

Part IA briefing notes - Easter term supplement

This section contains updates for the Easter term and should be read in conjunction with the briefing notes issued in both Michaelmas and Lent terms.

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On-line timetables

The University-wide online lecture list for Engineering cannot be guaranteed as accurate by the Department. It is available to download to smart devices for this term but should be checked against the timetable on the Department website as there may have been changes to lecture times since the University-wide lecture list was produced.

Vacation assignment: Product design exercise

The deadline for handing in (not posting) your solution to Mr Viv Bateman (office at the East end of the DPO) is 1.00pm on Tuesday 19 April 2016, the first day of Full Term. Please mark each sheet of your solution (two sheets in total) clearly with your name, College and laboratory group number.

You will be required to present your solution in person to an audience comprising 20 or more of your peers, a departmental marker and a designer from industry. This will take place during the afternoon of Wednesday 20 April 2016. Rooms for these presentations will be posted in the DPO from Tuesday 19 April 2016. You will be required to attend the full two-hour session which will begin at 2.00pm.

Your solutions will be available for collection directly following your presentation session.

Easter term coursework

Laboratory sessions continue on Mondays, Tuesdays, Thursdays and Fridays for 3 weeks in the Easter term. The last practical laboratory period is on Friday 13 May. Signing-up times after this date will depend upon the laboratory in question, and students should consult the laboratory booking sheets for the exact times available.

IA Coursework qualification

It is your responsibility to check that the marks you obtained in labs have been properly recorded.

Occasionally there are clerical errors, or lateness penalties may be imposed which are not shown in your

coursework notebooks. ***It is up to you to query any such errors.*** A consolidated list will be on display in the foyer of the Baker building from Friday 27 May 2016 until Thursday 2 June 2016. You should notify [Dr Scott](#) (in overall charge of IA labs) by email of any apparent discrepancies. Dr Scott will be available to help with any questions on Friday 3 June 2016 from 10.30-11.00 am in the South Common Room (2nd floor Baker Building).

Applications for [allowances](#) must be received by the Teaching Office before Wednesday 25 May 2016, at which point the list is finalised.

Laboratory folders

Please remember to bring your ring-binder files for laboratory work back with you after the long vacation. Part IB laboratory handouts will be issued at the beginning of the Michaelmas term 2016. These should be inserted into the file, and brought with you to each laboratory session as before. New ring-binders will not be issued.

Library - summer vacation borrowing

Undergraduates are allowed to borrow from the Library during the summer vacation. In general only books may be borrowed (ie not journals, and theses only if the supervisor makes a special case to the Librarian).

Students should provide a contact email address and phone number so that they may be contacted at any time should a book be needed by another library user. In such cases, books must be returned promptly and properly packed. Books must also be returned should the borrower be out of contact for any length of time.

If not previously returned, books must be brought in to the Library at the beginning of the Michaelmas term for return or renewal.

James Dyson Award

Design something that solves a problem - and win up to £30,000. Full details can be found at: <http://www.jamesdysonaward.org/en-GB/the-brief/>

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