

8. INFORMATION FOR ALL UNDERGRADUATES

These Briefing Notes should be retained for the academic year 2011/12, as they contain information relevant to the Lent and Easter terms as well as Michaelmas. They are also available on the Undergraduate Teaching Homepages, as are most of the documents mentioned herein.

8.01 Term and Examination Dates

See Calendar of Key Dates

8.02 First Degrees and Entry requirements for the second and fourth years of the course

An honours result (at Class I, II.1, II.2 or III) in the examination at the end of the third year qualifies a student for the BA(Hons) degree. To qualify for the MEng degree, a student must be successful in the fourth year examinations at either pass, merit or distinction standard. Fourth-year examinations are not classed in the same way as those in earlier years. University regulations require students to have achieved class II.2 or above in either their second- or third-year examinations in order to be accepted for the Part IIB of the Engineering Tripos or Part IIB of the Manufacturing Engineering Tripos.

In order to be of standing to take the second year of the Engineering course, students will be required to have obtained honours in Part IA of the course.

8.03 Security Access / ID Cards

All students should have been issued with a contactless University ID card by their College. (Arrangements for first-year students and new students can be checked with College University Card Representatives.) Students are advised that they may be challenged at any time when in the Department and asked to produce identification unless they are displaying their ID card. Replacements for lost cards should be ordered through your College.

All cards should be active at the start of term for use in CUED. If you have any problems, please take your card to the CUED Security Office (next to the Head Porter's Office near Reception, Baker Building) between 9am and 1pm.

Your card will permit access to the Department out-of-hours (see [section 8.04](#) for details) and to certain other departmental facilities, eg photocopiers and printers. *Please look after your card carefully, and **never** lend it to anyone else. If you lose your card, please report its loss **immediately** to the Security Office (or email security-admin@eng.cam.ac.uk) otherwise security would be compromised.* There have been a number of major thefts recently from the Department, so security is very important. Access equipment records the identity of the authorised holder of any ID card used to gain access.

8.04 General Access to The Department

The contactless University ID cards will enable access to the Department 7.00am – 10.00pm seven days a week from Thursday 6th October.

Out of normal working hours students are permitted to work in the DPO, the Language Unit and the Library and they may attend supervisions held in the Department. Access to the Department will be through any card-controlled entrance as follows:

- (a) Students will be admitted through the foyer entrance to the Baker Building.
- (a) Access to the language unit, outside of the hours will be limited to those students registered on a language course. Students who are not registered on a language course but wish to make use of the Language Unit should contact the Director, Casimir d'Angelo (cd237@eng) or the Language Unit Secretary, Lisa Morrow (Imm43@eng).
- (b) Access without your University card will not be possible, and security personnel have instructions to challenge anyone not wearing their card out-of-hours, and to escort from the building anyone unable to produce one.

8.05 Smoking

All staff, students and visitors are reminded that there is a total ban on smoking on Departmental sites.

8.06 Food and Drink in Lecture Theatres

In response to a request from the SSJC, it is now permitted to take bottled **water** into CUED lecture theatres and the Design and Project Office. Food, canned drinks, hot beverages etc will not be permitted. Please take your empty bottles away with you or dispose of them in the bins provided. Recycling bins for cans and bottles are located in the courtyard.

8.07 Undergraduate Access to Common Rooms

The following rules will apply in the North Common Room.

1. All undergraduates may purchase from the canteen using their university card apart from between 12.00 and 13.00. Cash may not be used.
2. All undergraduates may occupy seats in the North Common Room after 13.00 hrs.

Please see <http://www.eng.cam.ac.uk/teaching/canteen> for details of how to load money on your University Card. Money associated with your card in relation to other college or departmental systems cannot be used to purchase from the Engineering Department canteen.

This arrangement is the result of a great deal of work on the part of the canteen staff and is only possible thanks to compromises being reached in the service to other staff and graduate students. It is vital that everyone observes the simple rules as listed above in order that we can maintain and enhance our provision for all.

When LT2 is not in use for other activities, students from any year may use it to eat sandwiches etc from 1pm to 1.45pm each day.

8.08 Lunchtime Videos

Videos on engineering-related subjects will be shown in LT2 on some Thursdays and Fridays, starting at 1.15pm and lasting 30-40 minutes. Lists of the videos to be shown this term will be available on the Undergraduate Teaching web pages. Students may bring food, but please note that all waste/packaging **MUST** be disposed of in the dustbins provided.

8.09 Design and Project Office

Drawing equipment and computer workstations and printers are available for private study except when there are timetabled classes or during periods when certain groups have priority. Normal operator hours are 8.45 am - 8.45 pm Mondays to Thursdays, and 8.45 am - 5.00 pm on Fridays, in Full Term. A programming advisor is available each afternoon, and users who have computing problems or suggestions are encouraged to take them to the advisor. Computer equipment problems should be reported to the operator on duty, either in person or by e-mail (operators@eng.cam.ac.uk).

As an experiment the overall ban on eating and drinking in the DPO is to be lifted for one year. We wish to encourage more flexible use of the DPO as a centre for student project work and academic interaction. Students will be permitted to eat and drink in the DPO provided they show appropriate consideration for the teaching, the equipment and their peers. It is hoped that students will regulate behaviour in the DPO among themselves.

If the experiment is a success, it is likely that the previous rule will be permanently abandoned. If the DPO becomes a mess, it will be necessary to reinstate the rule. This may happen even before the end of the experimental year.

In particular, it is inappropriate to eat or drink:

- * in a formal lab session (unless the lab leader and demonstrators give explicit permission);
- * in a crowded area (because of the spillage risk);
- * in a way that gets in the way of your neighbour;
- * in a unhygienic way (please use the wipes and handwash where appropriate);
- * in a way that leaves a mess (please always put stuff in the bins).

Please contact Richard Prager with any comments or observations on progress of the experiment.

8.10 Computer System

The Departmental Computer System is provided mainly for timetabled computer based coursework but is also available out of hours for private study, word processing and reasonable recreational use. See http://www-h.eng.cam.ac.uk/help/jmrm/DPO_system/access.html for details. Electronic mail is provided by the University-wide hermes mail system which can be accessed from the Departmental system.

Access to the Department's systems is controlled by a userid (the CRSid - as is also used on hermes) and a password, initially set at registration. For registration, the CRSid and Raven password are used. New students are sent details by the University giving their CRSid and describing how to set initial Hermes and Raven passwords. Existing students can obtain their Raven password at <https://jackdaw.cam.ac.uk/get-raven-password/> using their hermes or Departmental password. More information can be found at <http://www.cam.ac.uk/cs/docs/faq/n5.html>. Students should ensure they know both their Departmental system password and hermes password when attending computing practicals (and their Raven password for registration).

Most Colleges now have computer systems which provide access to the Departmental System via the University Data Network (see <http://www-h.eng.cam.ac.uk/help/network/offsiteaccess/>).

At registration, everyone is required to sign a form agreeing to abide by the University's Information strategy and Services Syndicate Rules governing the use of computer systems in the University. These Rules and other guidelines on responsible use of the system are available via <http://www-h.eng.cam.ac.uk/help/jmrm/RULES.html>: please read these carefully and take note of them. The penalties for deliberate misuse are severe and may include access being denied for an extended period with a potential loss of practical experience and coursework marks.

The main source of information about IT facilities in the Engineering Department is the online computing help system at <http://www-h.eng.cam.ac.uk/> which includes a "Frequently Asked Questions" section. If in doubt about whether something is allowed or for general computing queries not covered by the help system please contact the Computer Operators (operators@eng.cam.ac.uk, tel: (3)32686).

8.11 Charges for Use of Departmental Printers

Access to the printers/copiers in public areas is controlled by the University card, see <http://www-h.eng.cam.ac.uk/help/oper/help/PrinterCharging.html> for details (and note that the system has changed since last year). All undergraduates have a quota intended to cover their course-related printing during the year. This is set to cover the normal printing requirements of the course they are doing but a single small increase can be authorised by the Computer Operators and the quota can be added to by means of payment via the Department's EPOS system if students want more.

Fourth-year students may also need to use some printers and copiers to which access is controlled by the University Card. Further details of both systems are described at: <http://www-h.eng.cam.ac.uk/help/printing/>.

8.12 Missed Coursework and Allowance for Illness

Students who miss coursework due to illness or other grave cause should check the '*Guidelines for the Rearrangement of Coursework Sessions*' and '*Allowances for Illness*' documents (available on the Department's Undergraduate Teaching Web pages) in order to see whether they should make an application for an allowance for credit.

You are expected, wherever practicable, to reschedule missed coursework. You should therefore act promptly after missing coursework sessions or deadlines. Students should note that commitments such as College sporting fixtures, interviews or society visits are not legitimate reasons for rearranging work. Any application for an extension or marks allowance *must* be made on the correct form (available online or from the Teaching Office) and requires completion by both Student and Tutor before it is submitted to the Teaching Office for consideration by the Director of Undergraduate Education. Forms should be submitted before or as soon as possible after the time of missed work, rather than at the end of year.

8.13 Students with Dyslexia - coursework allowance

Dyslexia is a recognised disability for which, in cases of adequate severity, the University allows extra time in examinations. Since a significant part of the Engineering Tripos also involves written coursework, particularly in the 3rd and 4th years, the Faculty Board has agreed to introduce a scheme wherein module leaders and/or project supervisors can be informed that a particular student is dyslexic, prior to assessment of their written work, if the student so wishes. In order for a student to be registered on this scheme, they

must first apply via their College Senior Tutor to the University's Applications Committee, for an examination allowance. If their application is accepted, the student then needs to request that the Teaching Office add their name to the Departmental register. Further details may be obtained from the Director of Undergraduate Education, Dr Hugh Shercliff in the Teaching Office (hrs@eng.). An assessment from the University's Disability Centre must be provided before any allowance for written coursework can be considered.

8.14 **Feedback on Lectures**

Lecture questionnaire forms are distributed voluntarily by lecturers to obtain feedback on their lectures. Your co-operation in completing these is much appreciated, and will be of assistance to the Lecturer and to the Department in improving courses for future students.

8.15 **Computerized Survey**

The web-based survey for years 1 to 3 will be run from the middle of the Michaelmas term 2011 until the end of the Easter term 2012. Students will be able to update their survey entries at any point when the survey is running. To use the survey system from a machine in the DPO either (i) from within a web browser click on the "online survey" link in the Undergraduates section of the CUED Teaching Web Pages; or (ii) click on the "CUED Survey" icon in the Applications section of the Applications Browser; or (iii) type "survey" at the teaching system command prompt. Option (i) also allows you to use the survey system from elsewhere in Cambridge (e.g. from your College).

Answers to the survey questions will be kept completely anonymous and no reference to the computer user will be made in any output from the survey program.

Please remember to do the survey. This is your chance to let us know how you feel about the course, and we take the results very seriously. Surveys provide valuable feedback for lecturers, which helps us to improve the course. If you have any problems with the survey, contact Dr Hugh Shercliff (hrs@eng).

8.16 **Fast Feedback Facility**

The Fast Feedback Facility can be used to send rapid messages to warn teaching staff of problems as they arise (or to compliment teaching staff on a job well done!). These messages are automatically anonymised (email addresses are hidden). In order for the system to work, it is necessary to specify the general topic area of each feedback comment using the menus at the top of the comment window.

Note that all Fast Feedback traffic is monitored (before anonymisation) by Dr Hugh Shercliff in the Teaching Office.

To use the Fast Feedback Facility from a machine in the DPO either (i) from within a web browser click on the "fast feedback" link in the Undergraduates section of the CUED Teaching Web Pages; or (ii) click on the "Fast Feedback" icon in the Applications section of the Start Menu; or (iii) type "feedback" at the teaching system command prompt. Option (i) also allows you to use the fast feedback system from elsewhere in Cambridge (e.g. from your College) whereas options (ii) or (iii) will be quicker if you are using a machine in the DPO. If you have any problems with the Fast Feedback Facility, please contact Hugh Shercliff (hrs@eng)

8.17 **Past Tripos Papers and Cribs**

Past Tripos papers and cribs for the past 5 years, are available for web-viewing in the form of PDF files and can be accessed via the link on the main Undergraduate Teaching web page.

Paper copies of cribs are not issued to students at any time.

8.18 **Electronic Calculators in University Examinations**

Please note that the only models of electronic calculator that candidates will be permitted to take into the examination room are: CASIO fx-115 (any version), CASIO fx-570 (any version) or CASIO fx-991 (any version). Casio 83'S and 85'S may also be approved at a candidates request. This is a UNIVERSITY REGULATION and CANNOT BE VARIED by the Department. If your current calculator is not shown above, you will not be allowed to use it for your exams. Please do not contact the Teaching Office or Reception to ask if you can use any version other than those listed above! Your calculator will be checked at every examination you attend.

For £14.30, an approved calculator, already marked, can be purchased from the operators in the DPO. (They are not available from the Teaching Office or Reception.)

If you already have a suitable but unmarked calculator, you can have it marked at Reception at no cost.

Casio fx-115W and fx-570W, It is worth noting the following feature of the above two models (as detailed in the Variables section of the manufacturer's instruction leaflet):

If a value is stored in one of the "variables" memories (A-F,M,X,Y) and you wish to use it in a calculation, then to recall it you must use the ALPHA key and not the RECALL key. This use of the ALPHA key is explained on the quick reference insert in the calculator lid.

There are circumstances (for example, statistical calculations) in which it is correct to use RCL A - see the instructions leaflet for details.

If you erroneously use RCL then the calculator will display a wrong answer under some (although not all!) circumstances. For example, the sequence: RCL A 5 2 =

will lead to a display of "Ans 5 2" which indicates that the calculator is using the answer to the previous calculation, and not the contents of memory A.

The correct sequence is ALPHA A 5 2 = Displays "A 5 2" and the correct answer.

8.19 **Purchase of Drawing Equipment, Databooks and Calculators** (after Registration Day)

Should be paid for and collected from the Operators in the DPO.

8.20 **Staff-Student Joint Committee**

This Committee consists of representatives of staff and students. Its terms of reference are:

- (i) to consider matters arising from and related to undergraduate teaching, and facilities for undergraduates in the Engineering Department.
- (ii) to make recommendations on these matters to the Faculty Board of Engineering.

Many of this Committee's recommendations have been accepted by the Faculty Board. It is hoped that students will offer suggestions or comments on the working of the Department through the student members of this Committee.

There is an SSJC notice board in the corridor of the Inglis Building. Minutes of meetings and details of the rôles of the members of the SSJC can be found on the SSJC Webpage (accessible via the CUED Undergraduate Teaching home page).

If there is anything you would like the SSJC to discuss, please contact any member of the Committee or email the secretary directly (hrs@eng). You may also send a message to the SSJC through the Fast Feedback Facility. The next meeting of the SSJC will be held on Monday 10th October at 1.00 pm.

The staff members of the committee are at present:

Chair: Prof R W Prager	Deputy Head of Department (Teaching)
Secretary: Dr Hugh Shercliff	Director of Undergraduate Education
Madeline McKerchar	Secretary of the Faculty Board, Examinations, Teaching and Coursework Committees

Dr G McShane
Mr A McRobie

Student members in residence are:

First-Year Representatives

Josie Hughes	DOW	jaeh2
Stephanie Leddington	JN	sl564
Sicong Shen	Q	ss950
Kee Chong Tan	CAI	kct27

Second-Year Representatives

Nikki Phoolchund	MU	npslp2
Mark Robinson	PEM	mpr3
Benjamin Tay	HH	bt286

Third-Year Representatives

Joe Bristow	EM	jwb46
Aidan Hopkins	EM	adh41

Fourth-Year Representatives

Vacant
Vacant

Graduate Representatives

Matija Kecman	R	mk527
Aidan Reilly	TH	ar346

CUES Representative

Arron Rodrigues	HO	ar548
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Faculty Board Representatives

Mark Robinson	PEM	mpr3
Joe Bristow	EM	jwb46
Matija Kecman	R	mk527

8.21 Election of SSJC and Faculty Board Representatives

The election of student representatives to the Staff Student Joint Committee and the Faculty Board will be held on Tuesday 15th November, with the closing of nominations a week earlier on Tuesday 8th November. Details and ballot information will be available in the Baker Building Foyer from early November. *All students are encouraged to take part in the election process – by standing for election yourself or simply by voting for the candidates that do stand for your year.*

8.22 SSJC Booksale

The SSJC will be holding a booksale in LR6 at 1 pm on Friday 4th November 2011. Students wishing to sell their books may hand them in **at the Foyer** on the following dates:

Wednesday 26th October, 8.40 - 9.00 am and Thursday 27th October, 8.40 - 9.00 am

After the sale, payment will be distributed for any books sold. Unsold books can be collected from the foyer between lectures on Tuesday 9th and Wednesday 10th November.

8.23 Prizes and Travel Scholarships

(i) Prize Day

Winners of prizes for work undertaken in 2010/11 will be notified individually in writing and invited to attend a ceremony in the Department in the second half of the Michaelmas Term (date to be advised).

(ii) Head of Department's Annual Design Competition

Prizes are offered for original engineering designs submitted by undergraduates on, or by, Friday 25th May 2012 to the Head of Department's secretary. "Engineering" will be interpreted in the widest sense, but designs arising out of Departmental coursework will not be eligible, nor will designs undertaken as coursework or submitted for examination purposes elsewhere. Designs may be submitted as drawings, models, specifications or other descriptions and should be accompanied by a short (4-6 pages A4 typed) technical report (prepared for submission to "management") in support of the proposal. Up to three prizes will be awarded depending on the number and quality of the entries. The first prize is of value £150. Designs may be completely original, or may be proposed solutions to a problem set by the judges which will be published in the DPO at the beginning of the Lent term.

(iii) Arthur Shercliff Travel Scholarship 2012

The Arthur Shercliff Memorial Trust, which was established to promote technical visits abroad by undergraduates and graduate students, offers two scholarships, valued at £1100 each, one to be awarded in each of the Engineering Departments of Cambridge University and Warwick University.

Applications include a one-page proposal and budget for a technical visit together with a reference from an academic staff member, and will need to be made to the Head of Department early in the Lent Term. Further details will be provided in the Lent Term Encyclical and online. Awards will be announced by the end of the Lent Term.

8.24 Undergraduate Research Opportunities Programme (UROP)

The Undergraduate Research Opportunities Programme, or “UROP”, enables undergraduates (excluding fourth years) to participate in cutting edge research alongside graduate students and staff over the Long Vacation. Further details, including the list of last year’s projects can be found at <http://www.eng.cam.ac.uk/teaching/urops/projects.html>

Any interested first-, second- and third-year undergraduates should note that the applications process will commence during the Lent Term 2012. Projects for summer 2012 will be made available throughout the Lent and Easter terms (more information to follow in the Lent briefing notes).

8.25 Voluntary Practical Coursework Sessions

Three different practical coursework sessions have been organised for those students who are interested:

(i) Engine Stripping & Rebuilding Sessions - For those who have never had the opportunity of dismantling and examining an internal combustion engine and wish to do so. Sessions for this activity take place in the Thermodynamics Lab and last from 9 am to 12 noon. Sessions have been scheduled on Thursday 1st December and Friday 2nd December 2011, Monday 16th January, Tuesday 17th January and Wednesday 18th January 2012. This activity is only open to 1st-year undergraduates.

(ii) Computer Build Project - This project involves working in a pair to construct a PC running Windows from scratch, in the following steps: putting the hardware together; partitioning a disk; installing the O/S; installing any special drivers needed; setting up network interfaces; installing basic mail and browser software. The Linux O/S is available to more advanced software users. Sessions for this activity take place in the Electrical and Information Engineering Teaching Lab (EIETL) and will last from 9 am to 1 pm (possibly continuing into the afternoon if necessary). Sessions have been scheduled on Friday 2nd December 2011 and Monday 16th January 2012. This activity is only open to 1st- and 2nd-year undergraduates.

(iii) Workshop Skills Sessions - This practical is open to ALL undergraduates and is based on the manufacture of a small oscillating air engine. The engine will consist of several parts, some of which will be supplied. You will be required to make the remaining parts and then assemble the engine. Manufacture will include turning, milling and drilling operations using workshop machine tools. Sessions for this activity take place in the Instrument Workshop (reached from the south-east corner of the DPO) and last from 9 am to 4 pm with an hour's break for lunch. There will only be two opportunities to do this activity: Thursday 1st December 2011 and an equivalent date at the end of the Lent Term.

12 students can be accommodated at each session of each activity, and you should book on the booking sheets which will be posted in the locations where each activity takes place on Thursday 10th November 2011. Further sessions for each activity may be organised later in the year.

You are warned that session on Thursday 1st December will conflict with the Fairbairn (rowing) Races. You should confirm your availability with your Boat Club Captain/Director of Studies, as appropriate, BEFORE signing up for the sessions on these days.

IF YOU BOOK A SESSION AND THEN FIND YOU ARE UNABLE TO COME, PLEASE INFORM ONE OF THE FOLLOWING PEOPLE AT THE EARLIEST OPPORTUNITY:

(i) Engine Stripping & Rebuilding: Dr Parks (tel. 48553, gtp@eng) / Mr Underwood (tel. 32692, mau20@eng)

(ii) Computer Build Project: Dr Wilkinson (tel. 39709, tdw@eng)

(iii) Workshop Skills Sessions: Dr Parks (tel. 48553, gtp@eng) / Mr Ross (tel. 32853, asr@eng)

NB: Students who book a session and then fail to attend without adequate prior notification will be barred from participating in any future voluntary practical coursework sessions. Their Directors of Studies will also be informed.

8.26 Language Unit Facilities

A reminder that all Engineering students are welcome to use the Language Unit! We now have more material for self-study not only in Chinese, French, German, Japanese and Spanish (the languages taught here) but also in Turkish, Swedish, Arabic, Portuguese, Russian and more.

Tapes, DVDs and CDs are not to be taken out of the LU but we have an AV room with 12 computers,

Satellite TV in the five taught languages and the ability to play DVDs, videos and cassette tapes.

So if anyone fancies learning a language, feel free to come and use the facilities!

8.27 **Would You Like to Inspire the Engineers of the Future?**

The CUED outreach programme aims to introduce school children to the fun and excitement of engineering within a university research environment. Teams of student volunteers are given the chance to make engineering more accessible through activities such as public lectures, summer schools for A-level students and workshops aimed at Primary School children. Last year, over 4000 young people and parents participated in one of our outreach events. Typically, volunteers help small groups of young people in a 'design, build and test' activity, e.g. building a rocket launch pad. There is no set time commitment for volunteers; you can volunteer for as many or as few activities as fits in with your other interests and studies. A calendar of events can be found at: www.eng.cam.ac.uk/outreach/volunteers.

Over 130 current undergraduates are registered as outreach volunteers. Students get involved:

- to share their enthusiasm for engineering and science
- to act as a role model for the next generation of engineers and scientists
- to help to dispel the popular image of scientists and engineers
- to give something back to the local community
- and because participation is rewarding, worthwhile and fun!

'A brilliant opportunity to help kids do all the fun stuff that you wished you had done more of at school!'
4th year undergraduate

All outreach volunteers become Science, Technology, Engineering and Maths (STEM) Ambassadors. This is part of a national programme to enhance young people's scientific and technical capabilities and raise awareness of the importance of these skills to society. There will be an opportunity to become a STEM Ambassador on **Monday 10, Tuesday 11 & Wednesday 12 October from 1pm to 2pm in LR5**. Please attend on any day. You will also need to bring ID; look at the outreach website for further details on what you need to bring). If you are interested in taking part contact Maria Kettle (outreach-officer@eng.cam.ac.uk). Further details of our outreach programme and a current calendar of events can be found at www.eng.cam.ac.uk/outreach/volunteers.

8.28 **STIMULUS... Interested in Helping Children Learn?**

If so, then STIMULUS will arrange a school placement for you at the time in the week when you are available, and give you some training and support to help children in the age group of your choice. See the STIMULUS website, <http://stimulus.ucam.org> for full details.

Cambridge STIMULUS (Science Technology Informatics and Mathematics Undergraduate Links between University and Schools) is a community service programme, giving university students the opportunity to work regularly with pupils in local schools, assisting experienced teachers for a couple of hours a week.

Volunteers normally help the same class(es) each week so that they get to know the pupils. They provide valuable support, giving many youngsters more individual help and attention than teachers are able to give on their own. Volunteers choose the age range of pupils they wish to work with and opt for Science, Mathematics, Information Communication Technology (ICT) or Technology lessons. Volunteers may help generally within the classroom, working with individuals and small groups, or may take responsibility for working with a small group on extension work or practical work.

Students who wish to participate this Michaelmas Term can apply by completing the online application form by Friday 7th October. This is available on the STIMULUS website. All details of placements will be given at introductory sessions on Tuesday 11th, Wednesday 12th and Thursday 13th October and school visits will start during the following week.

Alternatively, students can volunteer to help children and young people with their mathematics by answering their questions online through Ask NRICH, the NRICH Online Maths Club web board. Further information can be found on the STIMULUS website. If you have any questions, do contact the project staff by emailing Stimulus@maths.cam.ac.uk.

8.28 **Data Protection Act 1998**

The DPA 1998 came into force on October 23rd 2001. The Department of Engineering has a requirement for personal data & images for the following purposes: Departmental administration, security, identification, communications, record keeping, and statistical returns.

CUED undertakes to process your data fairly, maintain the records accurately, keep them secure and not to divulge the information collected to third parties outside the University without your consent, except under circumstances specified by the Act. CUED has a Data Protection Act Officer who can give you further advice. Currently the DPA Officer 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 website (<http://www.eng.cam.ac.uk/admin/dpa>) with further information and links to other sites with more detailed information should you wish to know more about the Act and/or your individual rights.

8.30 Project Expo and Student-led Project and Industry Partnership

The Student-led Projects and Industry Partnership (SPIP) supports independent student engineering activity in CUED. See <http://www2.eng.cam.ac.uk/~djc13/spip/intro.html> for details. The income from industry partners (Boeing, BP, Jaguar Land Rover, National Instruments) is used to award grants to projects such as EcoRacing, Full Blue Racing, Autonomous Underwater Vehicle, Spaceflight. Any independent project with at least one student member from CUED can apply to the coordinator (David Cole, djc13@cam.ac.uk) for funding. Applications for the next round of funding should be submitted by 28 October 2011. Projects supported by SPIP will be making presentations to IA students in LR0 on Thursday 3rd November at 10am-11am and projects applying for funding will meet with the industry partners from 11am-1pm.

On the same day, Thursday 3rd November, the SSJC and CUES are organising Project Expo in LR4 at 1pm-3pm, with light refreshments provided. The aim is to showcase student work in IIB projects, UROP, Design Club and similar activities; extra-curricular engineering activity by students is particularly encouraged to exhibit. All students are welcome to attend. There is still some space for a few more exhibitors – interested students should contact either Nikki Phoolchund (npslp2@cam.ac.uk) or Patrick Wollner (pkaw2@cam.ac.uk). Book tokens will be awarded to all exhibitors, with larger prizes being awarded for the best exhibits.

8.31 Engineers Without Borders (EWB)

Engineers Without Borders UK (EWB-UK) is an entirely student-led charity that focuses on removing barriers to development using engineering. Our programmes (Training, Research, Bursaries, Education, Placements and Outreach) provide opportunities for young engineers in the UK to learn about technology's role in development, and get practical experience on overseas placements.

EWB-UK was founded in Cambridge in 2001, and has since grown to have branches in 31 universities, involving around 4000 students, alongside 14 regional Professional Networks. Today Cambridge remains the centre of EWB-UK operations, providing Cambridge students with excellent opportunities to become involved with the organisation's work. There are many ways you can get involved including:

- Coming to talks by distinguished speakers;
- attending one of our various training courses;
- helping to run the Cambridge branch or the national organisation;
- doing a summer placement with a development organisation abroad.

For more information, take a look at ewb-cam.org or email cambridge@ewb-uk.org

8.32 The Cambridge University Engineering Society (CUES)

CUES is a student-run, University-wide society with over 1000 active members and several thousand alumni. Its role is to organise events that will give its members a taste of the wider world of engineering, as well as a chance to get to know other students in Cambridge and beyond. Membership of CUES costs £10 for one year or just £15 for life, entitling you to attend any of the CUES events such as: Site Visits all over the UK and Socials Events such as Annual Dinners, Garden Parties and trips to the National Space Centre.

You will also be eligible to apply for CUES grants to undertake worthwhile Engineering-related activities. We also organise the only dedicated Engineering careers fair at the university in Michaelmas term. All our events are free, or at least heavily subsidised, by our industrial sponsors such as AECOM, ARM, BP, Rolls Royce, Shell and many more, so membership of CUES is definitely worth your while. At the start of each term you will receive the CUES magazine, "The Cambridge Engineer", along with weekly email updates about our events and interesting opportunities such as jobs, awards and scholarship programmes.

To join you will need to visit our website at www.cuengineerinsociety.org.uk and click on "Membership". Alternatively, to make this easy for you, we have a stand in the foyer of the Engineering Department on Registration day, the same day you come in to pick up your databooks and other equipment. On this day only, you will also receive a goodie bag of freebies from our sponsors as well as a CUES mug, and a freshers' edition of the magazine. We look forward to seeing you soon.

For more information check out the CUES website <http://www.cuengineeringsociety.org.uk>
You can also buy CUES Hoodies. They are a must-have for every engineering student; they're warm and comfy, perfect for wearing to lectures. They can be ordered from the freshers' stand too.

8.33 Accreditation

Accreditation requirements of the Engineering Institutions should be discussed with Directors of Studies. Details of Accreditation by the major Engineering Institutions are available on the Web.

8.34 The Teaching and Faculty Board Office

The Teaching Office is located at the far end of the Baker Building Office Floor.

Students with problems arising out of teaching are welcome to contact the Teaching Office:

Prof Richard Prager	Deputy Head of Department (Teaching)	rwp@eng	
Dr Hugh Shercliff	Director of Undergraduate Education	hrs@eng	
Madeline McKerchar	Teaching and Examinations Coordinator, Secretary to the Faculty Board	mjm61@eng	
Mary Wilby	Teaching Office Senior Administrator	melw2@eng	} teaching-office@eng
Joanne Roberts	Administrator (Examinations, Faculty Board and Room Bookings)	jm367@eng	
Tricia Cooper	Teaching Office Administrative Assistant	pmc47@eng	

Undergraduate Homepages: <http://www.eng.cam.ac.uk/teaching/>