

The Preparatory Year Programme
Student Handbook
2019 / 2020



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Welcome

Welcome to the Preparatory Year Programme.

BUE degree programmes offer a unique learning experience in Egypt for they provide an opportunity to take advantage of studying within a British context. This requires students to have the necessary skills to study within a British system and to take full advantage of the opportunities offered by it.

The Preparatory Year Programme aims to support the development of your knowledge and independent learning skills so that you can successfully progress onto a degree programme at BUE. The knowledge and skills that you will develop in the Preparatory Year Programme include:

1. Subject Knowledge
2. English Language Skills
3. Learner Skills
4. Academic Honesty
5. To learn how to think not what to think

By successfully completing the requirements of the Preparatory Year Programme we believe that you will have the knowledge and skills to enter a BUE degree programme.

The Preparatory Year Student Handbook lists the different elements that you must complete successfully to pass the Preparatory Year Programme. It sets out the key areas that will help you understand the Preparatory Year Programme and to ensure your future success on a BUE degree programme.

In time, you should also refer to the [University Student Handbook](#), which provides detailed information about the requirements of studying at BUE, as well as the [Undergraduate Regulations](#) which set out the regulations of the University.

We look forward to supporting you develop the knowledge and skills required for a successful academic career at the BUE and in your future career.

Prof. Leslie Croxford - Senior Vice President for Teaching & Learning

www.bue.edu.eg

Section 1 – Purpose of the Preparatory Year Programme

Aim of the Preparatory Year Programme

The Preparatory Year Programme will prepare you for a British system of undergraduate study and will help you to qualify to enter a degree programme at BUE. It does this by helping you to develop five key areas:

1. Subject Knowledge
2. English Language Skills
3. Learner Skills
4. Academic Honesty
5. To learn how to think not what to think

This way of learning may be very different from how you have learnt before. The Preparatory Year Programme will help you develop the skills needed to be an effective independent learner. It is important that you take full advantage of the opportunities offered by it.

Requirements for successful progression

By the end of the Preparatory Year Programme you must have completed and passed all the modules in the Preparatory Year Programme to progress to Degree Year 1 of a degree programme at BUE.

To help you pass the Preparatory Year Programme it is important that you do the following:

Make sure you complete these requirements

All students must:	Preparatory Year Programme Student Handbook
✓ have a Personal Tutor	Pages 5 & 19
✓ have a BUE ID, e-mail, and SRS password	Pages 5, 17 & 18
✓ know which modules you must complete each semester, have all the module documentation, and successfully pass each module	Page 6
✓ know which English module you need to complete each semester	Page 8
✓ have all the essential BUE documentation	Page 7
✓ develop the skills of independent learning	Pages 9, 10 & 11
✓ understand the importance of Academic Honesty	Page 12
✓ understand University Regulations and procedures	Page 13
✓ know who key staff are	Page 14
✓ use the Library, eLearning and Student Support Services effectively	Pages 11, 16, 17 & 18
✓ meet your Personal Tutor	Page 19

Your BUE details

Complete the table below as you obtain the required information

My BUE Details	
Name:	
BUE ID number:	
BUE email:	
Programme of study:	

Your Personal Tutor

You will be allocated a Personal Tutor at induction - complete the table below as you obtain the required information

My Personal Tutor		
Name of Personal Tutor:		
Office number:		
Email address:		
Telephone:		
Office hours:	Saturday:	
	Sunday:	
	Monday:	
	Tuesday:	
	Wednesday:	
	Thursday:	

Essential BUE documents to guide your development as an Independent Learner

At the start of the academic year/semester you must ensure that you have the required documents. These are needed for you to be a member of the BUE, to help you understand the BUE and the Preparatory Year Programme, and to organise your studies.

Collect the documentation listed in the table and complete the last column to show that you have a copy

Document	Where do I get it?	✓ to show that you have the document
Personal		
BUE ID card	✓ In induction week	
BUE email address & password	✓ See page 17 of this Handbook	
Library account	✓ The Library	
A copy of your timetable	✓ Student Record System (SRS) www.bue.edu.eg	
University		
BUE Student Handbook	✓ BUE website www.bue.edu.eg	
BUE Generic Assessment Criteria	✓ BUE Student Handbook www.bue.edu.eg	
Undergraduate Regulations	✓ BUE website www.bue.edu.eg	
Faculty, Department & Programme		
Programme Specification	✓ eLearning www.bue.edu.eg	
Module Specifications	✓ eLearning www.bue.edu.eg	
Weekly module outlines	✓ eLearning www.bue.edu.eg	
Module assessment schedules	✓ eLearning www.bue.edu.eg	
Module assessment criteria	✓ eLearning www.bue.edu.eg	

These documents are important because they:

- ✓ set out what you have to learn
- ✓ set out how you will be assessed
- ✓ support you to develop Academic Honesty
- ✓ set out the rules and regulations for study at BUE

Section 3 – Learner Skills

What are Independent Learning Skills?

As an independent learner at BUE you are expected to develop these skills:

Professional Attributes and Responsibilities

- ✓ Understand the requirements, responsibilities and entitlements of University study
- ✓ Ensure Health and Safety requirements are met
- ✓ Understand the professional context of your chosen academic field
- ✓ Operate within established regulations and policies

Motivation and Team Work

- ✓ Apply your knowledge and skills to succeed in your chosen degree programme
- ✓ Set goals and targets
- ✓ Work effectively on your own and with others
- ✓ Acknowledge the contributions that others have made

Time Management

- ✓ Plan, prioritise and use your time effectively
- ✓ Manage different things at the same time
- ✓ Manage independent private study effectively
- ✓ Attend all timetabled sessions

Learning Strategies

- ✓ Understand how to learn from a variety of methods involving lectures, tutorials, projects, team & pair work
- ✓ Make effective use of eLearning
- ✓ Revise and prepare for exams and assessments
- ✓ Apply your knowledge and skills to practical situations in the real world
- ✓ Make connections between assessments, modules and years of study

Writing Skills

- ✓ Use sophisticated and academic English to communicate your knowledge in the required format
- ✓ Be aware of the conventions and layout of the types of writing for the modules you are now taking and the module(s) to which you will progress
- ✓ Recognise the stages in writing such as planning, drafting, editing, and proof-reading
- ✓ Ensure accuracy in sentence structure, spelling, punctuation and appropriate use of paragraphs

Reading, Listening and Speaking Skills

- ✓ Expand your interest in your area of study by reading widely and independently
- ✓ Read for understanding
- ✓ Develop note-taking techniques
- ✓ Plan and give oral presentations
- ✓ Listen and respond effectively in discussions

Research Skills

- ✓ Develop information seeking and research skills – using libraries, the internet and other sources, including the advice and guidance of Library and academic staff
- ✓ Search, evaluate and use information in support of an argument

Reflection

- ✓ Identify your strengths, weaknesses and areas for development
- ✓ Accept and make use of feedback to develop your understanding and learning
- ✓ Make an appointment with your Personal Tutor if you are struggling academically

Academic Honesty

- ✓ Understand the requirements for Academic Honesty for University study
- ✓ Ensure Academic Honesty at all times
- ✓ Understand what constitutes plagiarism
- ✓ Know how to cite and reference
- ✓ Know how BUE Regulations apply to plagiarism

BUE workshops to support your development as an Independent Learner

Preparatory Year students are required to attend a number of compulsory workshops to help them understand the Preparatory Year Programme and to develop their independent learning skills.

You must attend the workshops listed below:

Review the workshops listed in the table and complete the last column to show that you attended them

Induction Workshops				
#	Session	When ?	Delivered by	✓ to show that you have attended the session
1	Faculty/Departmental Induction		The Faculty	
2	Library Induction		The Faculty	
3	eLearning Induction		The Faculty	

Review the workshops listed in the table and complete the last column to show that you attended them

Semester 1 Workshops				
#	Session	When ?	Delivered by	✓ to show that you have attended the session
1	Health & Safety Induction		The Faculty	
2	An introduction to Study Skills		The Faculty	
3	Using Library Resources - 1		The Faculty	
4	An introduction to Academic Honesty		The Faculty	
5	Revision Techniques		The Faculty	

Review the workshops listed in the table and complete the last column to show that you attended them

Semester 2 Workshops				
#	Session	When ?	Delivered by	✓ to show that you have attended the session
1	Using Library Resources - 2		The Faculty	
2	Revision Techniques		The Faculty	
3	Progression Planning		The Faculty	

BUE Study Guides

There are a number of Study Guides that will support you to develop your Study Skills and Independent Learning Skills.

Study Guides are available on the Library website and cover the following areas:

Review the Study Guides listed in the table and complete the last column to show that you have used them

Study Guide http://lib.bue.edu.eg/index.php/study-guides/	✓ to show that you have used the Study Guide
Learning Strategies	
Independent learning http://lib.bue.edu.eg/wp-content/uploads/2016/11/What-is-independent-learning-and-what-are-the-benefits.pdf	
Managing your time http://www.lboro.ac.uk/media/www/lboroacuk/content/library/downloads/advisesheets/organise.pdf	
Group work http://lib.bue.edu.eg/wp-content/uploads/2014/04/G.Work_.pdf	
Reading, Listening and Speaking Skills	
Reading efficiently http://lib.bue.edu.eg/wp-content/uploads/2016/11/Reading-efficiently.pdf	
Note taking http://lib.bue.edu.eg/wp-content/uploads/2016/11/Taking-Notes.pdf	
Writing Skills	
What does the question mean? http://lib.bue.edu.eg/wp-content/uploads/2014/04/What_does_the_question_mean.pdf	
Essay writing http://lib.bue.edu.eg/wp-content/uploads/2016/11/Essay-writing.pdf	
Revision and Exam Skills	
Planning revision http://lib.bue.edu.eg/wp-content/uploads/2016/11/Planning-Revision.pdf	
Revising for exams http://lib.bue.edu.eg/wp-content/uploads/2016/11/Revising-For-Exams.pdf	
Taking exams http://lib.bue.edu.eg/wp-content/uploads/2016/11/Taking-Exams.pdf	
How to use Turnitin	
Turnitin student's manual http://lib.bue.edu.eg/wp-content/uploads/2014/01/Turnitin_User_Manual_for_Students.pdf	

Academic Honesty

Academic Honesty is a cornerstone of BUE's approach to delivering Higher Education. It is underpinned by the principles of integrity, honesty, independent learning, wide ranging research, and selecting, integrating and referencing sources appropriately.

As a student in the Preparatory Year Programme you will need to:

- ✓ understand why Academic Honesty is valued and that it needs to be maintained
- ✓ understand the requirements for Academic Honesty
- ✓ ensure Academic Honesty at all times
- ✓ understand what constitutes plagiarism
- ✓ know how to cite and reference
- ✓ know the consequences of plagiarism and how BUE Regulations apply

You must ensure that all work you submit for assessment is your own and that you have properly referenced any work from other authors. If you do not do this, then you will be committing Academic Misconduct. This is defined as:

Academic Misconduct	
The abuse of academic rules and/or conventions. It involves the use of dishonest academic behaviour to gain unfair benefit. The term includes cheating, plagiarism and collusion.	
<u>Cheating:</u>	Involves taking advantage of, or manipulating, a situation unfairly for one's own benefit.
<u>Plagiarism:</u>	Submitting work as the student's own of which the student is not the author. This includes failure to acknowledge clearly and explicitly the ideas, words or work of another person whether these are published or unpublished.
<u>Collusion:</u>	Involves deception in claiming that work is your own when it was produced by another person. In the case of collusion, the owner of the work knows of its use and colludes in the deception of a third party. Collusion is a form of plagiarism.

Academic Misconduct can have serious consequences for students. The penalties are set out in the Undergraduate Regulations.*

To understand Academic Honesty and plagiarism, complete the online tutorial, [Don't cheat yourself](http://www.bue.edu.eg) www.bue.edu.eg

Section 4 – University Regulations, Staff and Procedures

Student's responsibilities and entitlements

BUE is committed to ensure all students receive a quality University experience.

All students must ensure that they respect and work within University Regulations, Policies and Procedures. These include:

Requirement	Students' responsibilities
Regulations	✓ Follow all University Regulations.
Fees	✓ Pay all fees by the required deadlines.
Communication	✓ Use the BUE email system for all University related communication. ✓ Communicate with the appropriate member of staff using the correct system.
Attendance	✓ Attendance at all required teaching and learning sessions.
Submission of assessments	✓ Submit all assessments according to the stated submission requirements and deadlines.
Deadlines	✓ Ensure that all University deadlines are met.
Academic Honesty	✓ Ensure Academic Honesty and avoidance of plagiarism.

If students encounter a problem, then they must meet the appropriate staff member and use the appropriate University system to address it.

University Regulations

The University is governed by Regulations. Students are responsible to ensure that they understand and follow the Regulations including:

Find out where you can find a copy of the Regulations:

Regulations	Quality & Validation office
	✓ Undergraduate Regulations

Staff

Key staff have specific responsibilities. If you have an issue, ensure that you make an appointment with the appropriate staff member.

Find out who the key members of staff are for your programme:

Staff	Semester 1	Semester 2
Personal Tutor		
Module Leaders		
Teaching Assistants		
Programme Director		
Head of Department		
Dean		
Senior Assistant Registrar (SAR)		
Quality and Validation		

Committees

The University has a number of committees in which students can provide their feedback. Students should know when the committees meet and who the student representatives are. These include:

Find out when each committee meets and who the student representatives are:

Committee	Semester 1	Semester 2
Staff Student Liaison Committee		
University Teaching and Learning Committee		
Senate		

Systems

The University has a number of key systems. These include:

Find out the deadline for each system:

System	Semester 1	Semester 2
Personal Tutoring		
Assessment submission requirements		
Assessment feedback		
Academic Appeals		
Academic Misconduct		

Section 5 – Learner Support

BUE Support Services

The University has a number of support services available to students to support their development as independent learners. Services include:

Support for Learning

➤ **The Library**

Refer to the Library website to see the range of resources available.

➤ **eLearning**

Refer to the eLearning website to see the range of resources available.

Support for English Language

➤ **The Writing Centre**

Refer to the Writing Centre website to see the range of support available.

➤ **The Advising and Language Support Office (ALSO)**

Make an appointment, if you require further support with English language issues or advice on independent learning strategies for developing your English language.

➤ **The Language Laboratory – Second Floor, Building B**

Make use of the Language Laboratory facilities to improve your English language skills.

➤ **EAP Resource eLearning Page**

This eLearning page includes English for Academic Purposes interactive links to address your language needs.

Support for IT, Maths and Physics

➤ **Workshops for IT, Maths and Physics**

Find out from your Module Leader or Personal Tutor what workshops are available in your Faculty to develop your IT, Maths and Physics skills.

Support for Students with Disabilities

➤ If you have a disability and you feel you need support, please see your Personal Tutor.

Welfare Support

➤ **The Welfare Counsellor**

If there are personal issues affecting your studies, please make an appointment to see the Welfare Counsellor.

BUE eServices

To be an effective independent learner at BUE it is important that you make full use of the BUE eServices.

You must ensure that you use the following:

- the BUE email system
- the BUE eLearning system
- the BUE Student Record System (SRS)

Below are instructions on how to access the different BUE eServices.

BUE email

➤ How to access your BUE email address

- a. Your BUE password and username will be sent to your registered personal email. You can also collect your BUE password from Student Affairs.
- b. 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

- c. From any internet browser go to <http://mail.bue.edu.eg>
- d. Web mail will open and request your email address and password.
- e. Enter your full BUE email address and the given password.
- f. Set your local time zone.
- g. The given password can be changed from:
 - 1- <https://pwd.bue.edu.eg>
 - 2- The BUE eLearning site.
 - 3- The IT Support Office in the Computer Labs, Building B, or the Library IT Office on the Ground Floor.
- h. For more information see the self help guides - <http://www.bue.edu.eg/index.php/administrative-departments/information-technology/how-to>

BUE eLearning

➤ How to access the BUE eLearning system

- a. From any internet browser go to <http://learn.bue.edu.eg>
- b. On the first page in the top-right hand corner you will find Login.
- c. Click on Login to proceed.
- d. Enter your user name - this is the first part of your email address (e.g. Ahmed110200).
- e. Enter your BUE password.
- f. To change the BUE password, go to <https://pwd.bue.edu.eg> or visit the IT Support Office in the Computer Labs, Building B or the Library IT Office on the Ground Floor.

BUE Student Record System (SRS)

➤ 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
 - Selection of major and optional modules
 - Study timetable
 - Exams timetable
 - Registration card

BUE wireless network system

How to access the BUE Wireless services

- a. Setup up your wireless device to scan for wireless networks.
- b. A wireless network named **BUE** will appear in your list.
- c. Connect to **BUE** wireless network then open your internet browser and go to any website.
- d. An authentication page will appear, enter your user BUE account and password. These are the same as the ones used for the eLearning login.

How to print on campus

Printing facilities are available in the Library in both black and white as well as in colour within copyright law. You can recharge your account in the Library.

IT Support Offices

These are located in the Computer Labs in Building B as well as the Library IT Office on the Ground Floor. They are open from 9.00am to 4.30pm Saturday to Thursday and provide support and advice to students on all aspects of BUE eServices.

Section 6 – Personal Tutoring

Meeting with your Personal Tutor

All Preparatory Year students are formally required to meet their Personal Tutors each semester. A formal record of these meetings should be kept.

What you must do

Make sure that you know who your Personal Tutor is and when you can meet him or her. Each meeting with your Personal Tutor will last about 30 minutes. Before you meet your Personal Tutor you need to think about what you need to discuss with him or her. You must record the outcomes of each meeting.

The role of your Personal Tutor

You will be allocated a Personal Tutor in Induction Week. Your Personal Tutor will discuss with you your development as an independent learner including:

Your achievement and progress

- ✓ your achievement and progress on different modules
- ✓ your attendance and punctuality
- ✓ attendance at workshops

Your development as an Independent Learner

- ✓ your independent study habits and learner skills
- ✓ your use of the library, eLearning and IT facilities
- ✓ your participation in student activities

Your English language skills

- ✓ English language skills

Your support needs

- ✓ things that you find difficult or do not understand
- ✓ issues that may be affecting your ability to study
- ✓ your support needs – Maths, Physics, IT, English, Dyslexia, Disability

Your progression plans

- ✓ your progression plans

Section 7 – Fees and Scholarships

Academic Year 2019 – 2020: Annual Tuition Fees For Egyptians (Egyptian Pounds)								
Faculty	Total Tuition Fees	First Installment					Second Installment	
		Fees	Administrative Fees	*Validation Fees	ELearning	Lab. Insurance	Fees	ELearning
Arts and Humanities	60,000	30,000	6,000	£750	1,000		30,000	1,000
Business Administration, Economics and Political Science	70,000	35,000	6,000	£750	3,000		35,000	3,000
Communications and Mass Media	70,000	35,000	6,000	£750	3,000	5,000	35,000	3,000
Dentistry	125,000	57,500	15,000	-	2,500	10,000	67,500	2,500
Engineering	85,000	47,000	6,000	£750	2,500		38,000	2,500
Energy and Environmental Engineering	85,000	47,000	6,000	£750	2,500		38,000	2,500
Informatics & Computer Science	60,000	30,000	6,000	£750	2,000		30,000	2,000
Law	60,000	30,000	6,000	£750	1,000		30,000	1,000
Nursing	20,000	10,000	3,000	£400	1,000		10,000	1,000
Pharmacy	85,000	47,000	6,000	-	2,000		38,000	2,000

* Paid either in Sterling or the equivalent in Egyptian pounds

Academic Year 2019 – 2020: Annual Tuition Fees For Non-Egyptians (Sterling Pounds)								
Faculty	Total Tuition Fees	First Installment					Second Installment	
		Fees	Administrative Fees	Validation Fees	ELearning	*Lab. Insurance	Fees	ELearning
Arts and Humanities	£6,000	£3,000	£600	£750	£50		£3,000	£50
Business Administration, Economics and Political Science	£6,000	£3,500	£600	£750	£250		£2,500	£250
Communications and Mass Media	£6,000	£3,500	£600	£750	£250	5,000	£2,500	£250
Dentistry	£9,500	£5,000	£1,500	-	£200	10,000	£4,500	£200
Engineering	£7,500	£4,000	£600	£750	£200		£3,500	£200

Academic Year 2019 – 2020: Annual Tuition Fees For Non-Egyptians (Sterling Pounds)								
Faculty	Total Tuition Fees	First Installment					Second Installment	
		Fees	Administrative Fees	Validation Fees	ELearning	*Lab. Insurance	Fees	ELearning
Energy and Environmental Engineering	£7,500	£4,000	£600	£750	£200		£3,500	£200
Informatics & Computer Science	£5,000	£2,500	£600	£750	£150		£2,500	£150
Law	£6,000	£3,000	£600	£750	£50		£3,000	£50
Nursing	£4,000	£2,000	£350	£400	£50		£2,000	£50
Pharmacy	£7,500	£4,000	£600	-	£150		£3,500	£150

***All Fees are paid in Sterling except Lab Insurance fees paid in Egyptian Pounds**

Scholarships

Continuing BUE students who enrolled in the academic year 2019/2020 must maintain their academic achievement as below at the end of each year.

BUE Yearly Average	
British Mark	Academic Achievement Scholarship
77% and above (A+)	35%
76.9%– 74% (A)	30%
73.9%-70% (A-)	25%
69.9-67% (B+)	20%
66.9%-64% (B)	15%
63.9%-60% (B-)	10%

** Only for Dentistry & Pharmacy*

Egyptian Mark	Academic Achievement Scholarship	
	90% Above	95% Above
Faculty		
Pharmacy	5%	15%
Dentistry	5%	10%

** The first rank student in each year of study is entitled to a scholarship of 100% of the tuition fee.*

** The first rank student in each programme of specialisation of study is entitled to a scholarship of 100% of the tuition fee.*

BUE
The British University in Egypt
الجامعة البريطانية في مصر



LEARN HOW TO THINK
NOT WHAT TO THINK