

FACULTY OF ARTS AND HUMANITIES
Preparatory Year Programme Student Induction –
Blended (one day on campus/one day online)
October 2021

Welcome!

The Induction

Students are required to attend all sessions of the Induction Programme.

The Induction provides you with an opportunity to:

- ✓ meet key University and Faculty staff
- ✓ meet future friends and colleagues
- ✓ understand your programme of study
- ✓ understand how you will study and be assessed
- ✓ understand the importance of Academic Honesty, Study Skills and English Language
- ✓ understand key support services including the Library, eLearning and the Student Record System (SRS)

Induction Groups

When you arrive for the Induction you will be allocated to an induction group (A to E).

5 things you must do by the end of the Induction

By the end of the Induction you must have:

1. completed your registration with Student Affairs
 - ✓ *submitted all documents*
 - ✓ *paid your tuition fees*
 - ✓ *collected your BUE Student ID Card*
2. accessed your BUE email address and logged onto the SRS
3. met your Personal Tutor
4. completed a Library Induction
5. printed a copy of your weekly programme timetable and know when your first class is in Teaching Week 1

How to access your BUE email address

1. Your BUE password and username will be sent to your registered personal email. You can also collect your BUE password from Student Affairs.
2. Your email address is username@bue.edu.eg, where 'username' is your **First Name** followed by your **BUE ID number**.

For example if your first name is Ahmed and your BUE ID number is 110200 then your BUE email address will be Ahmed110200@bue.edu.eg

3. From any internet browser go to <http://mail.bue.edu.eg>
4. Web mail will open and request your email address and password.
5. Enter your full BUE email address and the given password.
6. Set your local time zone.
7. The given password can be changed from:
 - a. <https://pwd.bue.edu.eg>
 - b. The BUE eLearning site

- c. The IT Support Office in the Computer Labs, Building B
8. For more information see the self help guides - <http://www.bue.edu.eg/index.php/administrative-departments/information-technology/how-to>

How to access the BUE SRS

- First access your BUE email
- From an internet browser go to <https://srs.bue.edu.eg>
- Enter your user name – this is the first part of your email address (e.g. Ahmed110200)
- Choose the Student option
- You will now have access to:
 - Transcript
 - English level transcript
 - Selection of main and optional modules
 - Study timetable
 - Exams timetable
 - Registration card

Personal Tutors

All students are allocated a Personal Tutor in the Preparatory Year. Personal Tutors are key members of staff and provide students with guidance and support when it is needed. You are required to meet your Personal Tutor during the Induction. Names of Personal Tutors are listed below.

Please ensure you go to the room number listed in the last column for your Induction Personal Tutoring sessions:

| Group | Personal Tutor | Office | Ext | email | Room number for the induction sessions | |
|-------|----------------|--|--------|-------|--|-----|
| A | A1 | Dr Noha Hanafy (DELL) | D210 | 1712 | noha.hanafy@bue.edu.eg | TBC |
| | A2 | Ms Nouran.Osama (DELL) | D303 | 1723 | nouran.osama@bue.edu.eg | TBC |
| | A3 | Dr Amal Abdl Ghani (DELL) | D 206 | 1711 | amal.abdelghani@bue.edu.eg | TBC |
| | A4 | Ms Chantal Peirre (DELL) | D303 | 1723 | chantal.peirre@bue.edu.eg | TBC |
| B | B1 | Dr Nancy Ihab (DELL) | D202 | 1721 | Nancy.ihab@bue.edu.eg | TBC |
| | B2 | Ms Nour Sourial (DELL) | D303 | 1723 | nour.sourial@bue.edu.eg | TBC |
| | B3 | Ms Rania Salem (DELL) | Arts 5 | 1734 | rania.salem@bue.edu.eg | TBC |
| | B4 | Dr Hala Shaker (DELL) | D206 | 1711 | hala.shaker@bue.edu.eg | TBC |
| | B5 | Ms Ayah Samy (DELL) | D303 | 1723 | ayah.samy@bue.edu.eg | TBC |
| C | C1 | Dr Ansam AlShaikh (Psychology) | Arts 5 | 1743 | Ansam.alshaikh@bue.edu.eg | TBC |
| | C2 | Dr Safaa Eraky (Psychology) | Arts 5 | 1743 | Safaa.eraky@bue.edu.eg | TBC |
| | C3 | Ms Leena Rawan Abdelgawad (Psychology) | Arts 5 | 1743 | leena.abdelgawad@bue.edu.eg | TBC |
| D | D1 | Ms Reem Kamel (Psychology) | Arts 5 | 1743 | reem.kamel@bue.edu.eg | TBC |
| | D2 | Dr Mona Zein (Psychology) | Arts 2 | 1741 | mona.zein@bue.edu.eg | TBC |
| | D3 | Ms Verna Awad (Psychology) | Arts 5 | 1743 | verna.awad@bue.edu.eg | TBC |
| | D4 | Ms Lora Samuel (Psychology) | Arts 5 | 1743 | lora.samuel@bue.edu.eg | TBC |
| | D5 | Dr. Matthew Hall (Psychology) | Arts 2 | 1741 | Matthew.Hall@bue.edu.eg | TBC |
| E | E1 | Ahmed Abdelrahman(Chinese) | D207 | 1732 | ahmed.abdelrahman@bue.edu.eg | TBC |
| | E2 | Hu Kaixin (Chinese) | D207 | 1732 | Kaixin.hu@bue.edu.eg | TBC |
| | E3 | Maram Mohamed (Chinese) | D207 | 1732 | Maram.mohamed@bue.edu.eg | TBC |

5 things you should bring to the Induction

Please ensure that you bring the following to the induction:

1. Your BUE Acceptance Letter, or Conditional Acceptance Letter
2. Pens, A4 paper and folder
3. A copy of the Induction timetable
4. A copy of the Preparatory Programme Student Handbook - you can download this from the BUE website, www.bue.edu.eg
5. Any outstanding documents required to complete your registration with Student Affairs

Student Activity – Welcome Event

A welcome event will be held by the Student Activities Department. Details will be announced during your induction.

Finally

We look forward to meeting you in Induction. We hope that you will find the Induction enjoyable and that it will help prepare you for your future career at BUE. Please ensure that you are punctual for all sessions.

If you have any questions, or require further information, please contact Student Affairs:

Hotline: 19283

Telephone: 002 02 2689 0000 - ext 1306, ext 1309, ext 1311, ext 1316, ext 1317 or ext 1328

Email: admission@bue.edu.eg

**Preparatory Year Programme Student Induction –
Blended (one day on campus/one day online)
September 2021**

FACULTY OF ARTS AND HUMANITIES

| Mass Lecture Hall 1 & 2 Building 13 | | | |
|---|--|--|---|
| DAY ONE – ON CAMPUS - Monday 04 October | | | |
| 9.00-9.20 | Allocation of Induction Groups Meet outside the Auditorium | | |
| 9.30-10.00 | Welcome to the Faculty of Arts and Humanities The Dean: Prof Shadia Fahim & Faculty Staff | | |
| 10.00-10.20 | Understanding the British System and the Preparatory Year Programme Dr Hala Shaker | | |
| 10.20-10.30 | Advising and Language Support Office – ALSO Orientation Dr Rania Khalil | | |
| 10.30-11.00 | Psychological Services Centre Orientation Dr Safaa Eraky | | |
| 11.00-11.30 | How to Use eLearning and the SRS Ms Aya El-Shahawy | | |
| 11.30-12.00 | Email Etiquette Presented by (student) | | |
| 12.00-1.00 | Break - Grab a Coffee & Musical Performance | | |
| 1.00-1.30 | Introduction to the English Language and Literature Programme Dr Hoda Elhadary CR_ 1 Bldg 13 | Introduction to the Psychology Programme Prof Mohamed Saad Lecture Hall 2 Bldg 13 | Introduction to Chinese Programme Prof. Hassan Ragab CR_ 2 Bldg 13 |
| 1.30-2.00 | Meet your Personal Tutor Bldg 13 - Lecture Hall 1, 2, CR 1, 2, 3, 4 | | |
| 2:00-2.15 | Where to find information, help and support Q&V Reps | | |
| 2:15-2.30 | Exploring New Perspectives of Self Presented by (student) | | |
| 2:30-3.15 | 2.30 -2.45 Library Induction/Tour Groups A,B &E | 2.30 -2.45 Library Induction/Tour Groups C & D | |
| | 2.45 -3.15 Understanding the Importance of Academic Honesty Library Building Ground Floor, Cultural Events Room Ms Suzan Ashmawy /Groups A,B &E | 2.45 -3.15 Understanding the Importance of Academic Honesty Library Building Second Floor; Computer lab 2 Ms Alliaa Adel / Groups C & D | |
| 3.15-4.00 | Introduction to BUE Clubs and Societies Roman Theatre (Food Court) | | |
| DAY TWO – ONLINE (RECORDED VIDEOS POSTED ON eLEARNING) - Tuesday 05 October | | | |
| BUE 'Welcome Talks' | | | |
| Welcome to the Faculty of Arts and Humanities The Dean: Prof Shadia Fahim & Faculty Staff | | | |
| Advising and Language Support Office – ALSO Orientation Dr Rania Khalil | | | |
| How to Use eLearning Ms Aya El-Shahawy | | | |
| Library Induction | | | |
| Understanding Assessment Dr Omnia Elkommos | | | |
| Introduction to the English Language Modules Dr Nagwa Soliman | | | |

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| | Introduction to the English Language and Literature Programme Dr Hoda Elhadary |
| | Introduction to the Psychology Programme Prof Mohamed Saad |
| | Introduction to Chinese Programme Prof. Hassan Ragab |

BUE Student ID card and email

Please ensure you collect your BUE Student ID Card and BUE email.