

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.

They should be read in conjunction with the briefing notes for the relevant Part of the Tripos.

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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 4 October 2016

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	9.10	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

Incoming students briefing notes

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College	Time	College	Time
HOM:	9.35	TH:	15.15
JE:	15.25	W:	11.25
JN:	9.15		

The Registration will take place in two rooms this year. You will start in Lecture Room 4 (for photographs, drawing equipment, databooks) and finish in the 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. (MIT students should already have registered as part of their Orientation on Thursday 29 September 2016). You should note the guidance about the [Department's computer system](#).

Notify staff if you are not a first year student, 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 5th October 2016, 9.15–12.30 in LT0

All first year students must attend these lectures. Incomers into other years are more than welcome.

You will be issued with a folder containing general information, coursework instruction documents and the Freshers Maths Quiz.

09.15	Welcome to CUED	Prof David Cardwell, Head of Department
09.30	Aims of the Engineering Tripos	Dr Claire Barlow, Deputy Head (Teaching)
09.40	Laboratory work / Maths Quiz	Dr Stuart Scott
10.00	Week 1 Lego exercise	Dr Graham Treece
10.05	Library introduction / Data Protection Act	Ms Niamh Tumelty
10.15	Student questions	
10.20	Staff Student Joint Committee	Geoff Ma, Talay Cheema and Ben Merrett
10.25	Accreditation	Dr Chris Burgoyne
10.35	Industrial Experience requirements	Mrs Vicky Houghton
10.45	Language programme	Mr David Tual
10.55	Outreach Opportunities	Ms Maria Kettle
11.05	break for coffee	
11.45	Health and Safety Talk	Mr Ian Slack

Study skills afternoon

Wednesday 5 October 2016, 2–3.30 pm in LT0

You are encouraged to attend the Study Skills 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

The presentations are available [here](#).

Health and safety at work lectures

All new and incoming students to Engineering **must** attend this lecture which takes place at 11.45-12.15 on Wednesday 5 October 2016 in LT0. **Attendance will be registered.** Any late incomers should attend the repeat of this talk on Wednesday 12 October 2016 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 SSJC map of the Engineering Department

How to read the lecture card

Essential equipment

NEW FOR 2016: The purchasing of the essential equipment will now be done [online](#) (either in advance of, or during the registration process on Tuesday 4 October). The total cost of all items will be £43.06, you will be able to choose what is required as the sales process is split into three categories - full set of databooks, full set of drawing equipment and a calculator (Casio fx-991ES).

If this is done in advance you must remember to bring email confirmation of the purchase and you will be able to pick up your purchases at registration.

NB. After registration day a full set of [drawing equipment](#) (see below for individual items), a full set of [databooks](#) (see below for individual replacement books) and [calculators](#) (fx-991-ES) should be paid for online and collected from the IT Helpdesk in the DPO.

Databooks

Databooks can be purchased for £10 as a complete set in a Shell UK ringbinder, usually at Part IA registration. Databooks are needed for all four years. Replacements cost £2 per booklet (cash). and can be obtained from the [Teaching Office](#).

Drawing equipment

A set of drawing equipment can be purchased for £16.50, usually at Part IA registration. Replacement items will be able to be purchased separately (with cash) from the Computer Operators once registration is over, the items are individually priced as follows:

- 2H pencil and plastic eraser (90p)
- acrylic ruler (£3.00)
- pair of large spring bow compasses (£8.10)
- radius aid (£2.00)
- geo-liner (combined set square and protractor) (£1.00)
- erasing shield (£1.50)

Calculator

A suitable calculator (Casio fx-991ES) can be purchased for £16.56 . Note that you must have a calculator that conforms to the [regulations for use in exams](#)

Non-compulsory costs

Surveying trip to Scotland

Students taking this Part IIB module option between years 3 and 4 are required to contribute £160 towards the cost of 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 (£30) and contribute £200 towards the cost of the course.

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