

FACULTY OF BAEPS
Preparatory Year Programme Student Induction –
Blended (one day on campus/one day online)
October 2021

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 E).

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 programme 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, 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 main 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:

Group	Name	Office	Ext	Email	Room Number for the induction week sessions	
A	A1	Dr. Engy Elhawary	213	1509	Engy.Elhawary@bue.edu.eg	
	A2	Dr. Wafaa Salah	215	1541	Wafaa.Salah@bue.edu.eg	
	A3	Dr. Tarek Mohamed	228		Tarek.Ali@bue.edu.eg	
	A4	Dr. Sahar Abdel Haleem	230	1536	sahar.halim@bue.edu.eg	
	A5	Dr. Sameh Tawfik	220	1527	Sameh.Tawfik@bue.edu.eg	
B	B1	Dr. Hala Hattab Hijji	201	1522	hala.hattab@bue.edu.eg	
	B2	Dr. Amani Hussein	232	1530	Amani.Hussein@bue.edu.eg	
	B3	Dr. Rehab Rabie	214	1525	Rehab.Rabie@bue.edu.eg	
	B4	Ms. Laila Aboutera	212	1523	laila.abouter@bue.edu.eg	
C	C1	Dr. Marwa Ibrahim	214	1525	Marwa.Ibrahim@bue.edu.eg	
	C2	Ms. Jaillan Sarahn	207	1540	Jaillan.Sarhan@bue.edu.eg	
	C3	Dr. Madiha Metawie	219	1547	Madiha.Metawie@bue.edu.eg	
	C4	Dr. Doaa Ayoub	201	1522	Doaa.Ayoub@bue.edu.eg	
	C5	Dr. Sheikh Hasnain	226	1545	Sheikh.Hasnain@bue.edu.eg	
D	D1	Dr. Maha Dajani	215	1541	Maha.Dajani@bue.edu.eg	

Group		Name	Office	Ext	Email	Room Number for the induction week sessions	
	D2	Prof. Lela Pumphrey	231	1535	Lela.Pumphrey@bue.edu.eg		
	D3	Dr. Marwa Anis	226	1545	Marwa.Anis@bue.edu.eg		
	D4	Dr. Heba Ezzat	216	1527	Heba.Ezzat@bue.edu.eg		
	D5	Ms. Donia Hassan	236		Donia.Hassan@bue.edu.eg		
E	E1	Ms. Esraa Salem	129	1543	Esraa.Salem@bue.edu.eg		
	E2	Dr. Zeinab Younis	217	1503	Zeinab.Younis@bue.edu.eg		
	E3	Dr. Bassant Adel	Eco(6)	1557	Bassant.Adel@bue.edu.eg		
	E4	Dr. Ola Mamdouh	213	1541	Ola.Mamdouh@bue.edu.eg		
	E5	Dr. Dina Hassouna	227	1550	dina.hassouna@bue.edu.eg		
F	F1	Dr. May Nagy			may.nagy@bue.edu.eg		
	F2	Ms. Basma Khaled	207	1540	basma.khaled@bue.edu.eg		
	F3	Dr. Zeinab Nawar	213		Zeinab.Nawar@bue.edu.eg		
	F4	Dr. Safaa Shabaan	231	1535	Safaa.shaban@bue.edu.eg		
	F5	Ms. Menna Tarek	207	1540	menna.tarek@bue.edu.eg		
G	G1	Dr. Rasha Elbolok	216	1527	Rasha.Elbolok@bue.edu.eg		
	G2	Ms. Aya Hozaien	207	1540	Aya.Hozaien@bue.edu.eg		
	G3	Mrs. Nermeen Youssef	207	1540	Nermeen.youssef@bue.edu.eg		
	G4	Ms. Mai Ehab	207	1523	Mai.Ehab@bue.edu.eg		
	G5	Dr. Noha Abdel Rahman	227	1550	noha.abdelrahman@bue.edu.eg		
H	H1	Dr. Sara Abdallah	214	1525	Sara.Abdallah@bue.edu.eg		
	H2	Dr. Dalia El Mosalamy	207	1540	Dalia.Elmosalamy@Bue.edu.eg		
	H3	Dr. Gina Eltabei	216	1527	Gina.Eltabei@bue.edu.eg		
	H4	Dr. Amr Seda	Eco (7)	1537	Amr.Seda@bue.edu.eg		
	H5	Ms. Joy Amgad	129	1543	Joy.Amgad@bue.edu.eg		

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. 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

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FACULTY OF BAEPS – Business Department

	Groups A, B, C, D <i>Lecture Hall 2, Building G</i>	Groups E, F, G, H <i>Lecture Hall 3, Building G</i>
DAY ONE – ON CAMPUS Tuesday 05 October		
9.00-9.20	Allocation of Induction Week Groups	
9.30 -10.30	Welcome to the Faculty of BAEPS and to the Business Administration Programme Dr. Madiha Metawie Prep Year Officers + Head of Department + Programme Director + Prep Year Module teams+ Student Support Officer	Welcome to the Faculty of BAEPS and to the Business Administration Programme Dr. Madiha Metawie Prep Year Officers + Head of Department + Programme Director + Prep Year Module teams+ Student Support Officer
10.45 – 11.45	Understanding the British System and the Business Administration Preparatory Year Programme Dr. Rania Pasha Introduction to the English Language Programme/ FYE Student Engagement Activities	FYE Student Engagement Activities/ Understanding the British System and the Business Administration Preparatory Year Programme Dr. Rania Pasha Introduction to the English Language Programme
12.00-1.00	Lunch and Log on to SRS	
1.00-1.45	Meet your Personal Tutor Prep Year Officer Dr. Asmaa Hassanein Alumni Experience Sharing (Mr. Omar Abdel Salam) + FYE Student Engagement Activities	How to use e-Learning & the SRS and How to setup their BUE accounts/ Introduction to the “Interactive System” and to “Online Platforms” Mrs. Sarah Bektor / Dr. Wafaa Salah
1.45-2.45	How to use e-Learning & the SRS and How to setup their BUE accounts/ Introduction to the “Interactive System” and to “Online Platforms” Mrs. Sarah Bektor/ Dr. Wafaa Salah	Meet your Personal Tutor Prep Year Officer Dr. Asmaa Hassanein Alumni Experience Sharing (Mr. Omar Abdel Salam) + FYE Student Engagement Activities
3.00-4.00	Introduction to BUE Clubs and Societies , <i>Roman Theatre (Food Court)</i>	

BUE Student ID card and email

Please ensure you collect your BUE Student ID Card and BUE email during the first on-CAMPUS Day.

DAY TWO – ONLINE Wednesday 06 October			
9.00-10.00	Where to find information, help and support (<i>pre-recorded session</i>)		
	BUE Induction Introductory Video 	Quality and Validation (Q&V) 	Dr. May Fahmy 
	Administrative Staff 		
10.15-11.15	Understanding Assessment and the Importance of Academic Honesty (<i>pre-recorded session</i>) Dr. Marwa Anis & Dr. Nikolaos Nikolakakis 		
11.30-12.30	Meet your Personal Tutor (<i>Zoom online session</i>) Groups A, B, C & D		
12.30-1.15	Meet your Personal Tutor (<i>Zoom online session</i>) Groups E, F, G & H		
1.15-2.15	Introduction to the English Language Programme (<i>pre-recorded session</i>) Dr. Mohammed Aboghali 	Introduction to SRS and E-learning (<i>pre-recorded session</i>) Dr. Lawrie Phillips 	
2.30-3:30	BUE's Website (<i>pre-recorded session</i>) Ms. Jasmin Makhoulf 	Library Induction (<i>pre-recorded session</i>) BUE Library Orientation 	
		BUE Library's website orientation 	