

**FACULTY OF Dentistry**  
**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](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 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	Personal Tutor	Office	Ext	Email	Room number for the Personal Tutor induction sessions	
A	A1	Sara Moataz	101 Staffroom	2003	<a href="mailto:Sara.Zaied@bue.edu.eg">Sara.Zaied@bue.edu.eg</a>	Lecture Hall 1
	A2	Nada Tarek	101 Staffroom	2003	<a href="mailto:Nada.Tarek@bue.edu.eg">Nada.Tarek@bue.edu.eg</a>	Lecture Hall 1
	A3	Mark Mokkles	101 Staffroom	2003	<a href="mailto:Mark.Mokles@bue.edu.eg">Mark.Mokles@bue.edu.eg</a>	Lecture Hall 1
B	B1	Caroline Maged	101 Staffroom	2003	<a href="mailto:Caroline.Maged@bue.edu.eg">Caroline.Maged@bue.edu.eg</a>	Lecture Hall 1
	B2	Heba Mahmoud	101 Staffroom	2003	<a href="mailto:Heba.Mahmoud@bue.edu.eg">Heba.Mahmoud@bue.edu.eg</a>	Lecture Hall 1
	B3	Dina Mostafa	101 Staffroom	2003	<a href="mailto:Dina.Mostafa@bue.edu.eg">Dina.Mostafa@bue.edu.eg</a>	Lecture Hall 1
C	C1	Salma Taghyan	101 Staffroom	2003	<a href="mailto:Salma.Taghyan@bue.edu.eg">Salma.Taghyan@bue.edu.eg</a>	Lecture Hall 1
	C2	Maryam Yehia	101 Staffroom	2003	<a href="mailto:Maryem.yehia@bue.edu.eg">Maryem.yehia@bue.edu.eg</a>	Lecture Hall 2
	C3	Sara Mostafa	101 Staffroom	2003	<a href="mailto:Sara.Mostafa@bue.edu.eg">Sara.Mostafa@bue.edu.eg</a>	Lecture Hall 2
D	D1	Nouran Hussein	101 Staffroom	2003	<a href="mailto:Nouran.hussien@bue.edu.eg">Nouran.hussien@bue.edu.eg</a>	Lecture Hall 2
	D2	Osama Hassan	101 Staffroom	2003	<a href="mailto:Osama.Hassan@bue.edu.eg">Osama.Hassan@bue.edu.eg</a>	Lecture Hall 2
	D3	Rana Eltobgy	101 Staffroom	2003	<a href="mailto:rana.eltobgy@bue.edu.eg">rana.eltobgy@bue.edu.eg</a>	Lecture Hall 2
E	E1	Lamia Aziz	101 Staffroom	2003	<a href="mailto:Lamia.Aziz@bue.edu.eg">Lamia.Aziz@bue.edu.eg</a>	Lecture Hall 2
	E2	Arwa. Eltohami	101 Staffroom	2003	<a href="mailto:Arwa.Eltohami@bue.edu.eg">Arwa.Eltohami@bue.edu.eg</a>	Lecture Hall 2
	E3	Nourhan.Taha	101 Staffroom	2003	<a href="mailto:Nourhan.Taha@bue.edu.eg">Nourhan.Taha@bue.edu.eg</a>	Lecture Hall 2

### 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](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 DENTISTRY

DAY ONE – ON CAMPUS Saturday 2 <sup>nd</sup> October 2021		
	Groups A1 to C1 <i>Hospital building- Lecture Hall 1</i>	Groups C2 to E3 <i>Hospital building - Lecture Hall 2</i>
9.00-9.20	Allocation of Induction Week Groups  <i>Meet outside the Auditorium</i>	
9.30 -10.30	Welcome to the Faculty of Dentistry  <b>Faculty Dean - Professor Tarek Abbas</b>  <i>Prof. Fardos Rizk</i> <b>Vice Dean for Teaching and Learning</b>	
10:45 -11:.45	<i>Meet your Personal Tutor</i>  <b>&amp; Prof. Reham Magdy Preyear coordinator</b>  Student Registration	<i>Meet your Personal Tutor</i>  <b>&amp; Prof. Reham Magdy Preyear coordinator</b>  Student Registration
12.00-1.00	Lunch and Log on to SRS	
1.00-1.45	How to use eLearning and the SRS  <i>Dr. Mahmoud El Ankily</i>	Library Induction
1.45-2.45	Library Induction	How to use eLearning and the SRS  <i>Dr. Mahmoud El Ankily</i>
3.00-4.00	Introduction to BUE Clubs and Societies  <i>Roman Theatre (Food Court)</i>	

## FACULTY OF DENTISTRY

DAY TWO - ONLINE	
SUNDAY 3 <sup>rd</sup> October 2021	
	For all Groups
9.00-10.00	Where to find information, help and support <b>Professor Fardos Rizk - Faculty Vice Dean for Teaching and Learning</b> <b>+ Q&amp;V staff member &amp; Students activity representative</b>
10.15-11.15	Understanding Assessment and the Importance of Academic Honesty <b>Dr Sara Abd El Wahed - Dr Hala Fayek</b>
11.30-12.30	<b>Lunch</b>
12.30 -1.15	Introduction to the English Language Modules <b>Dr Zainab El Mansi - Dr Asmaa Kariem</b>
1.15 - 2.15	Understanding the British System and the Preparatory Year Programme <b>Professor Fardos Rizk - Faculty Vice Dean for Teaching and Learning</b>
2:30 3:30	<b>Faculty Video</b>

### **BUE Student ID card and email**

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