

**FACULTY OF Pharmacy**  
**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	Email	Room number for Personal Tutoring session
A [ Pharm D ]	A1	Ola Adel	210	<a href="mailto:ola.adel@bue.edu.eg">ola.adel@bue.edu.eg</a>	Class Room 1
	A2	Ahmed Sekkein	310	<a href="mailto:ahmed.sekkien@bue.edu.eg">ahmed.sekkien@bue.edu.eg</a>	Class Room 2
	A3	Aliaa Elhosseiny	210	<a href="mailto:aliaa.elhosseiny@bue.edu.eg">aliaa.elhosseiny@bue.edu.eg</a>	Class Room 3
	A4	Dina samir	111	<a href="mailto:dina.rasmi@bue.edu.eg">dina.rasmi@bue.edu.eg</a>	Class Room 4
	A5	Eman Zaghoul	111	<a href="mailto:eman.zaghoul@bue.edu.eg">eman.zaghoul@bue.edu.eg</a>	Class Room 5
	A6	Muhammed Usama	310	<a href="mailto:muhammed.ossama@bue.edu.eg">muhammed.ossama@bue.edu.eg</a>	Class Room 6
	A7	Christina Medhat	205	<a href="mailto:christina.medhat@bue.edu.eg">christina.medhat@bue.edu.eg</a>	LH1
B [ Pharm D Clinical ]	B1	Mohamed Tarek	310	<a href="mailto:mohamed.tarek@bue.edu.eg">mohamed.tarek@bue.edu.eg</a>	Class Room 1
	B2	Sarah Habib	111	<a href="mailto:sarah.habib@bue.edu.eg">sarah.habib@bue.edu.eg</a>	Class Room 2
	B3	Ahmed Elaraby	123	<a href="mailto:ahmed.elaraby@bue.edu.eg">ahmed.elaraby@bue.edu.eg</a>	Class Room 3
	B4	Mahitab Bayuomi	111	<a href="mailto:mahitab.bayoumi@bue.edu.eg">mahitab.bayoumi@bue.edu.eg</a>	Class Room 4
	B5	Muhammed Ismail	310	<a href="mailto:muhammad.ismail@bue.edu.eg">muhammad.ismail@bue.edu.eg</a>	Class Room 5
	B6	Mona Salem	111	<a href="mailto:Mona.salem@bue.edu.eg">Mona.salem@bue.edu.eg</a>	Class Room 6
	B7	Yomna Ismail	111	<a href="mailto:Yomna.Ismail@bue.edu.eg">Yomna.Ismail@bue.edu.eg</a>	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](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 Pharmacy

DAY ONE – ON CAMPUS – Saturday 2 <sup>th</sup> October		
	<b>Group A [ Pharm D] - Lecture Hall 2 Bldg K</b>	<b>Group B [ Pharm D Clinical] - Lecture Hall 3 Bldg K</b>
9.00-9.20	Allocation of Induction Groups <b>Meet outside the Auditorium</b>	
<b>Help Desk</b> <b>In front of Lab 1</b> <b>from 9.30 am- 2.30 am T.A. personnel tutor TAs (group A, B) + FYE</b>		
	<b>Group A [ Pharm D]- Lecture Hall 2 Bldg K</b>	<b>Group B [ Pharm D Clinical] - Lecture Hall 3 Bldg K</b>
9.30-10.30	Welcome to the Faculty of Pharmacy, Understanding the British System and the Pharmacy Preparatory Year Programme, Understanding Assessment and the Importance of Academic Honesty <b>Professor Mohey El Mazar</b>	How to use eLearning and the SRS <b>Dr. Amgad &amp; Andrew</b>
10.30 -11.00		Where to find information, help and support <b>Head of quality assurance unit</b>
11.15 -12.00		Meet your Personal Tutor <i>See front page for room numbers</i> <b>B Groups</b>
12.00-1.00	Lunch and Log on to SRS	
1.00-1.45	How to use eLearning and the SRS <b>Dr. Amgad &amp; Andrew</b>	Welcome to the Faculty of Pharmacy, Understanding the British System and the Pharmacy Preparatory Year Programme, Understanding Assessment and the Importance of Academic Honesty <b>Professor Mohey El Mazar</b>
1.45-2.15	Where to find information, help and support <b>Head of quality assurance unit</b>	
2.15- 3.00	Meet your Personal Tutor <i>See front page for room numbers</i> <b>A Groups</b>	
3.00-4.00	Introduction to BUE Clubs and Societies <b>Roman Theatre (Food Court)</b>	
DAY TWO – ONLINE - Sunday 3 <sup>th</sup> October		
	Library Induction (Link) Via Faculty Website <a href="https://www.bue.edu.eg/faculties-departments/pharmacy/">https://www.bue.edu.eg/faculties-departments/pharmacy/</a> (undergraduate section- Induction 2021)	
	Introduction to the English Language Modules Via Faculty Website (Induction 21) <a href="https://www.bue.edu.eg/faculties-departments/pharmacy/">https://www.bue.edu.eg/faculties-departments/pharmacy/</a> (undergraduate section- Induction 2021)	
	Where to find information, help and support Via Faculty Website <a href="https://www.bue.edu.eg/faculties-departments/pharmacy/">https://www.bue.edu.eg/faculties-departments/pharmacy/</a> (undergraduate section- Induction 2021)	

### BUE Student ID card and email

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