

FOUNDATION DIPLOMA IN ART & DESIGN AT FALMOUTH

WELCOME TO THE UAL FOUNDATION DIPLOMA IN ART & DESIGN AT FALMOUTH.

Your offer

Please remember that if you have been made a conditional offer to study at Falmouth, your place is subject to meeting those conditions. Conditional means that we are waiting to receive your results, or some more information, before your place is finalised. If you have any questions or concerns, please contact our Admissions team on 01326 213730 or admissions@falmouth.ac.uk.

First week of term

We look forward to meeting you on **Monday 12 September 2016**, in the **Falmouth Campus Lecture Theatre** at **9am**. Please follow direction signs from Reception.

You can download a copy of the [Falmouth Campus map](#) from the Contact page of our website [here](#).

MyTimetable

<https://mytimetable.falmouth.ac.uk/> available from 1 September 2016

This is the link to MyTimetable, your online academic calendar which shows all scheduled learning activities and your course timetable. It will be available from 1 September 2016, however, timetables can be subject to change. To keep up to date, we recommend that you export the feed to your chosen device (mobile, tablet, laptop or desktop). An induction will be offered on the use of MyTimetable during freshers' week. Students will have access to their individual student timetables, where appropriate, once they have completed their online enrolment and IT induction.

Pre-course preparation

You will need three things with you on day one:

1. Proof of payment for study trips (study trip information is later on in this email).
2. A pen and pencils.
3. Your notebook/journal. You will receive lots of information during the first week, so a priority is to get an A4 or A5 (minimum size) hardback notebook and bring this every day of the course. This is important. It is your critical journal in which you will write lecture notes, briefings, general information and daily reflection and evaluation of your work.

From day two of the course, you will also need an A3 hardback drawing book for use on study visits and in the Studio.

As preparation for week three of the course, please bring equipment such as shovels, rakes and buckets. Borrow them from the garden shed at home or from friends and family. These

implements are required for large scale beach work where they will be used to carry, dig and mark the land's surface.

Materials and equipment list and costs

Essential

List A

You will need the following items from **week one**. It is basic kit you may need any day for any project.

Estimated total cost approximately £50:

- A hardback notebook/journal for briefings/lecture notes/daily entries and so on. Unlined is probably best, A5 minimum. You will probably get through more than one during the course.
- Drawing books: hardback, stitched preferably (anything else falls apart), A3 and A4 to start with. You will definitely get through several during the course.
- Large drawing board: to take an A1 sheet, so slightly larger than A1. We do sell these at cost price, approximately £8.00, second hand £3.50.
- Pencils: a range, mainly soft – HB, 2B, 4B, 6B, 8B.
- Pens.
- Graphite sticks: 3B, 6B, 9B.
- **Compressed** charcoal: 1 box.
- Erasers: big ones preferably, not putty, not too soft, not too hard.
- General purpose scissors.
- Pliers.
- 60cm steel rule.
- Retractable knife.
- Pritt Stick or similar.
- Masking tape.
- Fixative: hair spray is a good alternative.

List B

You will need the following items from **week two onwards**. Most of these items can be bought from the Falmouth Campus shop at the start of term but you may prefer to get them from your own sources before you arrive.

Estimated total cost approximately £50:

- Brushes: a range for acrylic/oil and ink/watercolour.
- Paper: paper of all sorts is sold daily at cost price at Wellington Terrace along with many other items.
- Fabric scissors.
- Sewing needles and thread.
- Scrap fabric.
- Paint: System Three – Magenta, Process Yellow, Cyan Blue, and White. If you continue to explore paint you will be expected to purchase further colours to broaden your palette.
- A1 portfolio (basic, **no plastic sleeves**).
- Any other materials or tools you like working with.
- Materials in multiples and often discarded are often employed with flair and imagination by artists and designers – collect and bring them to University.

Optional

- Digital Camera.
- Laptop.
- SanDisk SDHC card 4 GB memory card.
- Waterproof clothing: for drawing trips and other outdoor activities.
- Footwear: enclosed protective footwear needed in workshops. No flip flops.
- Clothing: practical dress is required in the studios and workshops. Natural fibres are better than manmade. Long scarves and loose garments are not practical. You will get messy so do not wear your best clothes.

You will need to purchase other items throughout the programme as required. You should budget for regular material expenses of £5 per week throughout the course, although this might vary. Some consumables are provided for you, but anything we do sell is at cost price.

Reading lists and costs

Essential

Two good basic reference books to read before the course are:

Whitford, F., *Bauhaus*. World of Art series. Thames and Hudson. RRP £8.95.

Berger, J., *Ways of seeing*. 1972. Penguin. RRP £6.29.

Study trips and costs

Essential

Below are the details of study trips to Berlin and around Cornwall that we expect Foundation students to attend.

Berlin trip

This is a fabulous, busy, educational trip to major art collections and museums, designed to embrace the needs of Foundation students. We also encourage students to explore smaller contemporary galleries and design outlets. The trip is underpinned by an intense contextual studies program. The visit supports both studio practice and written assignments.

The trip is staggered to accommodate coach, flight and guided tour capacity. You will be allocated one of the trips below when we have the full list of participants:

- Sunday 4 December to Thursday 8 December 2016 or
- Monday 5 December to Friday 9 December 2016

The cost is £480 by online payment.

Please make a non-refundable deposit of £170 within two weeks of the date of this email using our online payment system here:

http://store.falmouth.ac.uk/browse/extra_info.asp?compid=1&modid=1&deptid=11&catid=107&prodid=1218

When making your online payment, please provide a contact telephone number for yourself and your next of kin, your name as it appears on your passport, your passport number and list any medication you might be taking.

The final closing date for inclusion on the trip and paying the remaining cost will be in mid-October. You will be notified of the exact deadline when you start your course.

If you have any concerns about participating in the trip or payment by the deadline, please contact the trip organiser during the first week of term.

Bursary funding for some of the costs of the trip has been available in recent years and can be applied for once you have enrolled on the course. Everyone who wishes to go on the trip needs to pay the deposit in the first instance to reserve a place.

Detailed description

The trip includes coach transfers between Falmouth and Bristol. Flights to Berlin are with EasyJet. A seven day travel card is provided for all transport whilst in central Berlin. Hotel accommodation is central, in multi-occupancy rooms. Students choose who they wish to room with. All rooms are en-suite. Breakfast is provided but all other food needs to be purchased. There are plenty of supermarkets and eateries close to the Hotel.

Basic insurance (cancellation due to weather is not covered) is purchased for all staff and students. Scheduled visits are included in the overall price.

The price is subject to change depending on the exchange rate. We try very hard to keep the price as low as possible without compromising safety and standards.

We may be able to offer some places after the deadline, if there are spaces on the coach and flights. However, this usually incurs extra costs and we will pass on those costs to the individual concerned.

Visas and passports

You will need your own passport to travel to Berlin. If you already have one, please check that it has not expired. If you don't have one, please apply for one now. Don't leave it until the last minute as it can take some time to be processed. **Please provide us with a photocopy of your passport during the first week of term.** This is in case of losses or security problems. These details will be kept securely.

Some non-UK students may require a visa (or an additional visa) for this trip. Please check now if you need one to visit Germany. **Visas need to be organised prior to arrival at Falmouth University.** Obtaining a visa from Falmouth is not always possible and at best will involve lengthy, disruptive journeys to London where most foreign embassies are based. So please check with your home embassy before you arrive in the UK. In recent years some students have been unable to obtain a visa because their authorities will only issue them from their home country.

Below are the details you might need for a visa application:

- Dates of visit 4 December to 9 December 2016 or Monday 5 December to Friday 9 December 2016.
- Return flights from Bristol to Berlin Schoenefeld with EasyJet.
- Accommodation in Berlin will be at Meininger Hotel, Berlin Hauptbahnhof, Ella-Trebe-Straße 9, Tiergarten, 10557 Berlin.

We will check your visa status with you at the start of term.

Cornwall trips

In addition to the Berlin trip, we like to start our course with a series of **Cornish Study Visits** to places such as Tremeneheere Sculpture Garden, Newlyn Exchange, Eden and Gwithian. These trips engage students with the resources nearby and serve to familiarise you with differing approaches to study. At the same time it's a great opportunity to meet and get to know the other students and staff. These trips are an essential element to the course.

The cost for these trips is £36 by online payment.

This covers a minimum of three coach transfers and entrance to the Eden Project and Tremeneheere. Payment can be made at http://store.falmouth.ac.uk/browse/extra_info.asp?compid=1&modid=1&deptid=11&catid=107&prodid=1220. Please pay for the trips by the start of term.

Project

Essential

Make a building out of card about the size of a medium dog. The building should reference a well-known building and be painted white. **Please bring this with you on Wednesday 14 September 2016.**

Visit an exhibition or museum that houses a notable collection of paintings, artefacts or designs. These might be contemporary or of historical significance. Write a 500 word review in your critical journal that describes the location (situation within the gallery space) of the work and your personal response to the materials, composition and any associations you make with the work.

Tuition fees (per year)

2016-17 full-time UK/EU: £100 (under 19 on 31 August 2016)

2016-17 full-time UK/EU: £4140 (19 or over on 31 August 2016)

2016-17 full-time International: £10,000

During your course

Study trips and costs

Optional

London

In the Spring term, 31 January to 2 February 2017, we run an optional three day, two-night London Trip. The London trip provides a valuable opportunity for project research, to see current exhibitions, design studios and to visit universities and courses of interest.

The cost for these trips is £36 by online payment.

This includes coach transfers to and from the centre of London. Payment details will appear on our website during the summer at

<http://store.falmouth.ac.uk/browse/department.asp?compid=1&modid=1&deptid=11>.

Payment needs to be made by 16 December 2016.

Accommodation in London will be an additional cost. It should be approximately £60 for a twin room or £25 for a dorm. Students might also have friends or relatives they can stay with.

We will arrive in London at Tate Modern/Britain in time to see the exhibitions. The main galleries are free and special exhibitions will be an additional cost.

Attendance

Essential

The Foundation course is 30 weeks long and crammed with all the essential art and design basics. If you miss any sessions we can't repeat them, so a vital experience like perspective drawing, a lecture on Modernism or how to animate digitally, will be missing from your knowledge.

We do not have half terms, and please do not book holidays during term time. Please alert your families to this and show them the term dates.

In common with other University courses, we view the Christmas and Easter vacations as periods when you may be dealing with academic assignments from the University. Please make sure that any holidays taken at those times allow for this requirement. From the New Year to Easter is the normal time for interviews if you are applying for university places through UCAS.

Enrolment and Student Terms & Conditions

You will receive an email two weeks prior to the start of term with details of how to enrol online. All students must enrol online before the first day of term in order to be officially registered as a student of Falmouth University. If you plan to receive an undergraduate student loan, you must enrol to have your money released to you.

As part of your enrolment, you will be required to agree to and comply with the University's Student Terms & Conditions. These Terms & Conditions are important and we encourage you to read them carefully, prior to enrolling online. They can be found on our Regulations, Policies and Procedures web page under 'Student Terms & Conditions' [here](#).

During the coming weeks, you will be emailed important information for new students. If you will be away, please ask someone else to check your emails regularly and reply on your behalf.

We know that there's a lot to do to prepare before the start of your course. If you have any questions at all, please don't hesitate to call our Admissions Team for advice on 01326 213730 or email admissions@falmouth.ac.uk.

If you would like to download or print a PDF copy of this email, please go to www.falmouth.ac.uk/new-students/welcome-letters.

I very much look forward to seeing you in September.

Yours sincerely

Jane Chetwynd

Course Co-ordinator

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