Contents

Course Handbook for the Engineering MPhil and PhD Degrees and 2017/2018

You should also consult the Code of Practice:
http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/quality/cop/

The Graduate Studies Office:

Location
Room BEO 24, Office Floor, Baker Building, Trumpington Street

Admissions Enquiries:
01223 7 48233

Current Students and Degree Committee:
01223 7 48230

e-mail: graduate-studies@eng.cam.ac.uk

Staff:

Mrs Lorraine Baker
Office Manager, Degree Committee Administrator

Mr Peter Brown
Administrator – Admissions & EPSRC Studentships

Mr Ronald Collinson
Administrator – Taught Courses and Modules

Secretary of the Degree Committee
Dr David Cole

Deputy Head of Department (Graduate Studies)
Professor Holger Babinsky

Graduate Student Mediator
Mr Allan McRobie

Information about the Department and facilities can be found on the Intranet:
http://intranet.eng.cam.ac.uk/
and on the Graduate Studies web pages:
http://www.eng.cam.ac.uk/graduates/graduates-overview
General information on Graduate Studies can be found on the Student Registry Web Pages: http://www.cambridgestudents.cam.ac.uk/

The METEOR module selection system can be found here:
http://meteor.eng.cam.ac.uk/login

Course Requirements: All Research Degrees

If you are a PhD student, you will not initially be registered for this degree. Instead, your admission is for a probationary year, during which your registration status will usually be *PhD (probationary)*. At the end of the first year, if your progress has been satisfactory, you can expect to be registered retrospectively for the PhD degree from the date of your admission to the Department. After registration, you usually continue with your research for a further two years for the PhD degree.

Occasionally, a student's performance in the first year indicates that he or she is unsuited to research at the doctoral level in the Department. In this case the student would not be registered for the PhD, but would leave the course at that point or be offered the opportunity to register for a different degree.

All probationary PhD students and students registered for the Engineering MPhil programme follow a similarly structured first year. You will spend most of your time on your research project, which you write up as a first-year report (if you are a probationary PhD student) or thesis/dissertation (if you are registered for the research MPhil). Additionally, students are normally required to take two modules and one Researcher Development Course (RDC).

Modules and RDCs

Students starting in October are required to take at least two 16-lecture modules, chosen in consultation with your Supervisor, from the list of approved modules. Each module lasts for one term and has an associated workload of about 40 hours. The module timetable and syllabuses can be found on the Departmental web pages (see page 2). Students who have previously studied at Cambridge may be granted exemption from taking one module.

Students who start in January are required to attend at least one module in their first term (Lent Term) which will be formally assessed by the time of the first-year review meeting. The second module may be waived on application to the Graduate Studies Office. Students who have started in April (which only occurs in exceptional circumstances) are required to attend at least one module in the following Michaelmas Term.

Students may take a 'reading club' in place of a second module. A reading club comprises a group of students led by a member of staff who meet for 2 hours weekly for one term to work through a book or collection of papers. **Students who are taking only one module may not replace it with a reading club.**

The acquisition of Research skills (that is, skills not specifically associated with your own research topic, which are more widely applicable) forms an important part of your development during your research. All first-year research students are required to attend regular sessions of a Researcher Development Course (RDC), and your Supervisor will provide details of the course you should join. Typical activities within the RDC include reviewing the literature, preparation and delivery of presentations and posters, and development of writing skills.

You must enter your selection of Modules/Reading Clubs, and the RDC you will be taking, on our online module-entry system, METEOR (http://meteor.eng.cam.ac.uk/login) by the published deadline. METEOR lists the modules and reading clubs that you can take. You must select three entries on METEOR, including the RDC.

If you believe that you are eligible for a module exemption, you must ask your supervisor to email the Graduate Studies Office in support of this exemption.

If your supervisor recommends that you take modules in other Departments, you need to get permission from the Graduate Studies Office in advance. Your supervisor is responsible for making arrangements for you to take the examination.

Modules are generally assessed by coursework, written examinations, or a combination of both. Coursework submission deadlines are set by the course lecturer. All written examinations of modules are held early in the Easter Term.

Attendance at Examinations is compulsory. If you have a disability or a specific learning difficulty, your college tutor can apply for you to be allowed extra time for the exam. In case of illness you should complete the Allowance for Illness form on our Modules web page: http://www.eng.cam.ac.uk/graduates/current-graduate-students/first-year-assessment/modules

Each written examination paper normally has a duration of one and a half hours plus an initial 10 minutes reading time. Past examination papers for modules can be found on the Teaching Office web pages. Standard data books for use in examinations are available from the Graduate Studies Office. Please consult the Module Leader or your Supervisor about the relevant data books that will be provided in the examination rooms for a particular module. Students whose first language is not English should note that dictionaries may not be taken into the examination rooms. Only certain models of calculator are approved for use in University examinations. Further information on examinations can be found on the Teaching Office web pages:
http://teaching.eng.cam.ac.uk/information/all/part-iib/root

First-Year Report

Probationary PhD students are required to submit two soft-bound copies of a 10,000-15,000 word report on the work that they have been doing that year, and will be doing for the rest of the course. The report – the title of which will have been agreed previously with your Supervisor – is to be submitted to your Head of Division's office by the published deadline. Earlier submission is encouraged. The Degree Committee attaches importance to submission by the due date, and the Secretary of the Degree Committee is required to inform it of the name of any student who fails to submit by the prescribed time. **Extensions to the deadline for the First Year Report will not usually be granted** except in case of illness or other grave cause. Your supervisor or College Tutor should contact the Graduate Studies Office requesting an extension, which will be considered by the Secretary of the Degree Committee.

Your report should indicate that you have done a good deal of reading and obtained a thorough grasp of your research problem(s). It should contain an informed survey of the relevant literature, a clear statement of the objectives of the research, a description of the methods to be used and a carefully thought out programme for the research which includes realistic estimates of timings and dates.

The aim should be to complete the research by the end of the eighth term of residence, leaving six months for the satisfactory completion and examination of the dissertation. Although the regulations for the PhD degree allow up to twelve terms before permission for an extension needs to be sought, it is expected that the course leading to the PhD should be completed in three years; you may not be able to secure funding for longer than this.

If you have any questions concerning the content and format of your report, you should raise these with your Supervisor who will explain what is required.

MPhil Dissertation

A pre-meeting will be held with your Supervisor and Adviser 2 – 3 months before your submission date: at this meeting you should present an outline of your dissertation for discussion. Before submission, your supervisor will expect you to give him or her drafts of the dissertation for comment. The Degree Committee will appoint two examiners for you who will be experts in your field of study, one of whom will be from outside the University.

Examination Procedure

Two soft bound copies of the final version of your thesis must be submitted to the Graduate Studies Office. The typical length of an MPhil thesis is 10,000-15,000 words. The Degree Committee cannot give permission to exceed the word limit of 15,000 words. The examiners of your thesis will want to satisfy themselves that **it is clearly written, that it takes account of previously published work on the subject and that it represents a contribution to learning**. The regulations for the Engineering MPhil programme also require that the thesis **provides evidence that you can design and carry out investigations, assess and interpret the results obtained and place the work in the wider perspective of the subject.**

You will be required to attend an oral examination on your thesis and on the general field of knowledge within which it falls. The oral examination is normally held in the Department within eight weeks of the submission date. One-year students planning to leave the country at the end of their course may need to be examined early and should aim to submit his or her thesis well before the last possible date.

Registration for the PhD Degree:

To be registered for the PhD Degree, you must pass the following steps:

1. Pass two modules (unless you have been granted an exemption). The pass mark for all modules is 50%. A list of approved modules can be found on the Graduate Studies web pages. The second module can be replaced with a Reading Club.
2. Attendance at a Researcher Development Course (RDC). Your supervisor will advise you which RDC you should attend.
3. First Year Report – the First Year Report must be submitted by the due date to your Divisional Administrator.
4. First Year Assessment – this assessment is in three parts
    a) Preliminary Meeting with your Supervisor and Adviser
    b) Technical Meeting with your Supervisor and an Assessor
    c) Formal Meeting with the Head of Division (or Deputy) and Assessor (in some cases an additional assessor will be appointed)

The most important element of your first year assessment is your first year report and your defence of it in the technical and formal meetings. At the formal meeting, your performance in the Modules and your attendance at the RDC will also be considered. A marginal fail in one module can be compensated by an exceptional First Year Report. At the end of the Formal Meeting, the Head of Division will send a recommendation to the Graduate Studies Office. After a successful first year review, this recommendation will be for registration for the PhD degree. If you are not successful, there is a range of possible outcomes.

PhD Second Year Review

Towards the end of your second year of research, there will be a second progress review meeting with your Supervisor and Adviser to discuss and assess your work over the first two years, and to agree a programme leading to the submission of your PhD dissertation by the deadline, usually no later than the end of your tenth term.

At this stage it is likely that you will have written a journal paper or conference paper that could be considered at the meeting. Failing that, your Supervisor may require you to produce an outline of your PhD dissertation for consideration. At the meeting you will formally agree a programme for the

completion of your PhD dissertation which, after amendment, if necessary, will be signed by your Supervisor, your Adviser and yourself.

Also by the end of your second year of research, you should have demonstrated that your oral and written presentation skills have reached a satisfactory level.

Supervision

The number of regular one-on-one meetings with your supervisor varies considerably between students and throughout the course of your study. Normally, it is expected that you see your supervisor at least twice a term (and not less than eight times in each academical year) to review your progress. At the start of your course you should agree with your supervisor how often you meet, who initiates meetings and how you are expected to prepare. In addition to your Supervisor, you will have an Adviser appointed by your Head of Division. Your Adviser will take an interest in your research and from time to time with others he or she will formally review your progress. If you are in difficulty in relation to your course, you should discuss the problem with your Supervisor or Adviser.

In addition to your Supervisor there are other members of staff in the Department who by virtue of their position may be able to offer assistance or advice. These include, the Graduate Student Mediator (Allan McRobie), your Head of Group or Head of Division, the Secretary of the Degree Committee and the Deputy Head of Department (Graduate Studies). If your difficulties are not specifically related to your course you may find that your College Tutor can help or advise you.

If you wish to make a formal complaint concerning any aspect of your supervision, you should arrange a meeting with the Secretary of the Degree Committee.

Working Hours, Residence and Holiday Entitlement

As a Graduate Student you are expected to work 40 hours per week throughout the year (including during the summer months when undergraduate students are not in residence). Working hours should generally conform to the Department working hours between 8.00 and 18.00. Many of you will find that you will also be working in the evenings, especially towards the end of your course. Holiday arrangements should be made in consultation with your supervisor. A nominal allowance of 33 days holidays (including bank holidays) will usually be permitted.

The University requires research students to be actively pursuing their research and resident within ten miles of Great St Mary's (the University church) throughout the year; this includes the summer months when undergraduate students are not in residence.
If you will be absent from Cambridge, or will not be actively pursuing your research for a period of more than two weeks, you must apply for permission to reside outside the University precincts, to work away (eg, on fieldwork), or to intermit your studies, as appropriate. These procedures are all described below.

Working while you study

It is a requirement of the University that all full time postgraduate students have their funding fully in place before they start their course. **Under no circumstances will the need to earn money be accepted as a valid reason for failing to complete a course or an assignment on time.** Students on one year courses are not normally allowed to undertake any type of paid work during their period of study, although on a few courses, permission may be given for students to give undergraduate supervisions. These regulations do not apply to part-time students.

The University does not allow students to undertake paid work outside the University or a college while they are studying full-time, and you should not expect to accrue additional income in this way. However, academic-related work, especially teaching undergraduates, can provide

postgraduate students with valuable transferable skills; a limited amount of this type of work is encouraged, provided it does not interfere with your studies. As a PhD student, you may be able to undertake – with the approval of both your supervisor and your college tutor – a small amount of academic work, such as supervising undergraduates, invigilating examinations, working in a university/college library, or demonstrating in a laboratory. However, you should not rely on such work to generate essential income for your studies. The University stipulates that no more than ten hours a week may be spent in such activities; please note that some grant awarding bodies only allow a maximum of six hours per week. If you are an overseas student, your visa may state that you can work up to 20 hours a week, but you will still be in breach of the University regulations if you work for more ten hours a week. For more information, see: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study

Permission to Reside Outside

If you wish to live outside of the ten-mile limit on a permanent basis, you must apply for permission to reside outside the University precincts via your CamSIS self-service page.

Leave to Work Away

If you plan to be away from Cambridge (or the place you have been permitted to reside) to undertake research or field work you must apply for Leave to Work Away, via your CamSIS self-service page well before you leave. The date you are leaving Cambridge and the proposed return date should be included in your application to work away. In all cases a risk assessment, signed by yourself, your supervisor, and the Departmental Safety Officer, must be either uploaded with your application or forwarded to the Graduate Studies Office. **Students in their first year are not usually given leave to work away**.

Your application will be considered sequentially by your Supervisor, by a representative of the Department, by your College, by a representative of the Degree Committee, and by a representative of the Student Registry. You will be able to track the progress of your application on CamSIS, and will receive the final verdict by email from the Student Registry. More information on Leave to Work Away is available here:
http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge

Sick Leave

If you are ill and cannot attend the Department for any reason you should let your supervisor know; in some Divisions you may be asked to inform the administrator or laboratory manager. If you are not able to work for a long period of time or have to leave Cambridge for several weeks, you may have to apply to intermit your studies (see below). Your College Tutor should be able to advise you on this and any personal problems you may have.

If you are not able to attend an examination or need an extension to deadlines for module coursework you should contact the Graduate Studies Office as soon as possible.

Intermission

If you are unable to work on your thesis project for more than two weeks, you are strongly encouraged to apply for intermission (a break from study). The most common reasons for intermission are maternity and paternity leave, taking up (unpaid) internships, bereavement, and suffering from incapacitating illness.

You will not be allowed to intermit to go on a placement which is intrinsic to your research (in this case, you should instead seek leave to work away – see above), to take up employment or otherwise raise money, or for visa reasons.

Time spent on intermission does not count towards your total time on the course, and your submission deadline will be moved accordingly.

Procedure

You should apply through your CamSIS self-service either in advance of the intermission (if it is foreseeable), or as soon as possible afterwards. The University is reluctant to approve intermission applications made more than 30 days after the event.

If you are applying for intermission for medical reasons, you should upload a supporting letter from a medical practitioner, alternatively you can submit any medical evidence directly to the Student Registry. Supporting letters may also be required in other circumstances. The application will be considered sequentially by your Supervisor, by a representative of the Department, by your College, by a representative of the Degree Committee, and by a representative of the Student Registry. You will be able to track the progress of your application on CamSIS, and will receive the final verdict by email from the Student Registry. More information on intermission is available here: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission

Submission Deadline and Extension Applications

It is important that, if at all possible, you submit your PhD dissertation before your submission deadline. It is possible to apply for an extension, but such a request must be supported by a robust case, usually citing circumstances beyond your control. Your thesis should be your main focus during your time at Cambridge, and the Degree Committee will not support extensions for students who have not maintained this focus. Students who do not submit within four years and have not applied to extend the submission deadline with be automatically removed from the Register.

Inadequate Reasons for Seeking an Extension

It would be very difficult for the Degree Committee to support a case dependent on any of the following:

- loss of data or work which could have been avoided by more rigorously backing-up your computer files (your backups should be updated frequently and regularly, and should not all be stored on the same device);
- spending excessive time participating in voluntary non-academic pursuits, including social activities, sporting activities, and University societies (see also the section on ‘Working while you study’ above);
- spending excessive time engaged in academic activities unrelated to your thesis project, including attending conferences, writing papers, working on other research projects, and teaching;
- poor time-management and planning, where this is not related to a disability, a medical condition, or grave external circumstances;
- failure to provide a draft of your thesis to your supervisor in time for you to be able to respond to feedback before the submission deadline;
- support from a funding body to continue your project.

Additionally, if you find yourself totally or almost totally unable to work on your dissertation for a significant period at any point during the PhD, you should apply for intermission at that time or shortly after (see above), rather than waiting to apply for an extension closer to your submission deadline. You may not be granted an extension if you should previously have applied for intermission.

Procedure

If you are approaching your submission deadline and believe that you will be unable to submit on time, and have good reasons for being unable to submit, you should apply through your CamSIS self-service as soon as it becomes clear that you will be unable to submit on time. You will be prompted to set out the reasons that you need an extension, and you will be asked to propose a new submission deadline. You should discuss a realistic new deadline with your supervisor in advance.

This application will be considered sequentially by your Supervisor, by a representative of the Department, by your College, by a representative of the Degree Committee, and by a representative of the Board of Graduate Studies. You will be able to track the progress of your application of CamSIS, and will receive the final verdict by email from the Student Registry. More information on extension applications is available here: http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/extending-your-end-registration-date

Problems, Complaints and Appeals

If you are in difficulty in relation to your course, you should discuss the problem in the first instance with your Supervisor or Advisor. There are also a number of other people who may be able to help you if there are difficulties in doing this, including the Head of your Research Group or Head of Division, the Secretary of the Degree Committee and the Deputy Head of Department (Graduate Studies). The Graduate Student Mediator can also offer confidential help and advice if you are in dispute with your supervisor. If your difficulties are not specifically related to your course, you should contact your College Tutor. If you wish to make a formal complaint, you should arrange a meeting with the Secretary of the Degree Committee. Further advice is available from the Student Registry.

Department of Engineering

Departmental Organisation

Head of Department Professor D Cardwell

Deputy Head of Department (Graduate Studies) Professor H Babinsky

Deputy Head of Department (Teaching) Dr C Y Barlow

Operating Divisions

The Department is divided, by academic subject, into six divisions:

Division	Subject Area	Head of Division	Divisional Administrator
A	Energy, Fluid Mechanics & Turbomachinery	Professor R S Cant	Mrs Katia Babayan
B	Electrical Engineering	Professor M E Welland	Mrs Ann Martin
C	Mechanics, Materials & Design	Professor R S Langley	Ms Claire Whittaker
D	Civil Engineering	Professor S D Guest	Mrs Sharon Nightingale
E	Manufacturing and Management	Professor A D Neely	Mrs Maggie Harriss
F	Information Engineering	Professor W Byrne	Mrs Rachel Fogg

Secretary of the Degree Committee Dr D J Cole

Director of Research and Finance Mr P Guildford

Secretary of the Department Mrs S Collins-Taylor

Finance Manager Dr J Tran

The Graduate Student Mediator Mr F A McRobie

Contact details for all staff and students are available on the Intranet

Department Facilities:

Catering: On the Main Site in Trumpington Street the North Common Room, on the second floor is open from 07.30 to 16.15. Tea is available free of charge from 9.30. A range of sandwiches, snacks and cakes are available all day. Payment should be made by your University Card which you can top-up on-line http://epos.eng.cam.ac.uk/ or you can top-up with cash in the Common Room when it is not busy.

Satellite sites at West Cambridge have alternative local arrangements.

Telephones are available only for business in connection with your work. The Fax, which is available in the Enquiry Office, is also for business use but private messages, which are paid for, may be sent.

Useful Links:

Computing facilities	http://www.eng.cam.ac.uk/itservices/
Department of Engineering Library	http://www.eng.cam.ac.uk/services/library-and-information-service
Health and Safety	http://www.eng.cam.ac.uk/safety/

Access to the Department

For reasons of safety and security the buildings and laboratories of the main site of the Department are protected by Closed Circuit Television (CCTV) and an Access Control System using proximity cards. The Institute for Manufacturing, Electrical Engineering Building, Schofield Centre and Whittle Laboratory have their own arrangements. All staff and students of the Department are issued with a university card which should be worn at all times and affords access to the Department out of hours.

Buildings: Baker and Inglis buildings have no access restrictions between 08.00 and 17.15 hours Monday to Friday. Outside those hours access to both buildings is available by proximity card. Normal access rights for Graduate Students are defined as 07.00 to 22.00 hours seven days a week. Anyone requiring access outside these hours should ask their Supervisor to write to the Security Office.

Rooms: Once inside the building, access to rooms and the Library is allowed until 22.00 hours but not thereafter unless special arrangements are made.

Laboratories: Normal hours are 08.00 to 17.00 hours. Certain Laboratories have access controlled by proximity card, all of which become active out of hours. Persons wishing to work after 17.00 hours may continue up to 22.00 hours provided another person is present. Permission to work after 22.00 hours must be obtained from your Supervisor. Working alone in a laboratory is an increased risk to your safety and requires a Risk Assessment (cleared by the Safety Office, room BNO-41) and deemed to be appropriate by your supervisor.

Working 'after hours': Special permission to enter the Department after 22.00 hours may be requested through a Late Work Permit Form, available from the Security Office. The form requires authorisation from your Supervisor and Head of Division. The security team have instructions to challenge anyone not wearing a university card and to escort from the building anyone unable to produce one.

Holiday shutdowns are notified in the Weekly Bulletin in advance for the Christmas period, Easter and the Late Summer Bank Holiday. Since permission to work in the Department during these periods

will normally be denied, you should arrange your work programme so as to avoid the shutdown periods.

Car parking is not available on the Main Site for research students during weekdays and offending vehicles are likely to be wheel clamped. Students have permission to park cars on the Main Site during the evenings and at weekends and access through the vehicle barrier is by proximity card.

Engineering Buildings on the West Cambridge Site

Whittle Laboratory
1 JJ Thomson Avenue

The Whittle Laboratory houses the Turbomachinery Group – part of Division A.

Electrical Engineering Building
9 JJ Thomson Avenue

The Electrical Engineering Building houses the Electrical Division – Division B.

Schofield Centrifuge Centre

The Schofield Centrifuge Centre is part of the Civil Engineering Division – Part of Division D.

The Alan Reece Building
Charles Babbage Road

The Alan Reece Building is home to the Institute for Manufacturing (IfM) – Division E.

Interactive Map of West Cambridge: http://map.cam.ac.uk/West+Cambridge+Site

Intellectual Property Rights

Extract from Ordinances, Chapter 13, Section 2

14. The entitlement to intellectual property rights in material created by a student shall rest with the student, with the following exceptions:

1. (*a*)Where a student is sponsored by a third party, a condition of sponsorship may be that the sponsor may own any intellectual property developed during the period of sponsorship. Sponsored students are, therefore, advised to check the terms of their sponsorship agreement.
2. (*b*)Where a student is working on a sponsored project as part of his or her coursework or research, the sponsor may own any intellectual property that the student develops. This will be specified in the research contract and the supervisor or Department should inform students if this is the case as early as possible in the admissions process and in any case prior to the start of their research.
3. (*c*)Where a student is working in collaboration with others in a manner that gives rise to joint creation of intellectual property, or interdependent intellectual property, the student may be required to assign intellectual property to the University or place the results in the public domain without restriction. He or she will be treated in the same way as University staff under these regulations. If this case is likely to arise, students should be so informed at the offer of admission where practical, and in any case prior to the start of their research.

A student who believes that clause (*c*) above has been inappropriately applied may make an application to the University Technology Referee under Regulation 15.

A sponsorship agreement may also place a requirement on the student and his or her examiners to undertake to keep results confidential while steps are being taken to protect intellectual property or to establish exploitation arrangements. The student may also be required to submit the dissertation to the sponsor for scrutiny before submitting it for examination. Any confidentiality agreement whose purpose is to delay public disclosure for the purpose of protection should usually not have effect for longer than three months from the time the sponsor is notified of intent to publish. When the University obtains an assignment of student-created intellectual property, it undertakes to provide the student with a share in such financial returns from the exploitation as there may be on the same basis as that applying to University staff by virtue of Regulation 25.

15. Where a dispute occurs between the University and a University staff member, a person referred to in Regulation 12 or a student, or between staff members, a person referred to in Regulation 12 and/or a student, as to the application of these regulations or the terms of the agreement on which they should enter, or on which they have already agreed to proceed, concerning the commercial exploitation of any intellectual property rights, or the subject matter to which such rights relate, the dispute shall, at the request of either, be referred to a University Technology Referee in accordance with Regulations 32–39..

Plagiarism

Don't be a copy cat!

The confidence which a reader has in the contents of a report, paper or dissertation is based on trusting the author. An important contribution to building that trust is through the author demonstrating clearly how they have built on the work of others and giving full credit to previous contributions as well as identifying unambiguously which parts of the overall work are their own, original contribution. That is the role of references in technical writing: to give recognition to other people's work and to provide an 'audit trail' of links to previous work. Developing a good style of referencing takes some effort: in many cases, facts and ideas are so well known and standard that no reference is needed but if you have doubts about whether the reader might misinterpret the extent of your own contribution you should always refer explicitly to the source of any previous work. Please note this also applies to computer codes etc.

University-wide statement on plagiarism

The General Board, with the agreement of the Board of Examinations and the Board of Graduate Studies, has issued this guidance for the information of candidates, Examiners and Supervisors. It may be supplemented by course-specific guidance from Faculties and Departments.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.
Examples of plagiarism include **copying** (using another person's language and/or ideas as if they are a candidate's own), by:

- **quoting verbatim** another person's work without due acknowledgement of the source;
- **paraphrasing** another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **using ideas** taken from someone else without reference to the originator;
- **cutting and pasting** from the Internet to make a pastiche of online sources;
- **submitting someone else's work** as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Plagiarism might also arise from **colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.
Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code, etc;

- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students' work.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

Timetable of events for First Year Research Students in Engineering

Not at First Registered for any Qualification (Probationary PhD)	**For students starting in October 2017**
Submission of modules on METEOR	31 October 2017
Progress Review Meeting	2 July 2018
Submission of First Year Report to Divisional Administrators	4:00 pm, 31 August 2018

Engineering MPhil (by research)	
Submission of modules on METEOR	31 October 2017
Progress Review Meeting	2 July 2018
Submission of Thesis – to Graduate Studies Office	4:00 pm, 31 August 2018

Not at First Registered for any Qualification (Probationary PhD)	**For students starting in January 2017**
Submission of modules on METEOR	07 February 2018
Progress Review Meeting	28 September 2018
Submission of First Year Report to Divisional Administrators	4:00 pm, 30 November 2018

Extensions to the First Year Report Deadline are not permitted without prior permission of the Secretary of the Degree Committee.

Appendix A: Engineering Modules for Graduate Students

Modules for 2017–18

	Number and title of module		Term	Mode	Contact	CRSID
Group A: Energy, fluid mechanics, and turbomachinery	4A2	Computational fluid dynamics	M	C	Prof P. G. Tucker	pgt23
	4A3	Turbomachinery I	M	E & C	Dr N. R. Atkins	nra27
	4A4	Aircraft Stability and Control	M	C	Dr W. R. Graham	wrg11
	4A7	Aerodynamics	M	C	Dr J. P. Jarrett	jpj1001
	4A9	Molecular Thermodynamics	M	E	Dr A. J. White	ajw36
	4A10	Flow instability	L	E	Prof G. R. Hunt	grh20
	4A12	Turbulence and vortex dynamics	L	E	Prof P. A. Davidson	pad3
	4A13	Combustion and IC engines	L	E	Prof S. Hochgreb	sh372
	4A15	Aeroacoustics	M	E	Dr A. Agarwal	aa406
Group B: Electrical engineering	4B2	Power Microelectronics	M	E	Prof F. Udrea	fu10000
	4B6	Solid State Devices and Chemical/Biological Sensors	L	E	Prof D. Chu	dpc31
	4B11	Photonic Systems	M	E	Prof T.D. Wilkinson	tdw13
	4B13	Electronic Sensors and Instrumentation	L	E	Dr P. A. Robertson	par10
	4B19	Renewable Electrical Power	M	E	Dr T. J. Flack	tjf1000
	4B21	Analogue Integrated Circuit	M	E	Prof A. Nathan	an299
	4B22	Flexible Electronics	L	E	Dr F. Torrisi	ft242
	4B23	Optical Fibre Communication	L	E & C	Dr S. J. Savory	sjs1001
	4B24	Radio Frequency Systems	L	E & C	Dr M. J. Crisp	mjc87
	4B25	Embedded Systems for the Internet of Things	M	C	Dr P. Stanley-Marbell	ps751
Group C: Mechanics, materials, and design	4C2	Designing with composites	M	E & C	Dr A. E. Markaki	am253
	4C3	Electrical and Nano materials	M	E	Dr J. H. Durrell	jhd25
	4C4	Design Methods	M	E	Dr J. M. Cullen	jmc99
	4C5	Design Case Studies	L	C	Dr P. O. Kristensson	pok21
	4C6	Advanced Linear Vibrations	M	E & C	Prof J. Woodhouse	jw12
	4C7	Random and Non-linear Vibrations	M	E & C	Prof R.S. Langley	rsl21
	4C8	Applications of Dynamics	L	E & C	Prof D. Cebon	dc29
	4C9	Continuum Mechanics	M	E	Dr G. J. McShane	gjm31
	4C15	MEMS: Design	L	E & C	Prof A. Seshia	aas41
Group D: Civil, structural, and environmental engineering	4D4	Construction Engineering	L	C	Dr I. Brilakis	ib340
	4D5	Foundation Engineering	L	E & C	Dr G. Biscontin	gb479
	4D6	Dynamics in Civil Engineering	L	E & C	Prof S.P.G Madabhushi	mspg1
	4D7	Concrete Structures	M	E & C	Prof C. R. Middleton	crm11
	4D8	Pre-stressed Concrete	L	E	Prof T. J. Ibell	tji10
	4D10	Structural Steelwork	M	E & C	Mr F. A. McRobie	fam20
	4D13	Architectural Engineering	M	C	Dr R. Choudhary	rc488
	4D14	Contaminated Land and Waste Containment	M	E & C	Prof S.P.G Madabhushi	mspg1
Group E: Management and manufacturing	4E1	Innovation and Strategic Management of Intellectual Property	M	E & C	Dr F. Tietze	ft263
	4E3	Information Systems	M	C	Dr S. Pachidi	sp805
	4E4	Management of technology	M	C	Dr T. H. W. Minshall	thwm100
	4E5	International business economics	L	C	Dr J. Kroezen	jk632
	4E6	Accounting and finance	M	C	Dr O. Cole	oc219
	4E11	Strategic management	L	C	Prof S. M. Ansi	sma31

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	Number and title of module		Term	Mode	Contact	CRSID
Group F: Information engineering	4F1	Control System Design	M	E & C	Dr I. C. Lestas	icl20
	4F2	Robust and Non-linear Systems and Control	L	E	Dr F. F. Forni	ff286
	4F5	Advanced Communications and Coding	L	E	Dr J. Sayir	js851
	4F7	Statistical Signal Analysis	M	E	Dr S. S. Singh	sss40
	4F8	Image processing and Image Coding	L	E	Dr J. Lasenby	jl221
	4F10	Deep Learning and Structured Data	M	E	Prof M. J. F. Gales	mjfg100
	4F12	Computer Vision	M	E	Prof R. Cipolla	rc10001
	4F13	Probabilistic Machine learning	M	C	Prof C. E. Rasmussen	cer54
	4F14	Computer Systems	L	E & C	Dr A. H. Gee	ahg13
Group G: Engineering for the Life Sciences	4G1	Mathematical Biology of the Cell	L	C	Dr T. H. Savin	ts573
	4G2	Biosensors	L	C	Prof A. Seshia	aas41
	4G3	Computational Neuroscience	L	C	Prof M. Lengyel	ml468
	4G4	Biomimetics	L	C	Dr M. L. Oyen	mlo29
Group I: Imported Modules	4I10	Nuclear Reactor Engineering	M	E	Dr E. Shwageraus	es607
	4I11	Advanced Fission and Fusion Systems	L	E	Dr E. Shwageraus	es607
Group M: Multidisciplinary modules	4M12	Partial Differential Equations and Variational Methods	L	E	Prof P. A. Davidson	pad3
	4M14	Sustainable Development	M	C	Dr K. A. MacAskill	kam71
	4M16	Nuclear Power Engineering	L	E	Dr G. T. Parks	gtp10
	4M17	Practical Optimisation	M	C	Prof R. Sepulchre	rs771
	4M18	Present and Future Energy Systems	M	E	Dr P. Palmer	prp11
	4M19	Advanced Building Physics	M	C	Dr M. Overend	mo318
	4M20	Robotics	M	C	Dr F. Iida	fi224
	4M21	Software Engineering and Design	L	E	Dr E. Punskaya	op205
Group R: Research modules	5R5	Advanced Experimental Methods in Geomechanics	M	C	Prof S.P.G Madabhushi	mspg1
	5R7	Advanced Numerical Methods in Geomechanics	L	C	Dr G. Biscontin	gb479
	5R10	Turbulent Reacting Flows	M	C	Prof E. Mastorakos	em257
	5R13	Experimental Methods in Mechanics	M + L	C	Prof J. Woodhouse	jw12
	5R17	Integrated System Design	L	C	Dr P. O. Kristensson	pok21
Additional Borrowing Modules made available by other MPhil/MRes courses in the Department and across the University *Before selecting modules prefixed with 'ESD', please gain the permission of the named contact, as there will be limited places on these modules.*	ESD150	Driving Change Towards Sustainability	M	C	Dr R. A. Fenner	raf37
	ESD200	Sustainability Methods and Metrics	M	C	Dr R. A. Fenner	raf37
	ESD360	Resilience and Hazard Mitigation in Future Cities	L	C	Dr R. A. Fenner	raf37
	ESD450	Policy, Legislation and Government	L	C	Dr R. A. Fenner	raf37
	ESD560	Innovations in Sustainable Manufacturing	L	C	Dr D. C. Morgan	dcm32
	ESD650	International Development	L	C	Dr R. A. Fenner	raf37
	ESD700	Infrastructure Design of Poor Settlements in Developing Countries	L	C	Dr R. A. Fenner	raf37
	ESD900	Management of Resilient Water Systems	L	C	Dr R. A. Fenner	raf37
	ETB1	Clean Fossil Fuel Technologies	M	C	Dr S. A. Scott	sas37
	ETB2	Renewable Energy 1: Wind, Wave, Tidal and Hydro	L	C	Dr S. A. Scott	sas37
	ETB3	Renewable Energy 2: Solar and Biofuels	M + L	C	Prof N. Swaminathan	ns341
	GRM1	Science of Graphene, Related Layered Materials, and Hybrid Systems	L	E	Prof A. Ferrari	acf26
	GRM2	Technology of Graphene, Relayed Layered Materials, and Hybrid Systems	M	E	Dr A. Lombardo	al515
	NT01	Characterization techniques	M	E	Dr C. Ducati	cd251
	NT04	Nanofabrication techniques	L	E	Dr Z. Barber	zb10
	NT07	Physics at the nanometre-scale	M	E	Dr V. Narayan	vn237
Reading Groups Can replace one module	RC3	Robust Control	M + L	C	Prof M. C. Smith	mcs1000
	RC4	Manufacturing Management	L	C	Dr C. Velu	cv236
	RC13	Advanced Manufacturing Technologies	M + L	C	Professor W. O'Neill	wo207
	RC15	Engineering Design	L	C	Dr N. Crilly	ac846
	RC18	Nuclear	L	C	Dr G. T. Parks	gtp10

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Appendix B: Research and Communications Clubs

Division A

5CA2: Energy 1	Leader:	Professor M P Juniper mpj1001@cam.ac.uk
5CA4: Fluid Mechanics	Leader:	Professor H Babinsky hb209@cam.ac.uk
5CA5: Turbomachinery	Leader:	Dr G Pullan gp10006@cam.ac.uk

Division B

5CB1: Electrical Engineering	Leader:	Dr H J Joyce hjj28@cam.ac.uk

Division C

5CC1: Materials, Mechanics and Design	Leader:	Dr S Huang yysh2@cam.ac.uk

Division D

5CD1: Civil Engineering	Leader:	Professor A Al-Tabbaa aa22@cam.ac.uk

Division E

5CE1 Manufacturing	Leaders:	Dr F Tietze ft263@cam.ac.uk

Division F

5CF3: Information Engineering	Leader:	Professor R Cipolla rc10001@cam.ac.uk