Part IIB briefing notes - facilities and rules

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Access to the Department

ID cards

All students should have been issued with a University ID card by their College. If you have any problems with access in the Department, please take your card to the CUED Security Office between 9am and 1pm. 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.

If you lose your card, please report its loss immediately to the Security Office (or email security-admin@eng.cam.ac.uk), but note that replacements for lost cards should be ordered through your College.

General access to the Department

University ID cards will enable access to the Department's central site 7am – 10pm seven days a week.

Access to the Department out of hours will be through the foyer entrance to the Baker Building. Students must be carrying their University card.

Only students who have attended a safety briefing are permitted to be present in the building outside the hours of 7am - 10pm.

Access to the Department between 10pm and 7am

Access to the Department outside the hours of 7am-10pm requires an authorised Late Working Permit. This is available to download below or a hard copy is available from Reception.

N.B. At no time may any undergraduate work unsupervised in laboratory areas, including those with a Late Working Permit.

Access to the DPO

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 IT helpdesk hours in full term are 8.30 am - 6.00 pm Monday to Friday. Any DPO equipment problems should be reported to the IT Helpdesk, either in person or by email.

Access to the Canteen and information regarding the EPOS system

The Department is currently extremely short of space, and is therefore unfortunately only able to provide undergraduate access to the Canteen and North Common Room with the following conditions:

- Undergraduates may *not* purchase items from the canteen between 12noon and 1pm.
- Undergraduates may only occupy seats in the North Common Room after 1pm.
- Purchases may only be made using the Department EPOS system

Students can buy food/beverages at a reduced price using the Department EPOS Cashless System. Funds must be loaded onto their University Card via the Department EPOS system. Students will be able to access their balance easily using this system in order to ensure they are in continual credit. It is important to note that the Canteen will not complete any transaction if insufficient funds are showing. The option for students to load their cards with cash at the canteen is only possible in units of £10 and after 2.30pm.

Departmental rules

Food and drink in lecture theatres

In response to a request from the SSJC, students are now permitted to take bottled water into CUED lecture theatres. 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.

Food and drink in the DPO

The DPO is a centre for student project work and academic interaction, and students are permitted to eat and drink in the DPO provided they show appropriate consideration for the teaching, the equipment and their peers. In particular, it is inappropriate to eat or drink in a:

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

Student notices and posters

Students are not allowed to put posters up in the Department without permission, except on the designated noticeboard in the Inglis corridor. Students who wish to display items in areas other than this should contact reception in the first instance.

Smoking

There is a total ban on smoking on Departmental sites.

Departmental 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. Access to the Department's systems is controlled by a userid (identical to the CRSid as used for email) and a password, initially set at registration. For registration, the CRSid and Raven password are used. Students should ensure they know both their Departmental system password and hermes password when attending computing practicals.

Rules for use

At registration, everyone is required to sign a form agreeing to abide by the University's rules governing the use of computer systems in the University: 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.

IT Support

The main source of information about IT facilities in the Engineering Department is the online computing help system, 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 IT helpdesk, tel: (3)32686 or visit the office at the end of the DPO.

Moodle

Moodle is used to provide on-line content for our courses. Moodle is available at www.vle.cam.ac.uk.

You may wish to look at our 'getting started' guide.

Programming in C++, Java and Abaqus

Short courses will be offered throughout the Michaelmas term. For more details see: http://www-h.eng.cam.ac.uk/help/tpl/Seminars/

Programming advisor

Our programming advisor, Tim Love, is usually available each afternoon to help with any queries about programming. He can usually be found in or around the DPO.

Printing & photocopying

Access to the printers/copiers in public areas (including those in the self-service print room at the end of the DPO) is controlled by the University card. See the information about Papercut printing and copying for further details.

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 IT Helpdesk. The quota can be added to by means of payment via the Department's EPOS system.

Language Unit facilities

Language programme for engineers

Optional courses are offered in Chinese, French, German, Japanese and Spanish at beginners', intermediate and advanced levels. Courses may be taken for examination credit in the second, third and fourth year. Visit the Language Unit website for further information.

Facilities

The Language Unit (LU) is situated in the South Wing, Baker First Floor, where multi-media facilities for self-study are available not only for the languages taught here but in other languages too.

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