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 C).

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
   - completed an English Placement Test
   - 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 book an English Placement Test
Most students will already have completed an English Placement Test as part of the enrolment process. If you have not done this, you must ensure that you do so before the end of the Induction. To book an English Placement Test you must:

1. Go to the Student Affairs Office, or telephone 01001357909, to reserve a place.
2. Attend the English Placement Test on the correct day. Please arrive ten minutes before the start time of the test.

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.
3. From any internet browser go to [http://mail.bue.edu.eg](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](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](http://www.bue.edu.eg/index.php/administrative-departments/information-technology/how-to)

How to access the BUE SRS
a. First access your BUE email
b. From an internet browser go to [https://srs.bue.edu.eg](https://srs.bue.edu.eg)
c. Enter your user name – this is the first part of your email address (e.g. Ahmed110200)
d. Choose the Student option
e. You will now have access to:
   - Transcript
   - English level transcript
   - Selection of major 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:

<table>
<thead>
<tr>
<th>Group</th>
<th>Personal Tutor</th>
<th>Office</th>
<th>Ext</th>
<th>email</th>
<th>Room number for the induction sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Dr Marwa Zein</td>
<td>322</td>
<td>3252</td>
<td><a href="mailto:Marwa.Zein@bue.edu.eg">Marwa.Zein@bue.edu.eg</a></td>
<td>Room 1</td>
</tr>
<tr>
<td>A</td>
<td>Dr Yamine Abdel Moniem</td>
<td>322</td>
<td>3252</td>
<td><a href="mailto:yasmine.moneim@bue.edu.eg">yasmine.moneim@bue.edu.eg</a></td>
<td>Room 2</td>
</tr>
<tr>
<td>A</td>
<td>Mr. Ahmed Rashwan</td>
<td>324</td>
<td>3251</td>
<td><a href="mailto:Ahmed.Rashwan@bue.edu.eg">Ahmed.Rashwan@bue.edu.eg</a></td>
<td>Room 3</td>
</tr>
<tr>
<td>B</td>
<td>Ms. Safya Tarek</td>
<td>324</td>
<td>3251</td>
<td><a href="mailto:Safya.Tarek@bue.edu.eg">Safya.Tarek@bue.edu.eg</a></td>
<td>Room 4</td>
</tr>
<tr>
<td>B</td>
<td>Ms. Habiba Mohamed</td>
<td></td>
<td></td>
<td></td>
<td>Room 5</td>
</tr>
<tr>
<td>B</td>
<td>Dr Ahmed Khalifa</td>
<td></td>
<td></td>
<td></td>
<td>Room 6</td>
</tr>
<tr>
<td>C</td>
<td>Dr Sherif Alatfy</td>
<td></td>
<td></td>
<td></td>
<td>Room 7</td>
</tr>
<tr>
<td>C</td>
<td>Dr Hussein Mahrous</td>
<td></td>
<td></td>
<td></td>
<td>Lecturer Hall 1</td>
</tr>
</tbody>
</table>
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 in Teaching Week 2. This will be an opportunity for you to find out about BUE’s Clubs and Societies and for you to join them.

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
**FACULTY OF LAW**

*Lecture Hall – 1 Building 15*

### WEDNESDAY 21ST SEPTEMBER 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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| 9.00-9.20 | Allocation of Induction Groups  
Meet outside the Auditorium |
| 9.30-10.30 | Welcome to the BUE  
In the Auditorium |
| 10.45-11.45 | Welcome to the Faculty of Law  
The Dean & Faculty Staff |
| 12.00-1.00 | Introduction to BUE Clubs and Societies  
Roman Theatre (Food Court) |
| 1.15-2.15 | 1.15-1.45 Library Induction  
Group A&B  
1.45-2.15 Library Induction  
Group C&D |
| 2.30-3.30 | Meet your Personal Tutor  
See front page for room numbers |
| 3.30-4.00 | Student Registration or Log on to SRS or Grab a Coffee |

### THURSDAY 22ND SEPTEMBER 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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| 9.00-10.00 | How to Use eLearning and the SRS  
Dr Yasmine Abdelmoniem / Ms. Ghada Mostafa |
| 10.15-11.15 | Understanding Assessment and the Importance of Academic Honesty  
Dr Marwa Zein / Dr Yasmine Abdelmoniem |
| 11.30-12.30 | Introduction to the English Language Programme  
Ms. Noha Hanfy |
| 12.30-1.15 | Lunch and Log on to SRS |
| 1.15-2.15 | Understanding the British System and the Law Preparatory Year Programme  
Dr Marwa Zein / Dr Yasmine Abdelmoniem |
| 2.30-3.30 | Where to find information, help and support  
Safy Ayad / Nehal Othman |
| 3.30-4.00 | Student Registration or Log on to SRS or Grab a Coffee |

**BUE Student ID Cards**

Please ensure you collect your BUE Student ID Card.