

FACULTY OF ENGINEERING
Preparatory Year Programme Student Induction –
Blended (two days on campus and one day online)
03-05 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:

Induction Group	Eng. Group	Personal Tutor	Email	Online session
A	A1	Dr Mohamed Abo Shady	Mohamed.Aboshady@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	A2	Dr Mohamed Abo Shady		
B	B1	Professor Sayed Akl	Sayed.akl@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	B2	Professor Sayed Akl		
C	C1	Professor Mostafa Radwan	mradwan@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	C2	Professor Mostafa Radwan		
D	D1	Professor Mohamed Gaber	Mohamed.Gaber@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	D2	Professor Mohamed Gaber		
E	E1	Professor Elsayed Salama	Elsayed.Salama@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	E2	Professor Elsayed Salama		
F	F1	Dr Khaled Salem	ksalem@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	F2	Dr Khaled Salem		
G	G1	Dr Serag Salem	Serag.salem@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	G2	Dr Serag Salem		
H	H1	Dr Mahmoud Mansour	Mahmoud.Mansour@bue.edu.eg	Zoom/Microsoft Teams/LH-1,2,3&4
	H2	Dr Mahmoud Mansour		

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 ENGINEERING

A- During the two Campus days the Engineering preparatory cohort will be divided into two main groups as follows;

A-1 Induction Group Codes A, B, C, and D (these codes are equivalent to Eng. Prep Codes A1+A2, A3+A4, B1+B2, B3+B4) will be on campus Sunday, 03 October.

Sunday, 03 October	ON CAMPUS			
09:30 - 10:00	Allocation of Induction Week Groups – <i>Meet outside the Auditorium</i>			
Induction group Code	Group A	Group B	Group C	Group D
Eng. Prep Group Code	A1+A2	A3+A4	B1+B2	B3+B4
Venue	LH-1	LH-2	LH-3	LH-4
10:00-10:45	Welcome to the Faculty of Engineering <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>	Welcome to the Faculty of Engineering <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>	Student’s registration, ID and student study guide handout	Student’s registration, ID and student study guide handout
11:00-11:45	Student’s registration, ID and student study guide Handout	Student’s registration, ID and student study guide Handout	<i>Welcome to the Faculty of Engineering</i> <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>	Welcome to the Faculty of Engineering <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>
12:00-12:45	How to use eLearning and the SRS <i>Prof Sayed Salama</i>	Meet your personal Tutor <i>Dr Sayed Akl</i>	How to use eLearning and the SRS <i>Dr Mahmoud Mansour</i>	Meet your personal Tutor <i>Prof Mohamed Gaber</i>
12:45- 01:30	Break			
01.30-02.15	Meet your personal Tutor <i>Dr Mohamed Abo Shady</i>	How to use eLearning and the SRS <i>Prof Sayed Salama</i>	Meet your personal Tutor <i>Professor Mostafa Radwan</i>	How to use the eLearning and SRS <i>Dr Mahmoud Mansour</i>

A-2 Induction Group Codes E, F, G, and H (these codes are equivalent to Eng. Prep Codes C1+C2, C3+C4, D1+D2, D3+D4) will be on campus Monday, 04 October.

Monday, 04 October	ON CAMPUS			
09:30 - 10:00	Allocation of Induction Week Groups <i>Meet outside the Auditorium</i>			
Induction Group Code	Group E	Group F	Group G	Group H
Eng. Prep Group Code	C1+C2	C3+c4	D1+D2	D3+D4
Venue	LH-1	LH-2	LH-3	LH-4
10:00-10:45	Welcome to the Faculty of Engineering <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>	Welcome to the Faculty of Engineering <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>	Student’s registration, ID and student study guide Handout Student’s ID and Student guide	Student’s registration, ID and student study guide Handout Student’s ID and Student guide
11:00-11:45	Student’s registration, ID and student study guide Handout Student’s ID and Student guide	Student’s registration, ID and student study guide Handout Student’s ID and Student guide	Welcome to the Faculty of Engineering <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>	Welcome to the Faculty of Engineering <i>The Dean - Prof Maguid Hassan</i> <i>The Vice Dean – Prof Khaled Dewidar</i> <i>The Preparatory Year Coordinator - Prof Talat Refai</i>
12.00-12.45	How to use eLearning and the SRS <i>Dr Serag Salem</i>	Meet your personal Tutor <i>Dr Khaled Salem</i>	How to use eLearning and the SRS <i>Dr Mohamed Aboshady</i>	Meet your personal Tutor <i>Dr Mahmoud Mansour</i>
12:45- 01:30	Break			
01.30-02.15	Meet your personal Tutor <i>Professor Elsayed Salama</i>	How to use the eLearning and SRS <i>Prof Mohamed Gaber</i>	Meet your personal Tutor <i>Dr Serag Salem</i>	How to use the eLearning and SRS <i>Dr Mohamed Aboshady</i>

Tuesday, 05 October	<i>On line</i>	<i>On line</i>
Induction Group Code	Groups A, B, C and D	Groups E, F, G and H
Eng. Prep Code	A1+A2+A3+A4+ B1+B2+B3+B4	C1+C2+C3+C4 + D1+D2+D3+D4
09:00 – 09:55	Understanding the British System and the Engineering Preparatory Year Programme <i>Mr Alam Mahbubul</i> <i>MS Teams</i>	Introduction to the English Language Modules <i>Dr Maha Munib</i> <i>MS Teams</i>
10:00 – 10:55	Introduction to the English Language Modules <i>Dr Maha Munib</i> <i>MS Teams</i>	Understanding the British System and the Engineering Preparatory Year Programme <i>Mr Alam Mahbubul</i> <i>MS Teams</i>
11:00 – 11:55	Understanding Assessment and the Importance of Academic Honesty <i>Dr Mahmoud Mansour</i> <i>MS Teams</i>	Where to find information, help and support <i>Professor Talat Refai</i> <i>MS Teams</i>
12:00 - 12:55	<i>Break</i>	<i>Break</i>
01:00 - 01.55	Where to find information, help and support <i>Professor Talat Refai</i>	Understanding Assessment and the Importance of Academic Honesty <i>Dr Mahmoud Mansour</i>
02.00 - 02.55	Q&A session <i>Professor Talat Refai</i>	Q&A session <i>Dr Mahmoud Mansour</i>

BUE Student ID card and email

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