

FACULTY OF INFORMATICS AND COMPUTER SCIENCE

The ICS Programme

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, 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/administratedepartments/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:
- A-CR_111, A-CR_213, A-CR_216, A-CR_226, A-CR_309, A-CR_310, A-CR_312, A-CR_314, A-CR_322, A-CR_324 and A-CR_311 .

Group		Personal Tutor	Office	Ext	Email	Room number for the Personal Tutor induction sessions
A	A1	Prof. Omar Karam	105	1601	omar.karam@bue.edu.eg	A-CR_111
	A2	Dr Doaa Elzanfaly	107	1609	doaa.elzanfaly@bue.edu.eg	A-CR_111
B	B1	Prof Amal El Nahas	109	1615	Amal.Elnahas@bue.edu.eg	A-CR_213
	B2	Dr Nahla Barakat	109	1615	nahla.barakat@bue.edu.eg	A-CR_213
C	C1	Dr. Ghada hassan	108	1616	Ghada.Hassan@bue.edu.eg	A-CR_216
	C2	Dr Mostafa Salama	131 -3	1617	Mostafa.Salama@bue.edu.eg	A-CR_216
D	D1	Prof. Gerard Mckee	131-1	1621	gerard.mckee@bue.edu.eg	A-CR_226
	D2	Dr Walid Hussein	131-1	1621	walid.hussein@bue.edu.eg	A-CR_226
E	E1	Prof. Vladimir Geroimenko	131-2	1622	Vladimir.Geroimenko@bue.edu.eg	A-CR_309

	E2	Prof. Andreas.Pester	130	1618	Andreas.Pester@bue.edu.eg	A-CR_309
F	F1	Prof. Khaled Nagaty	102	1611	Khaled.Nagaty@bue.edu.eg	A-CR_310
	F2	Dr Ann Nosseir	106	1603	Ann.Nosseir@bue.edu.eg	A-CR_310
G	G1	Dr Marwa Salah	2	1628	marwa.salah@bue.edu.eg	A-CR_312
	G2	Prof. Samy Ghoniemy	D-203	1718	samy.ghoniemy@Bue.edu.eg	A-CR_312
H	H1	Dr Ahmed Mostafa	109	1615	ahmad.mostafa@bue.edu.eg	A-CR_314
	H2					A-CR_314
I	I1	Ms. Basma.Hathout	131-2	1622	Basma.Hathout@bue.edu.eg	A-CR_322
	I2					A-CR_322
J	J1	Dr Nermin Othman	2	1628	nermin.othman@bue.edu.eg	A-CR_324
	J2					A-CR_324

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 INFORMATICS AND COMPUTER SCIENCE

	LH-2 Masscom (Building13)
DAY ONE – ON CAMPUS – MONDAY 04 OCTOBER	
9.00-9.20	Allocation of Induction Groups <i>Meet outside the Auditorium</i>
9.30-10.30	Welcome to the Faculty of ICS <i>The Dean & Faculty Staff</i> <i>(LH-2 Masscom (Building13))</i>
10.45-11.45	Meet your Personal Tutor <i>See front page for room numbers</i>
12.00-1.00	Lunch and Log on to SRS
1.00-1.45	Library Induction
	Video Links: BUE Library Space Orientation , BUE Library's website orientation
1.45-2.45	<i>How to Use eLearning and the SRS (LH-2 Masscom (Building13))</i> Mr. Seif Yasser and Islam Yasser under supervision of <i>Professor Khaled Nagaty</i> <i>(LH-2 Masscom (Building13))</i>
3.00-4.00	Introduction to BUE Clubs and Societies <i>Roman Theatre (Food Court)</i>

DAY TWO – ONLINE – TUESDAY 05 OCTOBER ZOOM ICS 1 is inviting you to a scheduled Zoom meeting. Time: Oct 5, 2021 09:00 AM Cairo: https://zoom.us/j/97035748940?pwd=MUZQY2VwMnNSRSs5RHc3UXNUR2E3QT09 Meeting ID: 970 3574 8940	
9.00-10.00	Where to find information, help and support Ms. Samah Mettawie and Ms. Sara Abdelrahman
10.15-11.15	Understanding assessment and the importance of Academic Honesty Professor Omar Karam and Dr Doaa Saad El Zanfaly
11.30-12.30	Lunch
12.30-1.15	Introduction to the English Language Modules Dr Wessam Morsy
1.15-2.15	Understanding the British System and the Preparatory Year Programme Dr Mostafa Salama & Dr Ahmad Mostafa
2.30-3:00	Time Management and How to Study Prof Gerard McKee
3.00-3.30	SSLC, IP, Misconduct Mr. Michael Dobbin

BUE Student ID card and email

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