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 (A1 to A4).

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.

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
   a. First access your BUE email
   b. From an internet browser go to 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Dr Adel Saleh</td>
<td>Vice Dean Office</td>
<td>3001</td>
<td><a href="mailto:Adel.saleh@bue.edu.eg">Adel.saleh@bue.edu.eg</a></td>
<td>Class Room 1</td>
</tr>
<tr>
<td></td>
<td>Dr Christine Fahmy</td>
<td>12</td>
<td>3011</td>
<td><a href="mailto:Christine.fahmy@bue.edu.eg">Christine.fahmy@bue.edu.eg</a></td>
<td>Class Room 2</td>
</tr>
<tr>
<td></td>
<td>Dr Fatma Hamdy</td>
<td>31</td>
<td>3013</td>
<td><a href="mailto:Fatma.hamdy@bue.edu.eg">Fatma.hamdy@bue.edu.eg</a></td>
<td>Class Room 3</td>
</tr>
<tr>
<td>A</td>
<td>Dr Naglaa Al Emary</td>
<td>PTO 14</td>
<td>3014</td>
<td><a href="mailto:Naglaa.alemary@bue.edu.wg">Naglaa.alemary@bue.edu.wg</a></td>
<td>Class Room 4</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 ID Card, 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 COMMUNICATION AND MASS MEDIA

**Groups A1, A2, A3, A4 - Building 13 Heikal Hall**

## WEDNESDAY 21st SEPTEMBER 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</table>
| 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 Mass Communication  
*Prof Mohamed Shouman* |
| 12.00-1.00 | Introduction to BUE Clubs and Societies  
*Roman Theatre (Food Court)* |
| 1.15-2.15 | Understanding the British System and the Mass Communication Preparatory Year Programme  
*Dr Adel Saleh* |
| 2.30-3.30 | How to use eLearning and the SRS  
*Eng Islam TA Reem Gehad* |
| 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>Activity</th>
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</table>
| 9.00-10.00 | Introduction to the English Language Programme  
*Ms Reham Samir* |
| 10.15-11.15 | Meet your Personal Tutor  
*See front page for room numbers*  
Groups C & D |
| 10.15-10.45 | Library Induction  
*Group A* |
| 10.50-11.20 | Library Induction  
*Group B* |
| 11.30-12.30 | Meet your Personal Tutor  
*See front page for room numbers*  
Groups A & B |
| 11.30-12.00 | Library Induction  
*Group C* |
| 12.05-12.35 | Library Induction  
*Group D* |
| 12.30-1.15 | Lunch and Log on to SRS |
| 1.15-2.15 | Understanding assessment and the importance of Academic Honesty  
*Dr Lawrie Philips* |
| 2.30-3.30 | Where to find information, help and support  
*Dr Christine Fahmy* |
| 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.