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.

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 sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Dr Rania Khalil</td>
<td>107</td>
<td>1724</td>
<td><a href="mailto:rania.khalil@bue.edu.eg">rania.khalil@bue.edu.eg</a></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Dr Omnia Elkommos</td>
<td>101</td>
<td>1703</td>
<td><a href="mailto:oelkommos@bue.edu.eg">oelkommos@bue.edu.eg</a></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Dr Azza Taha</td>
<td>101</td>
<td>1720</td>
<td><a href="mailto:azza.taha@bue.edu.eg">azza.taha@bue.edu.eg</a></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Ms. Shaimaa Saeed</td>
<td>210</td>
<td>1727</td>
<td><a href="mailto:Shaimaa.saeed@bue.edu.eg">Shaimaa.saeed@bue.edu.eg</a></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ms. Lubna Adel</td>
<td>210</td>
<td>1727</td>
<td><a href="mailto:lubna.adel@bue.edu.eg">lubna.adel@bue.edu.eg</a></td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>Dr Mohamed Saad (Psychology)</td>
<td>TBC</td>
<td>1741</td>
<td><a href="mailto:mohamed.saad@bue.edu.eg">mohamed.saad@bue.edu.eg</a></td>
<td>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 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 ARTS & HUMANITIES – THE ENGLISH LITERATURE & LANGUAGE PROGRAMME

AND THE PSYCHOLOGY PROGRAMME

Lecture Hall 1 Bldg 13

**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 Arts and Humanities  
The Dean & Faculty Staff |
| 12.00-1.00 | Introduction to BUE Clubs and Societies  
*Roman Theatre (Food Court)* |
| 1.15-2.15 | Understanding the British System and the English Preparatory Year Programme  
*Dr Rania Khalil* |
| 2.30-3.30 | How to Use eLearning and the SRS  
*Dr Abdullah Alger* |
| 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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</table>
| 9.00-10.00 | Library Induction  
*Groups A & B* |
| 9.00-9.30 | Library Induction  
*Group C* |
| 10.15-10.45 | Understanding Assessment  
*Dr Omnia Elkommous* |
| 10.45-11.15 | Understanding the Importance of Academic Honesty  
*Professor Shadia Fahim* |
| 11.30-12.30 | Meet your Personal Tutor  
*See front page for room numbers- TBC* |
| 12.30-1.15 | Lunch and Log on to SRS |
| 1.15-2.15 | Introduction to the English Literature and Language Programme  
*Dr Sherine Mazloum* |
| 1.15-2.15 | Introduction to the Psychology Programme  
*Dr Mohamed Saad* |
| 2.30-3.30 | Where to find information, help and support  
*Ms. Nermeen Farid* |
| 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.