

## 7. BRIEFING NOTES FOR FOURTH-YEAR STUDENTS

*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.*

### 7.01 Start Times for Afternoon Activities

Please note that afternoon activities start on the hour (eg 2.00pm rather than 2.15pm).

### 7.02 Wednesday 5th October - Careers Talk

A 30 minute briefing entitled '*The Careers Service - what can it do for you?*' will be held at 10.15 am on Wednesday 5th October in LR4 by Dr Harding of the Careers Service. During Michaelmas, the Service has organised a range of careers information events and there will be evening presentations from approximately 160 organisations. Students should register with the Service online at [www.careers.cam.ac.uk](http://www.careers.cam.ac.uk). The email careers information service, CLICK, enables students to receive a weekly diary of events plus specific information on various employment/further study options. An email vacancy list for engineers can also be accessed via CLICK.

### 7.03 Course Documents

All students should receive from their Directors of Studies at the start of term:

- Lecture Card and Briefing Notes
- Guide to the Engineering Tripos Part IIB
- Second Notice about Fourth Year Projects

### 7.04 Module Choices

You will be emailed with a reminder to log on to COMET to confirm or change the provisional choices you made during the Easter term 2011. You are advised to aim in your final choice at spreading the academic load evenly over the Michaelmas and Lent terms. 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 Michaelmas Term is **Wednesday of week 1 (12th October)**. You will also be able to log on at the start of next term to confirm or change your selection of Lent Term modules. **Note:** You may not discount any module for which you were entered in the Michaelmas Term.

Although you are not required to finalise your choice of modules straight away, it is important, if at all possible, 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. 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. Please check the timetable for clashes. Syllabuses and clash information are available on the CUED Undergraduate Teaching web pages. Queries **about particular IIB modules** should be addressed to the staff in charge (as detailed in the online syllabus).

A small number of **graduate modules** (designated 5Rx) will be offered to fourth-year undergraduates, restricted to candidates who have been classed with a First in Part IIA of the Engineering Tripos. You may not offer more than one module from this group. Each module is further restricted as indicated in the 'Special Conditions' section at the top of the online syllabus.

Please note that there are **no supervisions** for fourth-year modules. Any difficulties should be addressed to the Module Leader in the first instance. A guide to the location of handouts is given in your 'Guide to Part IIB' document; all enquiries should be made directly to the Module Leader / Lecturers.

### 7.05 Modules with Special Conditions 2011/12

Module 4A4 - The flight test course associated with 4A4 has a limit of 30 participants, so a ballot may be necessary. The module can, however, be taken without going on the flight test course. Please also note that the first 4A4 lecture will be a briefing and ballot session only. The course itself starts in week 5.

Module 4I1 (Strategic Valuation) will be given as a 3-day workshop at the end of full Michaelmas term, Lectures on Monday 5th, Wednesday 7th and Friday 9th December, followed by initial group work for the assessed coursework on 10th and 11th December with a Q&A session on Monday 12th and Tuesday 13th December. Please ensure you will be available for all of these days **before** signing up for this module. The number of places available to IIB Engineers is limited. The names of students wishing to take this module

will be extracted from COMET, and a ballot will be held if the module looks likely to be oversubscribed. Results will be published in the Foyer at the end of the first teaching week.

4I9 (Low power embedded systems programming) – this module is offered by the Computer Laboratory and space is limited so there will be a ballot at the start of Michaelmas Term if the number of students signed up for the module exceeds the Computer Laboratory's limit. The ballot will take place on 7 October after which the Teaching Office will be in touch with any unsuccessful applicants to ask them to select another module.

### ***Module Ballots***

If numbers are particularly high for any module, the need for a ballot will be announced at the first timetabled period. Ballots are anticipated for the following Michaelmas modules: 4I1 (Strategic Valuation) and 4E9 (Low Power Embedded Systems Programming) - see above for special arrangements

## **7.06 Module Examinations**

Written examinations for **ALL** examined modules will take place in the first three weeks of the Easter Term. Dates for specific modules will be posted on the Examinations Noticeboard in the Inglis corridor during the Lent Term.

The pass criterion for the M.Eng degree requires candidates to achieve a 2.2 standard or better in combined project and module marks. Candidates must achieve at least a third class in their combined module marks and at least a 2.2 standard in the overall project mark.

Candidates who obtain first-class marks in both their project and their modules will be awarded a Distinction grade. Candidates who have not obtained a Distinction, but who obtain at least an upper second in both the project and the modules will be awarded a Merit grade.

## **7.07 Modules with Coursework**

Coursework arrangements will usually be explained in the first lecture. Students may be required to sign up for experiments etc during the second lecture to be assured of a place.

Part IIB module coursework is now marked anonymously, as far as this is practical. Students need to complete a 2 part coversheet and submit all coursework to the relevant Group Administrator. Coversheets will be annotated by the Group Administrator with a student Coursework Candidate Number (CCN), and the named part of the coversheet removed and filed. Marksheets will only show the CCN, and marked work will be returned via the Group Administrators. (NB You do not need to know your CCN – this is *not* the same as your exam candidate number).

***You are reminded that you must keep safe ALL your 4th-year coursework as you must submit it for scrutiny by the examiners at the end of the Easter term.*** A cover sheet will be issued with the Easter term briefing notes containing details of the procedure for coursework submission. The cover sheet includes a declaration, which you must sign, that all coursework submitted is your own work. You will also be reminded of the importance of this declaration when you confirm your exam entries. **You must read the section on Co-operation/Cheating in the Guide to Part IIB.**

You are required to sign a consent form for the possible use of the Turnitin text matching software (which checks electronic coursework submissions for plagiarism). The form is attached to the Guide to Part IIB issued to you by your DoS. **Consent forms should be submitted to the Safety Office at the same time as your Risk Assessments by the end of Wednesday 12th October** (see Section 7.09).

## **7.08 Course Survey for 4th Year Modules**

The online computer survey does not cover fourth-year lectures and courses. Instead, survey forms will be issued to you in lectures towards the end of term to canvass your views. The Fast Feedback Facility is available for all years for rapid communication with staff.

## **7.09 Fourth-Year Projects**

You should by now have determined your project and your project supervisor. Please read the document 'Second Notice about Fourth-year Projects'. You are advised to contact your project supervisor as soon as possible to discuss plans for the work to be undertaken during the coming term. In the event of problems you should consult the Project Co-ordinator for the Group with which the project is associated. The overall Co-ordinator is Dr Andrew Gee (ahg@eng).

The Group Co-ordinators are:

Group A: Prof HP Hodson	(hph1000@eng)
Group B: Prof WI Milne	(wim@eng)
Group C: Dr D D Symons	(dds11@eng)
Group D: Dr A Al-Tabbaa	(aa22@eng)
Group F: Prof K Glover	(kg@eng)

**You must notify Mary Wilby in the Teaching Office immediately of any change of supervisor or project.** Please email [melw2@eng](mailto:melw2@eng) and copy the message to the relevant Group Co-ordinator.

All Part IIB students must attend a Health and Safety talk from 2-3 pm on Wednesday 5th October in LT2. Risk assessment forms must be returned to the Safety Office by the end of Wednesday 13th October. A penalty of 5 marks will be deducted per week, or part of week, the risk assessment form is late.

Fourth-year students have a certain amount of access to Departmental photocopying facilities to assist them in their research and in preparing for presentations. You will need your University Card and/or Departmental PIN to do this, and also a divisional photocopying job number from your Supervisor.

#### 7.10 **Royal Aeronautical Society – Young Members’ Roadshow**

A speaker from the Royal Aeronautical Society will be giving a talk in LR4 on Monday 17th October from 2-3 pm. Students with an interest in aeronautical engineering are invited to attend. Guidance on career development and on training towards Chartered Engineer status will be given, and students will be told how to apply for membership of the Royal Aeronautical Society. In addition, all existing RAeS young members are encouraged to attend a post-presentation ‘feedback session’ to put any questions, views and ideas about the RAeS and the Young Members’ Section to the presenters.

#### 7.11 **Programming in C++, Java and Abaqus**

Short courses will be offered throughout October and November. For more details, see: <http://www-h.eng.cam.ac.uk/help/tpl/Seminars/>