

# 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 (located in the basement) 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](mailto:security-admin@eng.cam.ac.uk)), but note that replacements for lost cards should be ordered through your College.

### General access to the Department

**In light of the COVID-19 pandemic, the department's opening hours will be different from those in normal times. In the first instance, undergraduate students will have access from 9 am - 5 pm Monday-Friday. There may be occasional lab activities (e.g. the Structural design course) where the lab runs until 5:30. It is important to leave the department promptly so that all spaces can then be prepared for the next day.**

Students must be carrying their University card at all times.

### Access to the Department between 11pm and 7am

Only students who have attended a safety briefing are permitted to be present in the building outside the hours of 7 am - 11 pm. Access to the Department between 11 pm and 7 am 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

Computer workstations are available during timetabled classes. 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 by [email](#).

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## Access to the Canteen and information regarding the 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

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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 2.30 pm.

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## Departmental rules

### Food and drink in lecture theatres

**In light of the COVID-19 pandemic, undergraduate students will not be allowed access to lecture theatres except for scheduled examples classes in some Part II modules for Michaelmas term in the first instance.**

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

Given that the DPO is only going to be accessible in Michaelmas term initially for formal lab sessions, food and/or drink will not be allowed unless the lab leader and demonstrators have given their explicit permission.

### 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.

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## Departmental computer system

The [Departmental computer system](#) is provided for timetabled computer based coursework. 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.

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## Course material on Moodle

Most of the Department's courses have a page on the [University's Virtual Learning Environment Moodle](#).

These pages are maintained by course lecturers. Students registered to these courses are automatically enrolled at the start of the course and can engage in the course activities, including coursework submission when appropriate.

Other members of the University, staff or students, can self-enrol as observer and gain access to handouts and other documents made available to the students by the lecturers. This access is provided to students so that they can make an informed decision regarding their course selection. There might be copyright restrictions to the course material; any use of the course content that is not related to students education is not allowed. The material should not be redistributed by the students in any circumstances.

A key is needed to self-enrol on any course. By using this key, you indicate that you agree with the condition above.

### Enrolment key: `cued_moodle_access`

You may wish to look at our ['getting started' guide](#).

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## Printing & photocopying

**Due to the COVID-19 pandemic, departmental printers & photocopiers will be out of use for the foreseeable future.**

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## Centre for Languages and Inter-Communication 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 [CLIC website](#) for further information.

### Facilities

The Centre for Languages and Inter-Communication (CLIC) 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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