

Incoming students briefing notes

These notes are intended for students who are transferring into the Engineering Tripos from other Departments and those who are undertaking an exchange at the Department.

If you wish to apply to transfer to Part IIA of the Engineering or Manufacturing Engineering Triposes please [see the guidance notes and complete the application form](#).

You might also find the [Terminology Guide](#) for Cambridge and/or Engineering-specific jargon, abbreviations and acronyms useful as you settle in to the Department.

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Information specific to transferring and exchange students

Industrial experience

Transferring students are urged to [make an appointment with the Industrial Experience Coordinator](#) at the earliest opportunity. Visit the [industrial placement website](#) for further information.

Registration timetable

Registration day: Tuesday 3 October 2017

Registration takes place in the Department of the main (Baker) building of the Engineering Department, in College groups. **All students** (Part IA plus exchange students and those transferring to any Part of the Tripos from other Departments) should register in accordance with the schedule below:

| College | Time | College | Time |
|---------|-------|---------|-------|
| CAI: | 10.40 | K: | 11.10 |
| CC: | 9.45 | LC: | 9.55 |
| CHR: | 9.00 | M: | 11.35 |
| CHU: | 14.20 | MUR: | 11.25 |
| CL: | 9.25 | N: | 11.15 |
| CTH: | 14.10 | PEM: | 10.55 |
| DOW: | 9.55 | PET: | 11.45 |
| ED | 11.15 | Q: | 12.00 |
| EM: | 10.05 | R: | 15.10 |
| F: | 15.35 | SE: | 14.45 |
| G: | 10.25 | SID: | 14.35 |
| HH: | 11.25 | T: | 14.55 |
| HOM: | 9.35 | TH: | 15.15 |

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| College | Time | College | Time |
|---------|-------|---------|-------|
| JE: | 15.25 | W: | 11.25 |
| JN: | 9.15 | | |

The Registration process is as follows:

- Lecture Room 5 (for photographs),
- Drawing and Project Office (DPO) where you will be asked to enter your registration details on a computer terminal and to complete an 'Application for Access to the Teaching Equipment' form. You will need your CRSid and Raven password. NB you will be unable to log on to the CUED Teaching System until about a day after you have registered. You should note the guidance about the [Department's computer system](#).
- [Library](#) - During your visit to the Library you will discover how to find and borrow books, see the different spaces the Library provides for you, and find out about referencing for your assignments and further Library support for your studies.
- [Dyson Centre for Engineering Design](#) - your undergraduate makerspace, where you can experiment and transform your engineering ideas into reality
- Stores where you will be able to purchase your drawing equipment and calculator (if required).

The whole process should take about an hour (slightly longer for those colleges with larger numbers of students).

If you are not a first year student please notify the staff in charge, telling them whether you are an incomer or an exchange student.

Your CUED record card and photograph will be held in the Teaching Office and details (eg courses taken, exam results etc) will be added as you progress through the course. The image will be used for Departmental records and identification. See related [information about access and ID cards](#).

Introductory Lectures

Introductory lectures: Wednesday 4th October 2017, 9.15–11.00 in LT0

All first year students must attend these lectures. Incomers into other years are also very welcome.

At this lecture you will be issued with the following:

- A folder containing databooks - you will need these for all four years
- a folder containing general information, coursework instruction documents and the Freshers Maths Quiz
- a pair of safety specs

| | | |
|-------|---------------------------------|---------------------------|
| 09.15 | Welcome to CUED | Prof David Cardwell, Head |
| 09.30 | Aims of the Engineering Tripos | Dr Claire Barlow, Deputy |
| 09.40 | Introducing the Teaching Office | Dr Alexandre Kabla |
| 09.50 | Laboratory work / Maths Quiz | Dr Stuart Scott |
| 10.10 | Week 1 Lego exercise | Dr Andrew Gee |
| 10.20 | Language programme | Mr David Tual |
| 10.30 | Health and Safety Talk | Mr Ian Slack |

Study skills and welfare afternoon

Wednesday 11 October 2017, 2–3.30 pm in LT0

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You are encouraged to attend the Study Skills and Welfare afternoon, the programme for which is as follows:

| | | |
|--------|---|--------------------------------|
| 2.00pm | Lectures and Supervisions | Dr Alexandre Kabla |
| 2.45pm | Balancing Priorities | University Counselling Service |
| 3.05pm | Time Management | Dr Alexandre Kabla |

Health and safety at work lectures

All new and incoming students to Engineering **must** attend this lecture which takes place at 10.30-11.00 on Wednesday 4 October 2017 in LT0. **Attendance will be registered.** Any late incomers should attend the repeat of this talk on Wednesday 11 October 2017 at 1pm in LT0.

Where are the lecture rooms/theatres?

LT0, LR4: ground floor Baker building LR5, LT6: first floor Baker building
LT1, LT2: ground floor Inglis building LR10, LR11, LR12: ground floor Baker South Wing
LR3, 3A, 3B: up steps in Inglis building

See also the [map of the Engineering Department](#)

How to read the lecture card

Essential equipment

All students will be given the opportunity to purchase essential equipment during the registration process. The total cost of all items will be around £45.00 and you will be able to choose what is required as the sales process is split into two categories – a full set of drawing equipment and a University approved calculator.

All purchases on registration day can be made by cash or debit/credit card.

Drawing equipment

This is available as a complete set for £20.00. Please note that items will **not** be available to purchase separately. The set comprises the following:

- HB Pencil
- Shine Plastic Eraser E210A
- Blundell Harling 300mm ruler 0411.03
- Ecobra Compass 3754
- Rumold Duo 2812 (Circle template)
- Rumold Protractor 21145A
- Ecobra Erasing Shield 3754

Students do not have to purchase these items from us but they will be expected to have them by the start of their labs.

University approved calculator

The Department currently sells the Casio FX-991-ES-Plus models of calculator at £23.00, this is a [University](#)

[approved](#) version for use in the exams.

Databooks

A full set of Databooks will be given to you at the Introductory Talks. Databooks are needed for all four years. Replacements cost £2 per booklet (cash) and can be obtained from the Teaching Office.

Non-compulsory costs

Surveying trip to Scotland

Students taking this Part IIB module option between years 3 and 4 are required to pay £160 towards the two weeks' accommodation.

Language Unit trips

The cost of these optional trips for those taking language courses (which are often open to students in all years) is c. £300.

Photocopying and printing

Students are required to pay for [photocopying and printing](#) if they exceed their [quota](#), which is designed to accommodate the majority of the requirements of the course.

Constructionarium Part IIA project

Students taking the Constructionarium are required to buy safety boots costing about £30 and contribute up to £200 towards the cost of the course.

It is hoped that this contribution will be reduced to about £100 once the sponsorship of the course is confirmed.

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