

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 2 October 2018

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:	11.30	K:	10.45
CC:	9.45	LC:	
CHR:	9.15	M:	11.00
CHU:	14.15	MUR:	11.45
CL:	9.30	N:	11.15
CTH:	14.45	PEM:	11.00
DOW:	9.45	PET:	10.45
ED	10.00	Q:	11.45
EM:	10.00	R:	11.15
F:	15.00	SE:	14.45
G:	10.00	SID:	14.00
HH:	11.30	T:	14.30
HOM:	9.30	TH:	15.00

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College	Time	College	Time
JE:	14.00	W:	11.30
JN:	9.15		

The Registration process is as follows:

- 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.

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.

Introductory Lectures

Introductory lectures: Wednesday 3 October 2018, 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	Dr Claire Barlow, Interim
09.30	Aims of the Engineering Tripos	Dr Claire Barlow, Deputy
09.40	Introducing the Teaching Office	Dr Seb Savory
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 Gary Steele

Study skills and welfare afternoon

Wednesday 10 October 2018, 2–3.30 pm in LT0

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

2.00pm	Lectures and Supervisions	Dr Seb Savory
2.45pm	Balancing Priorities	University Counselling Service
3.05pm	Time Management	Dr Seb Savory

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 3 October 2018 in LT0. **Attendance will be registered.** Any late incomers should attend the repeat of this talk on Wednesday 10 October 2018 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

Drawing equipment

All students will need the following essential drawing equipment and this should be purchased in advance of the start of term. Depending on which lab group you are allocated to you may need it for the Structures Lab, which for some students will start in week 2.

A supply of complete sets will be available on a first come first serve basis from the Stores (Inglis Building, ground floor) at a cost of £20.00. Stores is open for private sales between 14.15 and 15.00 Monday to Friday and payment is by card only. Should you need to replace any individual item, these will be available from the vending machine which is located in the Design and Project Office (DPO).

The set comprises the following (full details/part numbers available [here](#)):

- HB Pencil
- Shine Plastic Eraser
- Blundell Harling 300mm ruler
- Ecobra Compass
- Rumold Circle template
- Rumold Protractor

University approved calculator

The Department currently sells the Casio FX-991-ES-Plus models of calculator at £25.00, 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

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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