FAQ's for Attendance Monitoring for Students

Q: What is Attendance Monitoring?

A: The University strongly believes that consistently good attendance is linked to good academic performance. It is in your best interest to attend each class if you want to be successful in your studies. By contrast, poor attendance can be an indicator that students are experiencing personal problems that are affecting their studies. We expect you to attend all your timetabled teaching sessions. We will take appropriate steps to monitor your attendance and will contact you if your level of attendance starts to cause concern. By monitoring attendance we hope to be able to identify those students who might need support. We can then discuss with them the range of support services available within the University and make an appropriate referral. For further information please read the [Attendance and Engagement Policy](#).
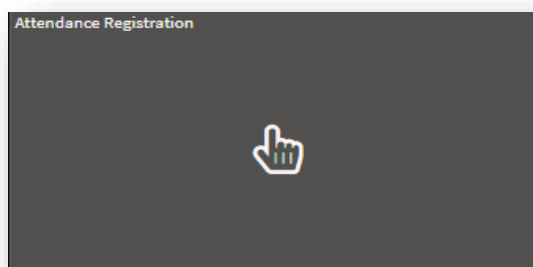
Q. How do I record my attendance at a session?

A: You will need to login to the MyBNU student portal on your phone, tablet, laptop or on a desktop, then find the Attendance Registration tile.

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The tile on the home dashboard looks like this.	
The tile on the 'Home – Dark Mode' dashboard looks like this.	

The Attendance Registration tile enables you to self-register at your timetabled sessions. Simply find the session and click Register. Your Tutor will provide you with a unique session code to enter.

If you need to attend a session which isn't listed in your timetable, then you can go to the 'Sessions not listed?' section and add the code provided to you. Please note that if you haven't yet completed your enrolment, you will not be added to timetabled sessions, so you must do this as soon as possible.
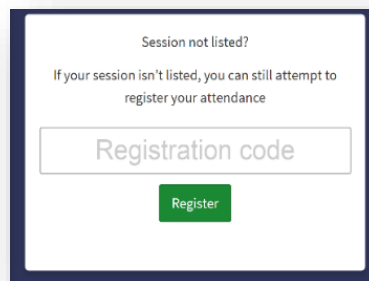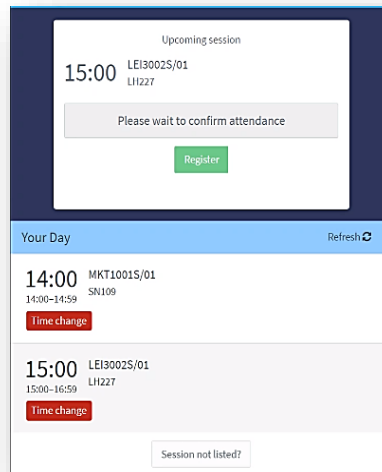
Q: What is MyBNU?

A: This your student portal where you can access all the university's systems, information and news. Here you will find the *Attendance Registration* tile to record your attendance, and view the *Attendance data* tile to see your historical attendance and punctuality. My BNU looks like this:
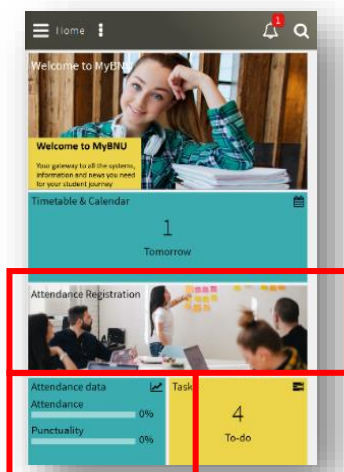
Q: How do I access MyBNU?

A: MyBNU can be accessed via a mobile app – you will need to download the App from the Google Play Store or Apple App Store. To download, go to:

The Google Play store for Android phones: https://play.google.com/store/apps

The Apple App store for iPhones: https://www.apple.com/uk/ios/app-store/

Make sure you download the App specific to Buckinghamshire New University – MyBNU.

Please note that you can also use MyBNU via a web browser on any device with a connection to the internet, at: https://mybnu.bucks.ac.uk/

Q: I forgot my phone/ My phone has run out of charge and I need to record my attendance?

A: Let your Tutor know so that they can record your attendance for you.

Q: I need to record my attendance in a session where phones are not allowed?

A: Attendance can be taken for you by your Tutor, please check they do, or ask for it to be recorded retrospectively.

Q: How long will the code be active for to record my attendance at a session?

A: You can enter your code up to 15 minutes before the session starts and up to 30 minutes after the start time. If you arrive after this session you will be marked absent and will need to speak with your Tutor. Please note that you cannot register on a past or future session.

Q: I've been marked as absent for a session when I was in attendance?

A: Contact your Tutor and request you are marked present.

Q: What should I do if I am late to a session and need to record my attendance?

A: You can still register for the session up to 30 minutes after the start time, but you will be marked as late. If you arrive after this point, you will be marked as absent and will need to speak to your Tutor. The university will be in contact with you if your attendance, punctuality or engagement falls below the University policy requirements.

Q. I'm unable to attend a session, how do I report my absence?

A: You should inform your Tutor so that they can mark you as having an 'authorised absence'. This will flag up on your registers in the period for which you are away. Please see the policy for more information.

Q: My session doesn't appear in my list, and I don't have a code, what should I do?

A: Please raise this directly with your Tutor during your session. They will be able to add you to the register themselves, or provide you with the code to self-register. You must do this within the first 30 minutes of the session otherwise you will not be able to self-register. Please note, there may be a reason why the session is not appearing in your timetabled list, for example, if you have not completed your enrolment or have changed course, and you may need to discuss this further with your Registry Officer.