



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BA (Hons) Ceramics

Cardiff School of Art & Design



Contents

Introduction	2
Essential Information	4
Meet the Team	6
Welcome Week	7
Useful Information	11



Introduction

Welcome Week starts at 10am on Monday 18th September and myself and my colleagues will look forward to meeting you again in our Ceramics studio, room B2.03 on the second 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,





Duncan Ayscough
Senior Lecturer Ceramics



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						PF					ADZ4999 Concept (SG2)					Tutorials					A									

Ceramics Programme Details

Here at Cardiff School of Art and Design we look at Ceramics from a multitude of directions. We teach skills, both traditional and innovative, this is at the centre of our delivery. Then we find ways to see it afresh. We re-situate Ceramics in relation to critical ways of thinking, prompt new ideas, interpretations and connections with other disciplines that enhance the way we think about it, and the ways in which you will perceive your own work. We take the



time to contemplate and pay close attention, to create a space in which Ceramics has the opportunity to appear in unexpected ways.

No two student journeys are ever the same and we will support you in finding your unique creative voice.

And so begins your journey, you will learn things you never imagined, you will make friends for life, you will visit extraordinary places and make extraordinary things, it is our pleasure and our privilege to take you on that journey!

On Monday 25th September we will start your first subject module BEGINNING, this module will span the entire 12 weeks of term 1.

The fundamental purpose of this module is to introduce you to all the key processes, skills and staff and to build your confidence in all aspects of our subject including, wheel throwing, hand forming techniques, slip casting and much more.

Teaching Overview

Term 1

Your average week through **term 1** will be:

Mondays 10am - 4pm – Mathew Thompson – core skills, hand forming techniques and workshop inductions and kiln firing.

Tuesdays – half group morning 10am-12:30 and half group afternoon 1:30 - 4pm. Throwing skills. The time you're not in the throwing room you can be working in your dedicated studio space developing the projects and skill from your Monday workshops or researching in the learning centre.

Wednesday mornings 10am we will meet in your studio for your year meeting to look at the week ahead and discuss your opportunities. Your year meeting will be followed by our technical lecture 10:30 – 11:30am looking at aspects of the applied material science of clays and glazes.

Thursday is the day for your Constellation critical studies module delivery, this will include lectures and seminars, you will receive a detailed timetable outlining the details of this module delivery.

Friday 10am-1pm – Plaster skills - you will be in a smaller group and will receive five Wednesday sessions through term one. This will include, plaster mixing, slip casting and mould making



Week 7 there is assessment week (this pass/ fail assessment is ungraded) and an opportunity to review your progress in the module and receive feedback. There will be no formal teaching delivery this week but you will have a one week thematic project to consolidate your skills in self-directed studies.

Teaching continues in the same pattern as previously from week 8 to week 12 with an increased individual autonomy and personal response to individual research.

Week 12 you will complete your studies on the module and will make your final assessment submission. This assessment will be graded and you will receive feedback to support your progress in your studies.

Term 2

During your second term your Constellation Module (critical studies) continues on Thursdays and your primary studio teaching days are Mondays and Tuesdays.

Monday mornings from term 2 onwards will start with your year meeting at 10am.

Becoming Subject Module

Term 2 is a 10 week term starting 15th January 2024, and the first 6 weeks are an exciting and immersive studio project 'BECOMING'. This module is all about building your creative confidence, autonomy and applied skills.

Through this module you will have an opportunity to respond to a thematic project. The initial emphasis will be on your research and idea generation, this quickly moves to your selection of appropriate materials and applied skills. Throughout this module you will be supported by both academic and technical demonstrator staff.

A significant element of your learning will be in group seminars, this is your opportunity to learn from others and share your skills and creative thinking with your fellow students.

We greatly value our studio culture in Ceramics and your voice will always be respected and heard.

Within this module you will be encouraged and supported to make your own glazes and have the opportunity to load and fire kilns.

Term 2 – Week 6 is assessment submission week.

Week 7 assessment week, this will be a graded assessment and you will receive feedback to support your development in the program.



Week 8 – COLLABORATE module.

This will be your second practice module of term 2. As the name suggests one of the key aims of the module is to develop your skills of group work and you will be working collaboratively with students and staff from other subjects in CSAD.

Ceramic students will be working alongside Fine Art and Artist/Designer Maker students. This module will give you the opportunities to expand your confidence in engaging with students and staff more widely in CSAD and introduce you to different approaches to creative practice.

This module will have two project outcomes –

Part 1 (term 2 – weeks 8-10) group project responding to a thematic brief and working in groups of approximately 8 students per group. You and your group will be taught by Ceramic, Artist/Designer Maker and Fine Art staff throughout this project. You will also be expected work autonomously

Part 2 – introduced in term 2 week 8 and completing term 3 week 2. For this second component of the Collaborate module you will have the opportunity to build on themes established in your group work and to make your individual Ceramic response. This will be an opportunity to further develop and consolidate the skills learned throughout the year.

Your full submission for this module both Part 1 & Part 2 will be in week 3 of term 3. This will be a graded assessment with feedback.

Extended Working Hours (EWH)

Outside of our normal working hours 9am-5pm students also have the opportunity to register for extended working hour, this means that you can stay in the CSAD buildings and your studio until 12:00am midnight Monday-Friday as well as 9:00am-5:00pm Saturday & Sunday (details of EWH protocols will be explained during your Welcome Week).

Evening technical demonstrator support students in the workshops Monday – Thursday 5-9pm. After 9pm and during the weekends the workshops are closed except for the throwing room are closed for health & safety reasons.

I look forward to meeting with you in your welcome week and explaining you all your exciting opportunities for the year ahead.



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



	<p>Duncan Ayscough Senior Lecturer Ceramics (full time) BA Ceramics Year Leader Levels 4 & 5 (first & second year)</p>
	<p>Mathew Thompson Technical Demonstrator (full time)</p>
	<p>Dr Natasha Mayo Senior Lecturer Ceramics (full time) BA Ceramics Year Lead L6 and MA Ceramic Lead</p>
	<p>Caroline Taylor Technical Demonstrator (part time) Monday, Tuesday & Wednesday</p>
	<p>Bert Jones Evening Technical Demonstrator (Wednesday & Thursday)</p>





Claire Curneen
Senior Lecturer Ceramics (part time)



Gemma Wild
Evening Technical Demonstrator
(Monday & Tuesday)



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"

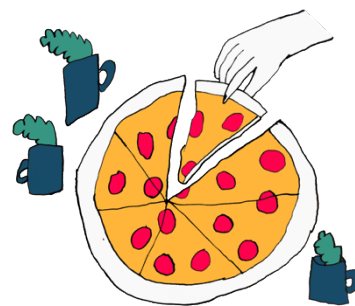
"Helpful to chat informally to the Programme Director and chat about random things to help settle in".



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:

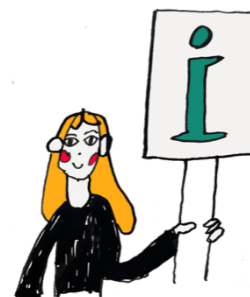
- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Fresher's Fayre
- Met with your Personal Tutor
- Familiarised yourself with the library and any support services you might need e.g.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

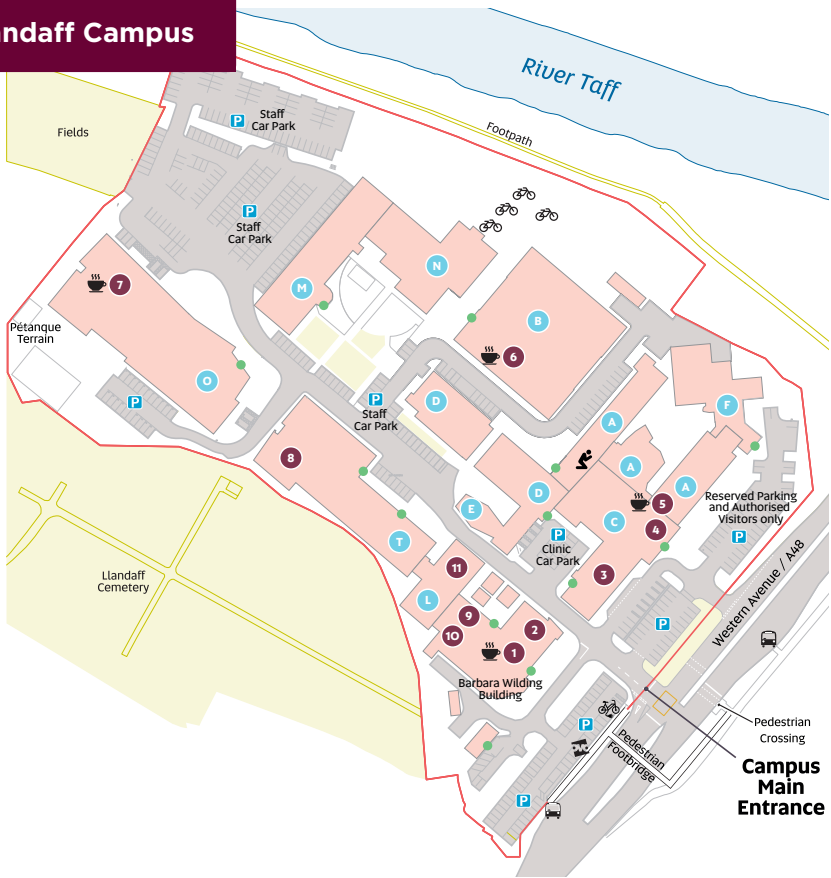


Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



Llandaff Campus



Key

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



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Wythnos groeso
Welcome week

2023