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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

Senior Administrator

Mr Peter Brown

Administrator - Admissions & EPSRC Studentships

Mrs Sue Roffe

Administrator - Current Students

Secretary of the Degree Committee

Dr Stephan Hofmann

Deputy Head of Department (Graduate Studies)

Professor Holger Babinsky

Graduate Student Mediator

Professor Stewart Cant

Information about the Department and facilities can be found on our local web pages:

<http://www.eng.cam.ac.uk/local/>

and on the Graduate Studies web pages:

<http://www.eng.cam.ac.uk/postgraduate/>

General information on Graduate Studies can be found on the Board of Graduate Studies web pages: <http://www.admin.cam.ac.uk/offices/gradstud/current/>

Formal Requirements

Registration

In the letter from the University Admissions Office confirming your admission as a Graduate Student you will have been told whether you have been registered for a particular degree or certificate.

The registration options are as follows. If you are here for *one-year only* you will be registered either for one of the *taught* MPhil courses in Engineering for Sustainable Development (ESD), Industrial Systems, Manufacturing and Management (ISMM), Energy Technology (ET), Nuclear Energy (NE) or for the *research* MPhil course in Engineering. In each case registration is for the MPhil degree *only*.

Students who have been accepted by one of the Doctoral Training Centres will be registered for the MRes in the first instance.

If you are a *three-year* (PhD) Graduate Student you will not be registered from the outset for this degree. Instead, your admission is for a probationary year during which your registration status will usually be *not at first registered* for any degree or certificate. 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 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 a further degree, but would leave the course at that point, possibly with the MPhil degree or the Certificate of Post Graduate Study.

Course Requirements

Regardless of registration status all Graduate Students, other than those on the taught MPhil courses (ESD, ISMM, ET and NE), for whom there are separate arrangements, 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 not at first registered) or thesis/dissertation (if you are registered for the research MPhil).

In addition, you 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 web pages.

One module may be replaced by a 'reading club'. A reading club comprises a group of students led by a member of staff who meet for about 2 hours per week for one term to work through a book or collection of papers. Students who have previously studied at Cambridge may be granted exemption from taking one module.

Students who start in January or April should have taken examinations in at least one module (or a Reading Club) by the time of the first-year review meeting. The second module/Reading Club may be waived for January and April starters who leave Cambridge after the first year.

The acquisition of transferable 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 Research and Communication Club (RCC1), and your Supervisor will provide details of the club you should join. Typical activities within the RCC1 include reviewing the literature, preparation and delivery of presentations and posters, and development of writing skills.

Progress Examinations

You should enter your selection of Modules/Reading Clubs on your Module Entry Form. The form lists the exams you will take.

All written examinations of modules are held early in the Easter Term. Each written examination paper has a duration of one and a half hours plus an initial 10 minutes reading time. Past examination papers for modules can usually be obtained from the Module Leader. Standard data books for use in examinations are available. 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. Please refer to the Faculty Board's notice about calculators on the Examiners' Notice Board in the Inglis Building.

If your supervisor recommends that you take modules in other Departments he or she is responsible for making arrangements for you to take the examination or arrange an alternative assessment.

Progress Review

Towards the end of the third term of your first year there will be a formal *progress review meeting* with your Supervisor and Adviser. The review will be based on the examination results for the modules you have taken and on your progress in research. In connection with your research, your Supervisor may require that you submit a first draft of your report/thesis/dissertation, as appropriate, for discussion at the meeting. There will be a formal report of this assessment of your progress.

Students who have performed poorly in the module examinations and/or who have made unsatisfactory progress in their research will be warned in writing that they are in danger of not being allowed to continue beyond the first year

First-Year Report

Graduate Students not at first registered for a degree or certificate are required to submit two soft-bound copies of a 10,000-15,000 word report on their work. 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 attach importance to submission by the due date, and the Secretary of the Degree Committee is required to inform them of the name of any student who fails to submit by the prescribed time.

Your report should indicate that you have done a good deal of reading and obtained a thorough grasp of the problem. 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 experimentation 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 need be sought, it is expected that the course leading to the PhD should be completed in three years, full financial support for longer than this is rarely possible.

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.

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 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 two or more chapters 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, Assistance and Advice

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 course 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 (Professor Stewart Cant), 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 you should arrange a meeting with the Secretary of the Degree Committee.

Department of Engineering

Departmental Organisation

The Head of Department is Professor Dame Ann Dowling.

The Deputy Head of Department (Graduate Studies) is Professor H Babinsky , who is also chairman of the Graduate Teaching Committee and is responsible in consultation with others for the development of graduate studies in the Department, including the admission and progress of graduate students. The administrator assisting Professor Babinsky is Mrs Lorraine Baker, Room BEO 24.

The Deputy Head of Department (Teaching) is Dr S D Guest. He is responsible for the implementation of undergraduate teaching policy as laid down by the Faculty Board and is Deputy Chairman of the Board's Teaching Committee. Ms Madeline McKerchar is the Secretary of the Teaching Committee. Any research student who wishes to be involved in departmental undergraduate teaching, such as laboratory or computer demonstrating should, subject to the approval of his or her supervisor, consult Ms Madeline McKerchar (Room BEO 15). Dr C Barlow is Director of Undergraduate Education. Mrs Mary Wilby is the Senior Administrator for the Teaching Office.

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 N Collings	Mrs Katia Babayan Room ISO-22
B	Electrical Engineering	Professor W I Milne	Mrs Ann Martin CAPE, West Site
C	Design, Materials and Mechanics	Professor R S Langley	Ms Helen Gardner Room BE3-30
D	Civil, Structural, Environmental Engineering and Sustainable Development	Professor R J Mair	Miss Amanda Pyatt Room BC2-06
E	Manufacturing and Management	Professor Sir M J Gregory	Ms Janet Lindley Alan Reece Building, West Site
F	Information Engineering, Computing, Control and Mathematics	Professor J Maciejowski	Mrs Rachel Fogg Room BNO-31

The Secretary of the Faculty Board is Ms Madeline McKerchar (Secretary Mrs Stephanie Kiszka). The Faculty Board arranges the business of the Faculty Board. The Faculty Board determine all major matters of teaching policy. It is an elected body and in addition to teaching staff includes two undergraduate and one graduate member elected annually.

The Secretary of the Degree Committee is Dr S Hofmann. The Degree Committee approve the appointment of your Supervisor, register you for a degree or certificate with the Board of Graduate Studies, approve the title of your dissertation and appoint your examiners. The administrators assisting Dr S Hofmann are Mrs Lorraine Baker and Mrs Sue Roffe, Graduate Studies Office, Room BEO-24.

The Director of Research (Administration and Development) is Mr P Guildford. He is responsible for co-ordinating, administering and developing the funding and housing of the research effort and for helping the academics to develop and express their research strategy; gathering intelligence on funding opportunities that match their interests and aspirations; and ensuring the provision of a professional service to support academics in winning and managing grants.

The Secretaries of the Department There are two Secretaries of the Department: Mrs S Collins-Taylor (Room BEO-17) Administration and Personnel ; responsible for all assistant and academic personnel, and other matters of general administration. Mr D Greenfield (temporary) (Room BEO-21) Finance ; responsible for accounting, utilities, purchasing. The Finance Office deals with queries on financial matters. The Finance Office Manager is Mrs L Richards. Grants from research bodies are normally paid through your college.

The Graduate Student Mediator is Professor R S Cant. He provides independent advice to graduate students.

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. 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-lib.eng.cam.ac.uk/>

Reprographics (print room) <http://www.eng.cam.ac.uk/admin/printroom/index.html>

Purchasing System <http://www.eng.cam.ac.uk/admin/requisitions/>

Health and Safety <http://www.eng.cam.ac.uk/safety/>

Staff Student Joint Committee <http://www-g.eng.cam.ac.uk/ssjc/>

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, CAPE Building 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 afford 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 shut down 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.

Intellectual Property Rights

Extract from Ordinances, Chapter 13, Section 2

<http://www.admin.cam.ac.uk/univ/so/2012/chapter13-section2.html#heading1-2>

14. The entitlement to intellectual property rights in material created by a student shall rest with the student, with the following exceptions:
- (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.
 - (b) Where a student is working on a sponsored project as part of his or her course-work 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 start of their research.
 - (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.

Retention of Software

In the interests of research and teaching in the Department, it is sometimes helpful if software written during the course of a student's research can be retained for further use within the Department. With this aim in view, the Degree Committee may at the request of a student's supervisor require a student before leaving Cambridge to deposit in the Department specified items of software. Such material would be subject to the undertaking on ownership and use as given in the Memorandum to Graduate Students issued by the Board of Graduate Studies.

Data protection

C.U.E.D. has a Data Protection Officer who can advise you on matters relating to the act. Currently the DPO is Igor WOWK and he can be contacted via e-mail dpa-officer@eng.cam.ac.uk or by internal telephone (32778)

There is also a web site which gives further information and provides links to other sites with more detailed information should you wish to know more about the Act your individual rights.

<http://www.eng.cam.ac.uk/admin/dpa/> You may take appropriate action to correct any abuses of your lawful rights as outlined in the Act. One final point is that the Act relates not only to data stored in computer databases, but also to data stored manually in a retrievable filing system. It is possible that during the course of your studies at C.U.E.D. that you may be required to process personal data. This is most likely to occur in the context of your possible potential supervisory duties in relation to the undergraduates, which is normally in the domain of your College, and therefore you should seek guidance from your College regarding their policies for implementing the Data Protection Act in the context of student supervision. Another area might be in Research where you are using personal data as part of a survey or analysis. If this is the case, you will be expected to comply with the act regarding collection, processing, storing, security and any potential re-distribution. Should you undertake any activities yourself that involves the use of personal data outside the confines of your studies, the University accepts no responsibility for your actions

Timetable of events for First Year Research Students in Engineering

Not at First Registered for any Qualification (Probationary PhD)	For students starting in October 2013
Progress Review Meeting	30 June 2014
Submission of First Year Report to Divisional Administrators	4:00 pm 29 August 2014
Fist Year Report/Registration Form to Degree Committee	31 October 2014

MPhil in Engineering (by research)	
Progress Review Meeting	30 June 2014
Submission of Thesis – to Graduate Studies Office	4:00 pm, 29 August 2014

Not at First Registered for any Qualification (Probationary PhD)	For students starting in January 2014
Progress Review Meeting	27 October 2014
Submission of First Year Report to Divisional Administrators	4:00 pm 5 December 2014
Fist Year Report/Registration Form to Degree Committee	30 January 2015

MPhil in Engineering (by research)	
Progress Review Meeting	27 October 2014
Submission of Thesis – to Graduate Studies Office	4:00 pm, 5 December 2014