

**FACULTY OF ARTS and DESIGN**  
**Preparatory Year Program Student Induction –**  
**Blended (one day on campus/one day online)**  
***Tuesday 5<sup>th</sup> & Wednesday 6<sup>th</sup> October 2021***

## ***Welcome!***

### **The Induction**

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

The Induction provides you with an opportunity to:

- ✓ meet key University and Faculty staff
- ✓ meet future friends and colleagues
- ✓ understand your program 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.

### **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 program 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](mailto: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](mailto: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 username – 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 main and optional modules
  - Study timetable
  - Exam’s 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/ Building	Ext	Email	Room number for the Personal Tutor induction session
A1	Dr. James Green	35 /B10-A	3606	<a href="mailto:james.green@bue.edu.eg">james.green@bue.edu.eg</a>	Painting Atelier 1
A2	Miss. Yomna Mansour	35 /B10-A	3606	<a href="mailto:yomna.mansour@bue.edu.eg">yomna.mansour@bue.edu.eg</a>	Painting Atelier 2
A3	Miss. Esraa Freed	35 /B10-A	3606	<a href="mailto:esraa.farid@bue.edu.eg">esraa.farid@bue.edu.eg</a>	Painting Atelier 3
A4	Mr. Mohamed ElAdl	46 /B10-B	3607	<a href="mailto:mohammed.eladl@bue.edu.eg">mohammed.eladl@bue.edu.eg</a>	Drawing Atelier 1
A5	Miss. Sara Shreeb	29 /B10-A	3606	<a href="mailto:sara.shereb@bue.edu.eg">sara.shereb@bue.edu.eg</a>	Drawing Atelier2

**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 Program Student Handbook - you can download this from the BUE website, [www.bue.edu.eg](http://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](mailto:admission@bue.edu.eg)

## FACULTY OF ARTS and DESIGN

<b>Lecture Hall 2 (Faculty of Pharmacy) TBC</b>	
<b>DAY ONE – ON CAMPUS - Tuesday 5<sup>th</sup> October</b>	<b>Groups 1 to 6</b>
9:30-10:00	Allocation of Induction Groups (G1:G6) <b>Meet outside the Auditorium</b>
10:00 - 11:00	Welcome to the Faculty of Arts & Design and the Preparatory Year Program <b>Professor Hassan Metwally &amp; FAD staff</b>
	Orientation on ateliers, studios & iMac Labs (Photography, Painting, Drawing, Fashion) + Presenting FAD Video <b>Miss. Noha Tarek &amp; Mr. Mohamed Magdy</b>
11:00-11:50	How to use eLearning and the SRS <b>Miss. Esraa Freed &amp; Mr Ahmed Gad</b>
11:50-12:45	Meet your Personal Tutor <b>See above for room numbers / Groups 1, 2, 3, 4, &amp; 5</b> <b>Dr. James Green</b> <b>Miss. Yomna Mansour</b> <b>Miss. Esraa Freed</b> <b>Mr. Mohamed ElAdl</b> <b>Miss. Sara Shreeb</b>
12:45-1:45	Lunch, Tour of Faculty and Log on to SRS
	<b>FAD Tour</b> 12:45-1:05
	<b>FAD Tour</b> 1:05-1:25
	<b>FAD Tour</b> 1:25-1:45
	<b>Log on to SRS</b> 1:05-1:25
12:45-1:45	<b>Log on to SRS</b> 1:25-1:45
12:45-1:45	<b>Log on to SRS</b> 12:45-1:05
12:45-1:45	<b>G1 – iMac 1</b> <b>Mr Mohamed ElAdl</b> <b>Miss. Yomna Mansour</b>
12:45-1:45	<b>G2 – iMac 2</b> <b>Dr. James Green</b> <b>Miss. Aya Zahra</b>
12:45-1:45	<b>G3 – iMac 1</b> <b>Miss. Menna Tarek</b> <b>Miss. Ehab Ayman</b>
12:45-1:45	<b>G4 – iMac 2</b> <b>Miss. Aya Bughdy</b> <b>Miss. Sara Shreeb</b>
12:45-1:45	<b>G5 – iMac 1</b> <b>Miss. Aya Abdelmoniem</b>
3:00	Introduction to BUE Clubs and Societies <b>Roman Theatre (Food Court)</b> <b>Student Union Members (SU)</b>

<b>Day Two – Online – Wednesday 6<sup>th</sup> October</b>	
9:00-10:00	Introduction to the English Language Modules <i>Miss Marwa Hussein TBC</i>
10.15-11.15	<i>Understanding the British System and the Art &amp; Design Preparatory Year Program</i> <i>Dr James Green &amp; Miss Noha Tarek&amp; Miss sara sheeb TBC</i>
11:30-12:30	Understanding assessment and the importance of Academic Honesty <i>Dr Ghada Amin, Mr Ahmed Gad TBC</i>
12:45-1:15	Where to find information, help and support <i>Dr Ragia Belal &amp; Dr.Aasmaa Elnawawy&amp; Mr Mohamed ElAdl TBC</i>
1:30 – 2:00	Any Questions and Induction Week Challenge <i>Dr James Green</i>

**BUE Student ID card and email**

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