

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

FACULTY OF BAEPS – Economics Department

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	
A	A1	Dr. Alaa Ibrahim	8	1537	Alaa.Ahmed@bue.edu.eg
	A2	Dr. Hoda Hassaballa	5B	1531	Hoda.Hassaballa@bue.edu.eg
	A3	Dr. Maha Elhini	5B	1531	Maha.elhini@bue.edu.eg
	A4	Ms. Sarah Ahmed	9	1506	Sarah.ahmed@bue.edu.eg
B	B1	Dr. Sarah Elkhishin	8	1537	Sarah.Elkhishin@bue.edu.eg
	B2	Dr. Dina Rabie	6		Dina.Rabie@bue.edu.eg
	B3	Dr. Hossameldin Ahmed	7		Hossameldin.Ahmed@bue.edu.eg
	B4	Ms. Safiya Galal	9	1506	Safiya.galal@bue.edu.eg
	B5	Dr. Mostafa AboeSoud	5B	1531	Mostafa.AboElsoud@bue.edu.eg
	B6	Ms. Noha Gamal	3	1542	Noha.Gamal@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


















FACULTY OF BAEPS
Preparatory Year Programme Student Induction –
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October 2021

FACULTY OF BAEPS – Economics Department

	<i>Lecture Hall 1 & Lecture Hall 2, Building G</i>
Day One – ON CAMPUS Tuesday 05 October	
9.00-9.20	Allocation of Induction Week Groups <i>Meet outside the Auditorium</i>
9.30-10.30	Lecture Hall 1 Welcome to the Faculty of BAEPS and to the Economics Programme Head of Economics Department - Programme Director – Prep Year Officer – Student Support Officer Dr. Rania Miniesy – Dr. Eman Elish – Ms. Safiyia Galal – Mrs Soraya Islam
10.45-11.45	Lecture Hall 1 Understanding the British System and the Economics Preparatory Year Programme Dr. Eman Elish Introduction to the English Language Programme FYE Student Engagement Activities
12.00-1.00	Lunch and Log on to SRS
1.00-1.45	Lecture Hall 1 Meet your Personal Tutor Prep Year Officer Ms. Safiya Galal Alumni Experience Sharing (Ms Dalya Bakry) + FYE Student Engagement Activities
1.45 – 2.45	Lecture Hall 2 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 Boktor / Dr. Wafaa Salah
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.

Day Two– ONLINE Wednesday 06 October					
9.00-10.00	<p style="text-align: center;">Where to find information, help and support (<i>pre-recorded session</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; vertical-align: top;"> <p><u>BUE Induction Introductory Video</u></p>  </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p><u>Quality and Validation (Q&V)</u></p>  </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p><u>Dr. May Fahmy</u></p>  </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p><u>Administrative Staff</u></p>  </td> </tr> </table>	<p><u>BUE Induction Introductory Video</u></p> 	<p><u>Quality and Validation (Q&V)</u></p> 	<p><u>Dr. May Fahmy</u></p> 	<p><u>Administrative Staff</u></p> 
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10.15-11.15	<p style="text-align: center;">Understanding Assessment and the Importance of Academic Honesty (<i>pre-recorded session</i>)</p> <p style="text-align: center;"><u>Dr. Maha ElHini</u></p>  <p style="text-align: center;"><u>Dr. Marwa Anis & Dr. Nikolaos Nikolakakis</u></p> 				
11.30-12.30	<p style="text-align: center;">Meet your Personal Tutor (<i>Zoom online session</i>)</p> <p style="text-align: center;">Groups A1, A2, A3 & A4</p>				
12.30-1.15	<p style="text-align: center;">Meet your Personal Tutor (<i>Zoom online session</i>)</p> <p style="text-align: center;">Groups B1, B2, B3, B4, B5 & B6</p>				
1.15-2.15	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Introduction to the English Language Programme (<i>pre-recorded session</i>)</p> <p><u>Dr. Mohammed Aboghali</u></p>  </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Introduction to SRS & e-Learning</p> <p><u>Dr. Lawrie Philips</u></p>  </td> </tr> </table>	<p>Introduction to the English Language Programme (<i>pre-recorded session</i>)</p> <p><u>Dr. Mohammed Aboghali</u></p> 	<p>Introduction to SRS & e-Learning</p> <p><u>Dr. Lawrie Philips</u></p> 		
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2.30-3:30	<p>BUE's Website (<i>pre-recorded session</i>)</p> <p><u>Ms. Jasmin Makhlouf</u></p> 	<p>Library Induction (<i>pre-recorded session</i>)</p> <p><u>BUE Library Orientation</u></p> 		<p><u>BUE Library's website orientation</u></p> 
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