

FACULTY OF Communication and Mass Media (FCMM)
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 D).

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/administrativedepartments/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
 - 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:

Personal Tutor Induction Session

Group		Personal Tutor	Office	Ext	E-mail	Room Number
A	A1	Mohamed Ghamrawy & Nadia Al Shobaki	TA office	3012	Mohamed.Ghamrawy@bue.edu.eg Nadia.alshobaki@bue.edu.eg	13-LH1
	A2	Salma Al Gazzar & Maram Hussein	TA office	3012	salma.algazzar@bue.edu.eg maram.hussein@bue.edu.eg	13-CR1
B	B1	Mirna Mohsen & Sondos Adel	TA office	3012	mirna.mohsen@bue.edu.eg sondos.adel@bue.edu.eg	13-CR2
	B2	Aida Essam & Salma Mustafa	TA office	3012	aida.essam@bue.edu.eg salma.mustafa@bue.edu.eg	13-CR3
C	C1	Yara Mabrouk & Lobna Morsi	TA office	3012	yara.mabrouk@bue.edu.eg lobna.morsi@bue.edu.eg	13-CR4
	C2	Menna Sallam & Mona Mohamed	TA office	3012	menna.sallam@bue.edu.eg mona.mohamed@bue.edu.eg	13-Lab 1
D	D1	Rahma Mahmoud & Amr Hesham	TA office	3012	rahma.mahmoud@bue.edu.eg amr.hesham@bue.edu.eg	13-Lab 2
	D2	Mariem Hisham & Marina Dourgham	TA office	3012	mariem.hisham@bue.edu.eg marina.dourgham@bue.edu.eg	13-LH2

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

BUE Student ID card and email

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

Preparatory Year Programme Student Induction
Blended (Day One on campus/Day Two online)
Faculty of Communication and Mass Media (FCMM)
October 2021

	Groups A1, A2, B1 and B2 in Lecture Hall 1 (Heikal Hall)	Groups C1, C2, D1 and D2 in Lecture Hall 2
DAY ONE – ON CAMPUS – SUNDAY 03 OCTOBER, 2021		
9.00-9.20	Allocation of Induction Groups Meet inside Building 13 <i>Students should apply social distancing rules and wear their masks</i>	
9.30-9.45	Groups A1, A2, B1 and B2 in Lecture Hall 1 (Heikal Hall) A welcome speech given by the Dean Professor Shouman & Vice Dean Assoc. Prof Adel Saleh, Dr Joseph Oldham, Preparatory Year Coordinator FCMM 9:45-10:00: Graduation Project Highlights	
9.45 -10.00	Groups C1, C2, D1 and D2 in Lecture Hall 2 9:30-9:45: Graduation Project Highlights A welcome speech given by the Dean Professor Shouman & Vice Dean Assoc. Prof Adel Saleh, Dr Joseph Oldham, Preparatory Year Coordinator FCMM	
10.00-10.45	How to use eLearning Moodle & Introduction to Interactive Teaching system and online platforms (Blended Learning Team) TA, Mrs Aida Essam & TA, Ms Sondos Adel Lecture Hall 1 (Heikal Hall)	Understanding the British System and the (CMM) Preparatory Year Programme The Vice Dean: Assoc. Prof Adel Saleh & SAR: Mr. Mahbub Rahman Lecture Hall 2
10.45-11.30	Understanding the British System and the (CMM) Preparatory Year Programme The Vice Dean: Assoc. Prof Adel Saleh & SAR: Mr. Mahbub Rahman Lecture Hall 1 (Heikal Hall)	How to use eLearning Moodle & Introduction to Interactive Teaching system and online platforms (Blended Learning Team) TA, Mrs Aida Essam & TA, Ms Sondos Adel Lecture Hall 2
Meet your Personal Tutor Session		
11.30-12.00	Meet your Personal Tutor <i>(See page 3 for room numbers)</i>	Meet your Personal Tutor <i>(See page 3 for room numbers)</i>

12:00-12:30	Break							
	Faculty Tour & SRS Login – Groups C1, C2, D1, D2				Faculty Tour & SRS Login – Groups A1, A2, B1, B2			
12:30-1:40	12:35-12:45 C1 TV studio Yara Mabrouk & Lobna Morsi	12:50-1:00 C2 Radio Studio Menna Sallam & Mona Mohamed	12:35-12:45 D1 Cinema Studio Rahma Mahmoud & Amr Hesham	12:50-1:00 D2 TV Studio Mariem Hisham & Marina Dourgham	12:35-12:45 A1 Log on to SRS Lab 1 Mohamed Ghamrawy & Nadia Al Shobaki	12:50-1:00 A2 Log on to SRS Lab 1 Salma Al Gazzar & Maram Hussein	12:35-12:45 B1 Log on to SRS Lab 2 Mirna Mohsen & Sondos Adel	12:50-1:00 B2 Log on to SRS Lab 2 Aida Essam & Salma Mustafa
	1:10-1.20 C1 Log on to SRS Lab 1 Yara Mabrouk & Mona Mohamed	1:25-1.35 C2 Log on to SRS Lab 1 Menna Sallam & Lobna Morsi	1:10-1.20 D1 Log on to SRS Lab 2 Rahma Mahmoud & Amr Hesham	1:25-1.35 D2 Log on to SRS Lab 2 Mariem Hisham & Marina Dourgham	1:10-1.20 A1 TV studio Mohamed Ghamrawy & Nadia Al Shobaki	1:25-1.35 A2 Radio Studio Salma Al Gazzar & Maram Hussein	1:10-1.20 B1 Cinema Studio Mirna Mohsen & Sondos Adel	1:25-1.35 B2 TV Studio Aida Essam & Salma Mustafa
1:40-2:00	Break							
2:00-4:00	Introduction to BUE Clubs and Societies <i>Roman Theatre (Food Court)</i>							
DAY TWO – ONLINE – MONDAY 04 OCTOBER, 2021								
9.30-10.00	Mr Assem El-Sayed (Head of Q&V) <i>Virtual session, 20 mins with Q&A at the end (link will be shared later by the Faculty Admin)</i>							
10.00-11.30	Library induction pre-recorded session to all groups please follow the link: https://www.youtube.com/watch?v=9Zz8WLWD7_8&feature=youtu.be https://www.youtube.com/watch?v=0JXcsiPV58l&feature=youtu.be <i>(Faculty Library Coordinators: Ms. Mariem Hisham & Ms. Rana Eliwa)</i>							
11.30-12.30	Understanding assessment and importance of Academic Honesty <i>Dr Joseph Oldham</i> <i>Virtual session (link will be shared later by the Faculty Admin)</i>							
12.30-1.00	Break							
1.00-1.45	Introduction to the English Language modules <i>Dr Maha ElSherei & English Team</i> <i>Virtual session (link will be shared later by the Faculty Admin)</i>							
1.45-2.45	Where to find information, help and support, delivered by Faculty Admins Mrs Nesma Adel & Ms. Reem Oman, and Faculty Student Support Officer, Ms. Mariam Sharki							