

6. BRIEFING FOR FOURTH-YEAR STUDENTS

These Briefing Notes should be read in conjunction with those issued in the Michaelmas Term. Please retain them for the academic year 2011/12, as they contain information relevant to the Easter term as well as Lent. They are also available on the Undergraduate Teaching Homepages, as are most documents mentioned herein.

6.01 Term and Examinations Dates

See Calendar of key dates.

All Part IIB examinations take place in the Large Examination Hall, New Museums Site or in the Arts School, Bene't Street. Access to the Large Exam Hall site is from Free School Lane or Pembroke Street. A map showing the location of the Hall is displayed with the other examiners' notices in the glass-fronted case in the Inglis building. All MET IIB examinations will take place at the Press Site. You will have 10 minutes' reading time allowed BEFORE the formal start time, and should present yourselves in the examination room 15 minutes before the advertised start time of each examination.

NB Dates for specific IIA and IIB module exams will be available on the Examinations Noticeboard in the Inglis corridor and on the web from the division of the Lent Term.

6.02 Past Tripos Papers and Cribbs

These are available on the web.

6.03 Module Choice

You will be emailed with a reminder to log on to COMET to confirm or change the Lent modules you selected in October. The system will check that your selection is valid, and will offer suggestions if it is not. The deadline for logging in and confirming choices for the Lent Term is Wednesday of week 1 (25th January). **NB:** You may not discount any module for which you were entered in the Michaelmas Term.

It is important, to attend the first timetabled period of any module of interest since it is then that the leader will give a general description of its content. You are reminded that you must take *eight modules in total*, of which a set number (usually 4 or 6) must be within one Engineering Area (as specified in your Options document. See also your Guide to Part IIB). You should also note that you may not take more than one module from any set, *even if there is no clash on the lecture timetable*, because modules in the same set are examined at the same time.

Syllabuses and clash information are available on the CUED Undergraduate Teaching web pages. Queries *about particular modules* should be addressed to the module leader (as shown at the top of the syllabus or in the Guide to IIB).

Students who obtained a Class I in their third year may include one 5R module in their selection.

Candidates who offered a IIB module for Part IIA cannot offer the same module again for Part IIB.

6.04 Coursework

You are reminded that all marked coursework associated with modules from both Michaelmas and Lent terms must be handed back in during Easter term for scrutiny by the examiners. Full details will be given in the Easter term briefing notes. You will be asked to sign a declaration sheet confirming that all work submitted is your own. **NB:** The Examiners or staff in charge of coursework may, at their discretion, interview candidates in connection with any element of coursework.

6.05 Course Survey for Fourth-Year Modules

The on-line computer survey does not cover Fourth-year lectures and courses. Instead, paper survey forms will be issued to you in lectures (for selected modules) towards the end of term to canvass your views. We appreciate the time you take to fill these in, as your views are very important. In addition, the Fast Feedback Facility is available for rapid communication with staff (see [section 7.16](#)).

6.06 **Fourth-year Projects**

You are reminded that **TWO** copies of your Technical Milestone Report should be handed in to your Group Centre by Thursday 19th January. The deadline will normally be 4pm, but check with your Group Centre.

Remember that the Group Centres are an important point of contact, and will be able to help you with many of the questions arising from the administration of fourth-year projects. You should familiarise yourself with the routine practices of your Group in order to maximise the support on offer and to avoid confusion over handing in times, etc. For full details, see your 'Second Notice about Fourth-Year Projects' (issued at the start of the Michaelmas term - spare copies available from the Teaching Office).

Group A - THERMODYNAMICS AND FLUID MECHANICS		
Co-ordinator: Chief Technician: Administration:	Prof Howard Hodson Mr Mick Underwood Mrs Kate Graham	hph@eng mau20@eng kag1000@eng
Group Centre: Noticeboard:	Hopkinson Lab, Ground Floor, Inglis Building Near rooms BE2-03, 2nd floor Baker Building	
Group B - ELECTRICAL ENGINEERING		
Co-ordinator: Chief Technicians: Administration:	Prof Bill Milne Mr Dave Gautrey and Mr Mike Brown Ms Cattie Tuson	wim@eng dpg@eng and mjb@eng cet38@eng
Group Centre: Noticeboard:	Electrical and Information Teaching Lab, 1st floor Inglis Building West end of the EIETL, to the left of the main aisle	
Group C - MECHANICS AND MATERIALS ENGINEERING		
Co-ordinator: Chief Technician: Administration:	Dr Digby Symons Mr Gareth Ryder Mrs Anna Walczyk	dds11@eng gr209@eng aw571@eng
Group Centre: Noticeboard:	Mechanics of Machines Lab, Ground Floor, Baker Building (entrance via central roadway) North corner of lab (i.e. by roadway entrance)	
Group D - CIVIL, STRUCTURAL AND ENVIRONMENTAL ENGINEERING		
Co-ordinator: Chief Technician: Administration:	Dr Abir Al-Tabbaa Mr Martin Touhey Ms Jen Flack	aa22@eng mrt10@eng jf368@eng
Group Centre: Noticeboard	Structures Lab, Ground Floor, Inglis Building Mezzanine Floor, Inglis Building	
Group F - INFORMATION ENGINEERING		
Co-ordinator: Chief Technicians: Administration:	Prof K Glover Mr Dave Gautrey and Mr Mike Brown Mrs Rachel Fogg	kg@eng dpg@eng and mjb@eng rff22@eng
Group Centre: Noticeboard:	Electrical and Information Teaching Lab, 1st floor Inglis Building West end of the EIETL, to the left of the main aisle	