
Guidelines for the Rearrangement of Coursework Sessions

This document sets out the Faculty Board of Engineering guidelines for the circumstances under which coursework activities may be rearranged.

In Parts IA and IB of the Engineering Tripos, students' coursework assignments are set by the laboratory rotas issued by the Teaching Office. In the third and fourth years of the Engineering Tripos and the Manufacturing Engineering Tripos, students are to a great extent responsible for setting their own coursework timetables by signing up for laboratory experiments etc. associated with the modules they are doing.

For **Part I coursework** (including sign-up sessions) identify an appropriate replacement slot in the timetable, in discussion with the appropriate Chief Technician, and then clear this with the Laboratory Leader in charge of the activity (as listed on the Teaching Webpages).

For **Part II coursework**, contact the staff member in charge of the coursework activity (e.g. Lab/EAA Leader, Module Leader). Wherever possible, arrangements should be made in advance – failure to do so when the need for rearrangement was foreseeable may result in the request being refused. In some cases, it may be necessary to apply for an extension to a deadline to allow coursework to be completed.

Reasons for seeking to rearrange course work fall into one of the following five categories:

(1) Illness

Educationally it is always preferable to rearrange coursework missed through illness, and this should be attempted wherever practicable. If rearrangement is not possible, then apply for the appropriate allowance. The procedures to be followed are described in the document [Allowances for Illness](#).

(2) Compassionate Grounds

Students will, wherever practicable, be allowed to rearrange coursework on compassionate grounds (for instance, to enable them to attend a funeral, or because the coursework is scheduled on the day of a religious festival). The student concerned should try to rearrange the coursework in advance. If rearrangement proves impossible, then an application for an allowance can be made with the support of the student's Tutor.

(3) Interviews

When applying for jobs, work placements or sponsorship, students may be invited for interview on days that conflict with coursework assignments. In this eventuality the student concerned should in the first instance seek to rearrange the interview rather than the coursework. If this proves impossible, then the student may seek to rearrange the coursework. Allowances are not normally given for coursework missed through interviews.

(4) Sporting Commitments

Coursework may *not* be rearranged to accommodate *College* sporting commitments. Students will, wherever practicable, be allowed to rearrange coursework that conflicts with *University* sporting competitions (i.e. representing the University of Cambridge in a competitive event) but *not* for training sessions. NB Allowances are not available if such rearrangement is impossible.

(5) Other Reasons

If a student wishes to seek to rearrange coursework for any reason not covered by the four categories above, they should discuss the matter with the Director of Undergraduate Education, Dr Hugh Shercliff (hrs@eng.cam.ac.uk).

For information on applying for an extension or an allowance of marks, see the document: [Allowances for Illness](#).
