to commencing the 'Research Output' module.
- International students must notify the Programme, School and International Office prior to their initial visa application.

We understand that you may need to support your studies by taking-up paid employment. However, notwithstanding your financial position or the demands of your employer, we are concerned that you dedicate sufficient time to your studies. Any part-time employment commitments or additional opportunities must be arranged around the timetable for the year.

In order to meet the expectations of your degree programme in Cardiff School of Art & Design, you are expected to dedicate around 40 hours per week to your studies. It is recommended that you do not engage in any part-time employment commitments or additional opportunities that would prevent you from dedicating this amount of time to your studies, as this may impact negatively upon your academic standing.

Term Dates

Autumn Term: Monday 20th September 2021 – Friday 17th December 2021

Spring Term: Monday 17th January 2022 – Friday 8th April 2022

Summer Term: Monday 2nd May 2022 – Friday 17th June 2022

Welsh Language

Yma yn Ysgol Celf a Dylunio Caerdydd, mae yna gyfle i chi astudio hyd at draen (40 credid) o'ch cwrs trwy'r Gymraeg. Mae'r ddarpariaeth, (sydd yn ychwanegol i'r Saesneg) yn eich cefnogi a gwaith pwnc trwy gyfres o weithdai ymarferol gan diwtoriaid Cymraeg yn ogystal â chyfleoedd tiwtora unigol / grŵp. Byddwch hefyd yn mwynhau cyfleoedd i gydweithio a myfyrwyr ar gyrsiau eraill yn ystod modiwl Maes.

Wrth baratoi am waith ysgrifenedig (ar gyfer modiwl Cytser) cewch diwtorialau unigol a grŵp, yn ogystal â darlithoedd sgiliau ysgrifennu academaidd Cymraeg. Cewch hefyd buddio drwy fynychu nifer o weithgareddau a noddir gan y Coleg Cymraeg Cenedlaethol Cymraeg, sef darlithoedd gwadd gan artistiaid a dylunwyr proffesiynol, gweithdai a'r cyfle i gyfrannu at gyfres o arddangosfeydd.

Mae gan yr Ysgol gymuned o fyfyrwyr a staff sy'n siarad Cymraeg. Cynlluniwyd y ddarpariaeth yma yn ofalus i sicrhau eich bod yn buddio o ddefnyddio'r Gymraeg gan hefyd fwynhau'r ystod o gyfleoedd addysgiadol dwyieithog sydd ar gael.

Newyddion da! Mae cymorth ariannol ar gael i bob myfyriwr newydd sydd yn dewis astudio 40 credyd trwy gyfrwng y Gymraeg, sef yr Ysgoloriaeth Cymhelliant gwerth £500 punt pob blwyddyn (£1500 dros dair blynedd).

Ceir rhagor o wybodaeth ar wefan y Coleg yn yr adran newyddion.
I ymgeisio, dylai darpar fyfyrwyr lenwi ffurflen gais ar wefan y Coleg.

At Cardiff School of Art and Design there is an opportunity to undertake up to one third of your first year through the medium of Welsh. The provision, which is in addition to English Language delivery, will support students in their Subject module through a range of practical workshops and one to one and group tutorials run by Welsh Language staff.

During the Constellation module, you will receive individual and group tutorials, as well as academic writing skills lectures in the medium of Welsh. You can also benefit from attending a number of bilingual activities sponsored by the Coleg Cymraeg Cenedlaethol, including guest lectures by professional artists and designers, workshops, along with the opportunity to participate in a series of exhibitions.

The School has a community of Welsh speaking students and staff and this provision has been carefully designed to ensure that you benefit from using the Welsh language whilst also enjoying the broad range educational opportunities available.

Good news! Financial support is available to all new students who choose to study 40 credits through the medium of Welsh in the form of a £500 pound annual Scholarship (£1500 over three years).

More information is available in the news section of the Coleg website
To apply for a scholarship, prospective students should complete an online form on the Coleg website.

6. Changes to the Course due to COVID-19

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software

7. Useful links

Timetable
This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.

Global Engagement
Advice and support for international students on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions -
https://www.cardiffmet.ac.uk/international/study/Pages/default.aspx

Additional Course Costs
Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

Accommodation
Student residential contracts will start on 20th September 2021. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an e mail letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1st term, information of which will be sent to you by Accommodation when confirmed

Student Services
For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.

Student Finance
For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.

Cardiff Met Sport & Facilities

Cardiff Met SU *including SU Societies, SU Sports Clubs and the ability to access independent advice and support*

Term Dates

Campus Maps and Bike Shelters

We have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.

Sustainability at Cardiff Met

Studying through the medium of Welsh
Find out which modules you can choose to study through the medium of Welsh on your course. You may then also be eligible for a bursary via Coleg Cymraeg Cenedlaethol.

Virtual Tours
Have another look around our campus and facilities with our guided virtual tours

Student Handbook

Academic Handbook

Admissions Policy

Frequently Asked Questions

Complaints

Accessing IT systems
Once you have completed your enrolment online, you will be able to access all the relevant IT systems you will need throughout your student journey. Please refer to our IT Services for more information.

Met Central
Your central point as a student at Cardiff Met to stay up to date with all the latest news and events, as well as quick access to all the useful sites and tools.

COVID-19 Vaccinations

We're encouraging all of our students to have the Covid-19 vaccine as soon as possible. It's one of the things we can all do to help prevent the spread of the disease, keep each other safe and help us all return to our normal lives.

If you are a Cardiff resident and have yet to receive the first dose of the Covid-19 vaccination, we recommend you visit the Bayside Mass Vaccination Centre which is situated in the old Toys R Us Building. The centre is operating as a walk-in service, offering first doses of the Covid-19 vaccination every weekend between 8am and 4pm for anyone over 18 who lives, studies or works in Cardiff.

If you are moving to Cardiff to study with us for the new academic year and have yet to receive your first dose of the Covid-19 vaccine, we suggest you check with your local GP about getting the first dose before you move. If it is unavailable to you, you should attend the Bayside Mass Vaccination Centre as soon as you arrive in Cardiff.

We also advise all our students living in Cardiff to register with a GP. Once you've moved, you can register using our Cardiff GP Registration form.

More Information:

Public Health Wales

NHS England

Northern Ireland

Scotland