

## 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.

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## Registration timetable

### Registration day: Tuesday 8 October 2019

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:	10.50
CC:	9.50	LC:	
CHR:	9.20	M:	11.05
CHU:	14.15	MUR:	11.35
CL:	9.35	N:	14.35
CTH:	14.45	PEM:	11.00
DOW:	9.45	PET:	10.45
ED	10.05	Q:	11.45
EM:	10.00	R:	14.30
F:	15.00	SE:	14.50
G:	10.05	SID:	11.50
HH:	11.35	T:	11.15
HOM:	9.30	TH:	15.05

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College	Time	College	Time
JE:	14.00	W:	14.35
JN:	9.15		

The Registration process is as follows:

- Drawing and Project Office (DPO) where you will be asked to sign up for lab partners, 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](#).
- [Dyson Centre for Engineering Design](#) - your undergraduate makerspace, where you can experiment and transform your engineering ideas into reality.
- [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.

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.**

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## Introductory Lectures

**Introductory lectures: Wednesday 9 October 2019, 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 Richard Prager, Head
09.30	Aims of the Engineering Tripos	Dr Claire Barlow, Deputy
09.40	Introducing the Teaching Office	Prof 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

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## Study skills and welfare afternoon

**Wednesday 16 October 2019, 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	<a href="#">Lectures and Supervisions</a>	Prof Seb Savory
2.45pm	<a href="#">Balancing Priorities</a>	University Counselling Service
3.05pm	<a href="#">Time Management</a>	Prof Seb Savory

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## 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 9 October 2019 in LT0. **Attendance will be registered.** Any late incomers should attend the repeat of this talk on Wednesday 16 October 2019 at 1pm in LT0.

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## 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](#)

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## How to read the lecture card

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### 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 drawing kits will be available from our Main Stores (Inglis Building, ground floor) or the vending machine located in the Design and Project Office (DPO) at a cost of £20.00. Please note, the Stores is only open for private sales between 14.15 and 15.00 from Monday to Friday.

There are limited stocks so sales are on a 'first come/first served' basis.

In addition, **payment can only be made via card**, no cash sales are permissible.

The vending machine in the DPO also stocks individual items if you do not wish or need to buy everything.

The drawing kit comprises of the following items (full details/part numbers available [here](#)):

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

\*Please note, using equipment that does not meet the criteria we have set out may affect the quality and accuracy of your work and therefore it is possible you may be penalised when submitting for marking.

If you wish to purchase your own equipment we would advise you to buy items of at least a similar standard to those we have recommended.

### University approved calculator

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The Department currently sells the Casio FX-991-ES-Plus models of calculator at £27.00, 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.

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## Non-compulsory costs

### Centre for Languages and Inter-Communication (CLIC) 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

Constructionarium project: students taking this option are required to buy safety boots (£30) and contribute to the cost of the course - *Estimated cost to student £270*

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