

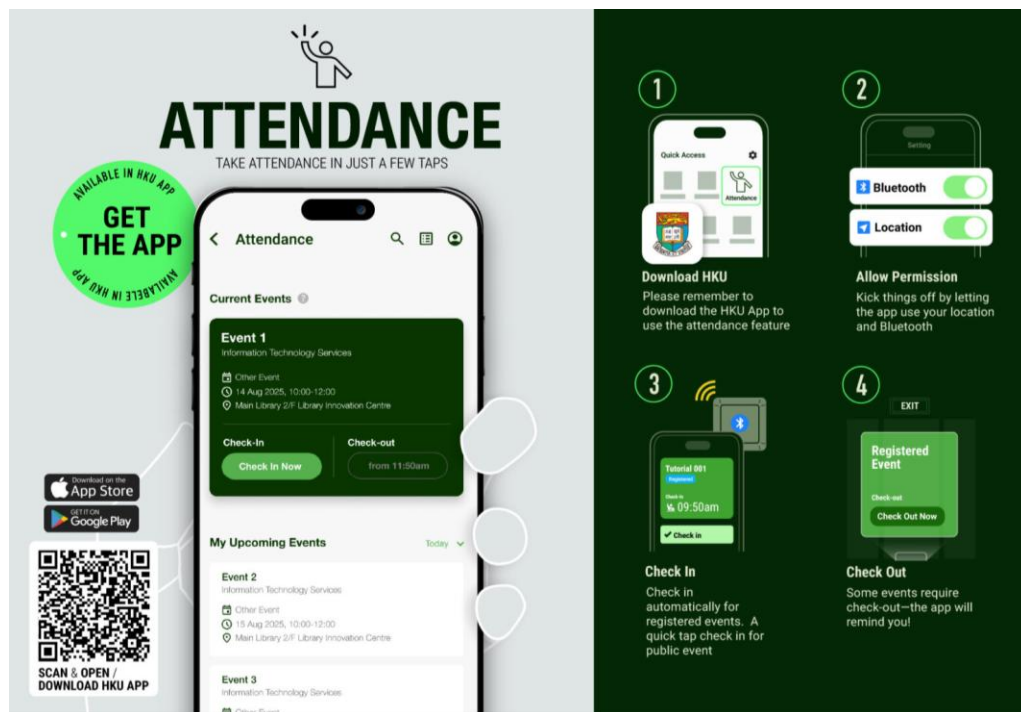
HKU Master of Buddhist Studies
Notes on Taking Attendance via the HKU App

Taking attendance via the HKU App is MANDATORY for all MBS student in every MBS course. Students have the responsibility to ensure that the attendance is properly recorded for every lecture.

If you are an Occasional Student (OS) or a local student who has plans to claim Continuing Education Fund (CEF), the attendance record will be retrieved from the HKU App attendance as well.

How to use

1. Search for 'HKU App' in App Store or Google Play with a device equipped with Bluetooth
2. Log in with your HKU email address or create an account if you are an OS
3. Open the app at the classroom and turn on Bluetooth
4. The app will record the attendance for you automatically, or you can use the "CHECK IN" button to check in manually.
5. Your attendance record with the check-in time will be displayed in the "Current" tab after successful check-in. Please make sure that the attendance has been properly recorded every lecture.



What if I am unable to take attendance with the app during lecture due to technical difficulties?

Please send an email to your course teacher/TA, copying the General Office (buddhism@hku.hk) with the following information within 3 days after the lecture. **Request of retaking attendance after the lecture WILL ONLY BE ACCEPTED if an email with photo proof is received. Any requests/justifications submitted after 3 days will NOT be considered in normal circumstances.**

1. Your full name
2. Date of lecture
3. Course code and title of the course that you're attending
4. Any photo proof of the lecture hall

For enquiries, please contact us via email at buddhism@hku.hk