

FACULTY OF ENERGY AND ENVIRONMENTAL ENGINEERING
Preparatory Year Programme Student Induction –
Blended (one day on campus/one day online)
02-03 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		Personal Tutor	Office	Ext	Email	Room number for the induction sessions
A	A1	Dr. Shaimaa Hafez	Bldg. 15		shaimaa.hafez@bue.edu.eg	Bldg. 15 – LH1
	A2	Dr. Walaa Omar	Bldg. 15		Walaa.Omar@bue.edu.eg	Bldg. 15 – LH1
B	B1	Dr. Randa Swaiha	Bldg. 15		Randa.Swaiha@bue.edu.eg	Bldg. 15 – LH1
	B2	Dr. Shahira El Kholey	Bldg. 15		Shahira.Elkholey@bue.edu.eg	Bldg. 15 – LH1

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 ENERGY AND ENVIRONMENTAL ENGINEERING

<i>Building 15 – Lecture Hall 1</i>			
DAY ONE – ON CAMPUS: Saturday, 02 October 2021			
9.30-9.50	Welcome to the Faculty of Energy and Environmental Engineering <i>The Dean Prof. Attia Attia & Faculty Staff</i>		
9.50-10.40	Understanding the British System and Energy and Environmental Engineering Preparatory Year Programme <i>The Dean Prof. Attia Attia & Dr. Ibrahim Mohamed</i>		
10.40-11.30	10.40-11.00 Where to find information, help and support <i>Dr. Sarah Khalil</i>	11.00 -11.30 Online Learning Platforms <i>Dr. Sarah Khalil</i>	
11.30-12.30	11.30-12.00 Library Induction Group A1	12.00-12.30 Library Induction Group A2	Meet your Personal Tutor <i>Dr. Shaimaa Hafez, Dr. Walaa Omar, Dr. Randa Swaiha and Dr. Shahira El Kholey Building 15 – Lecture Hall 1</i>
12.30-1.20	Student Registration and/or Log on to SRS, Zoom, MS Teams and/or Grab a Coffee <i>Login to the SRS in the Library Building</i> <i>Dr. Mary Naim, Eng. Mohamed Zolfakar, Eng. Asmaa Ashraf, Eng. Mohamed Sadek and TAs</i>		
1.20-2.00	Introduction to the English Language Modules <i>Dr. Randa Swaiha / Dr. Mary Naim</i>		
2.00-2.30	BREAK		
2.30-3.00	Meet Your Peers <i>FYE</i>		
3.00-4.00	Introduction to BUE and FEEE Clubs and Societies <i>BUE and FEEE Clubs and Societies</i> <i>Dr. Ibrahim Mohamed and FYE</i>		
DAY TWO – ONLINE: Sunday, 03 October 2021			
10.00-10.20	Welcome to the BUE <i>Dr. Ibrahim Mohamed</i>		
10.20-11.20	Understanding Assessment and the Importance of Academic Honesty <i>Professor Tarek Saad</i>		
11.30-12.30	How to Use e-books, library resources, and virtual groups to learn <i>Dr. Mary Naim (e-Learning) and Dr. Shahira El Kholey (Library resources)</i>		
12.30-1.15	First Personal Tutoring Session <i>Dr. Sarah Khalil & Dr. Shaimaa Hafez</i>		
1.15-2.15	Student Registration and/or Log on to SRS and/or Grab a Coffee		
2.30-3:30	How to Use eLearning and the SRS <i>Eng. Mohamed Zolfakar, Eng. Asmaa Ashraf and Eng. Mohamed Sadek</i>		

3.30-4.00	Meet Your Peers <i>FYE</i>
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BUE Student ID card and email

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