

## Faculty of Engineering Guidance on Technical Support for Undergraduate Projects

The Faculty is committed to supporting students to produce the highest quality undergraduate projects during their studies at the University of Bristol. The following guidelines have been introduced to clarify the support available, to ensure equity of support, to enable the timely delivery of projects to meet submission deadlines, and to maximise usage of the facilities across the Faculty.

### Technical Support

To ensure all students have equal access to technical support the following guidelines are in place:

- 5 days of technical preparation and support time
- 2 days of workshop machining
- 2 days of electrical workshop support
- 5 days of test machine time for high demand shared facilities

Where it is felt that these guidelines will be exceeded by an individual project, projects will be referred to Heads of Department.

### Timescales

In order to effectively manage workloads (both of individual students and of the Technical Services), it is expected that project work will commence during Teaching Block 1.

On average work submitted to the workshops will take 3 weeks to manufacture, for students wishing to undertake testing this should be factored into project planning. Students should be aware that the University closes for approximately 2 weeks at the end of December/ start of January, and therefore timescales will be affected during this period.

Clear deadlines are in place for the submission of work to labs and workshops. While staff will endeavour to support all work wherever possible, work submitted after these dates may not be delivered in time to meet project deadlines and is done at your own risk.

### Final Technical Deadlines

- Deadline for submission to workshop for machining 1 month before work submission deadline
- Deadline for booking test machines, 1 month before work submission deadline

### Facilities

The Faculty supports a broad range of teaching and research laboratories and workshops; these facilities are available to students to provide the opportunity for hands-on learning to support your project work. An overview of what's available, including details of who to contact for each space, is available at:

<http://www.bristol.ac.uk/engineering/facilities/>

The student workshop has been created as a dedicated space in the Queen's building to enable students the opportunity to work in a safe and managed environment during your studies, with equipment and materials provided. Full details of what is available for use can be seen at:

<http://www.bristol.ac.uk/engineering/facilities/student-workshop/>

Please note, for some equipment it is necessary to undertake training before access will be permitted, for full details of how this can be arranged please speak to the technician responsible for the area.