

FACULTY OF BUSINESS
POLITICAL SCIENCE DEPARTMENT
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/administrative-departments/information-technology/how-to>

How to access the BUE SRS

- First access your BUE email
- From an internet browser go to <https://srs.bue.edu.eg>
- Enter your user name – this is the first part of your email address (e.g. Ahmed110200)
- Choose the Student option
- 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.

		Personal Tutor	Office	Ext	Email	Room number for the induction sessions
A	A1	Rasha Mansour	124	-	Rasha.Mansour@bue.edu.eg	
	A2	Nikolaos Nikolakakis		-	Nikolaos.Nikolakakis@bue.edu.eg	
B	B1	Maha Ghalwash	122	1515	Mghalwash@bue.edu.eg	
	B2	Lawrie Phillips		-	Lawrie.phillips@bue.edu.eg	
C	C1	Moritz Mihatsch		-	Moritz.Mihatsch@bue.edu.eg	
	C2	Yasmine El-Khodary	123	1508	Yasmin.Khodary@bue.edu.eg	
	C3	Bassant Hassib			bassant.hassib@Bue.edu.eg	
D	D1	Ahmed Mahdi		-	Ahmed.Mahdi@Bue.edu.eg	
	D2	Richard Gauvain	123	1508	Richard.Gauvain@bue.edu.eg	
	D3	Gamal Selim		-	Gamal.Selim@bue.edu.eg	

Please ensure you go to the room number listed in the last column for your Induction Personal Tutoring sessions:

5 things you should bring to the Induction

Please ensure that you bring the following to the induction:

- Your BUE Acceptance Letter, or Conditional Acceptance Letter
- 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

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	Groups A, B, C & D Lecture Hall 4 & Lecture Hall 3, Building G
DAY ONE – ON CAMPUS Tuesday 05 October	
9.00-9.20	Allocation of Induction Week Groups
9.30-10.30	LECTURE HALL 4 Welcome to the Faculty of BAEPS and the Political Science Preparatory Year Programme The Head of the Political Science Department, the Program Director, the Preparatory Year Coordinator, Student Support Officer Preparatory Year Teaching Teams Professor Amany Ismail/Dr. Rasha Mansour/Dr. Lawrie Phillips/ Mrs. Soraya Islam
10.45-11.45	LECTURE HALL 4 Understanding the British System and the Political Science Preparatory Year Programme Dr. Richard Gauvain Introduction to the English language program FYE student engagement activities
12.00-1.00	Lunch and Log on to SRS
1.00-1.45	LECTURE HALL 3 How to Use E-learning and SRS, Interactive Systems and Online Platforms Mrs. Sarah Bektor/Dr. Wafaa Salah
1.45-2.45	LECTURE HALL 4 Meet your Personal Tutor Dr. Lawrie Phillips/Personal tutors Alumni Experience Sharing (Ms. Asmaa Gomaa) + FYE student engagement activities
3.00-4.00	Introduction to BUE Clubs and Societies, Roman Theatre (Food Court)

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	Where to find information, help and support (<i>pre-recorded session</i>)		
	BUE Induction Introductory Video 	Quality and Validation (Q&V) 	Dr. May Fahmy 
	Administrative Staff 		
10.15-11.15	Understanding Assessment and the Importance of Academic Honesty (<i>pre-recorded session</i>) Dr. Marwa Anis & Dr. Nikolaos Nikolakakis 		
11.30-12.30	Meet your Personal Tutor (<i>Zoom online session</i>) Groups A & B		
12.30-1.15	Meet your Personal Tutor (<i>Zoom online session</i>) Groups C & D		
1.15-2.15	Introduction to the English Language Programme (<i>pre-recorded session</i>) Dr. Mohammed Aboghali 	Introduction to SRS and E-learning (<i>pre-recorded session</i>) Dr. Lawrie Phillips 	
2.30-3:30	BUE's Website (<i>pre-recorded session</i>) Ms. Jasmin Makhlof 	Library Induction (<i>pre-recorded session</i>) BUE Library Orientation 	
		BUE Library's website orientation 	