UNIVERSITY OF LUCERNE

FACULTY OF LAW

EXAMINATION ADMINISTRATION

18 October 2021

GUIDELINES ONLINE REGISTRATION FOR EXAMINATIONS

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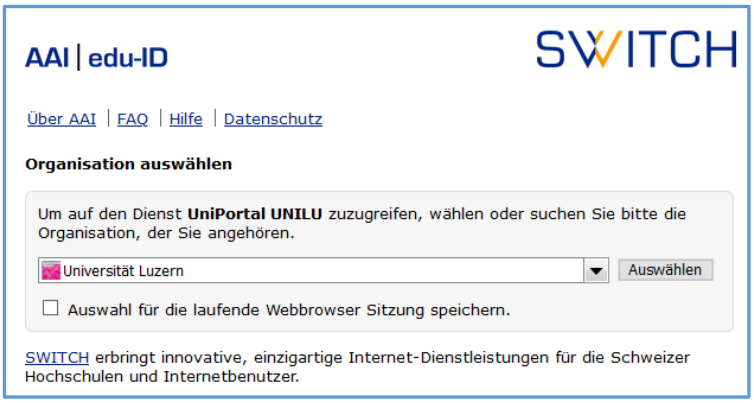
1 Login via UniPortal (https://portal.unilu.ch)

Click on the link **For students**.

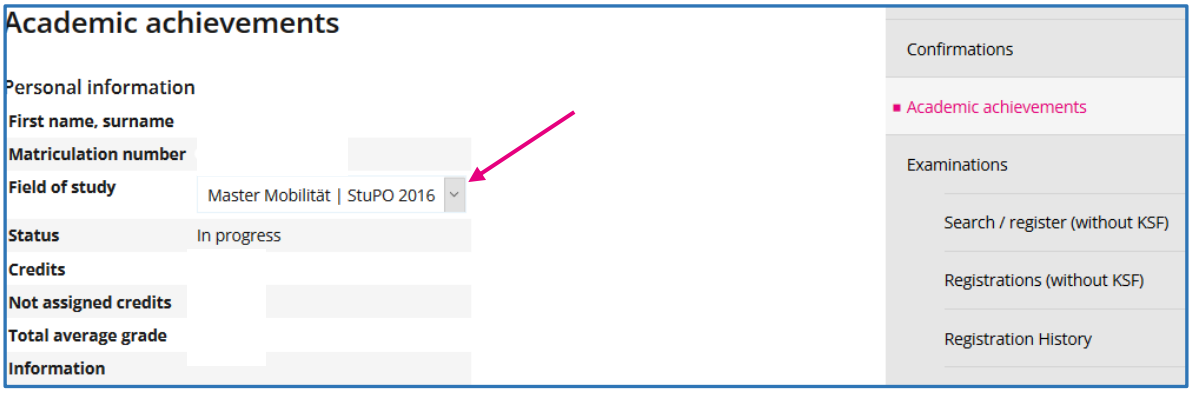
Choose **Universität Luzern**.



Log in with your SWITCH edu-ID.
→ For technical problems, contact **helpdesk@stud.unilu.ch**.

2 Registration for examinations

Choose as field of study “Master Mobilität | StuPO 2016”.



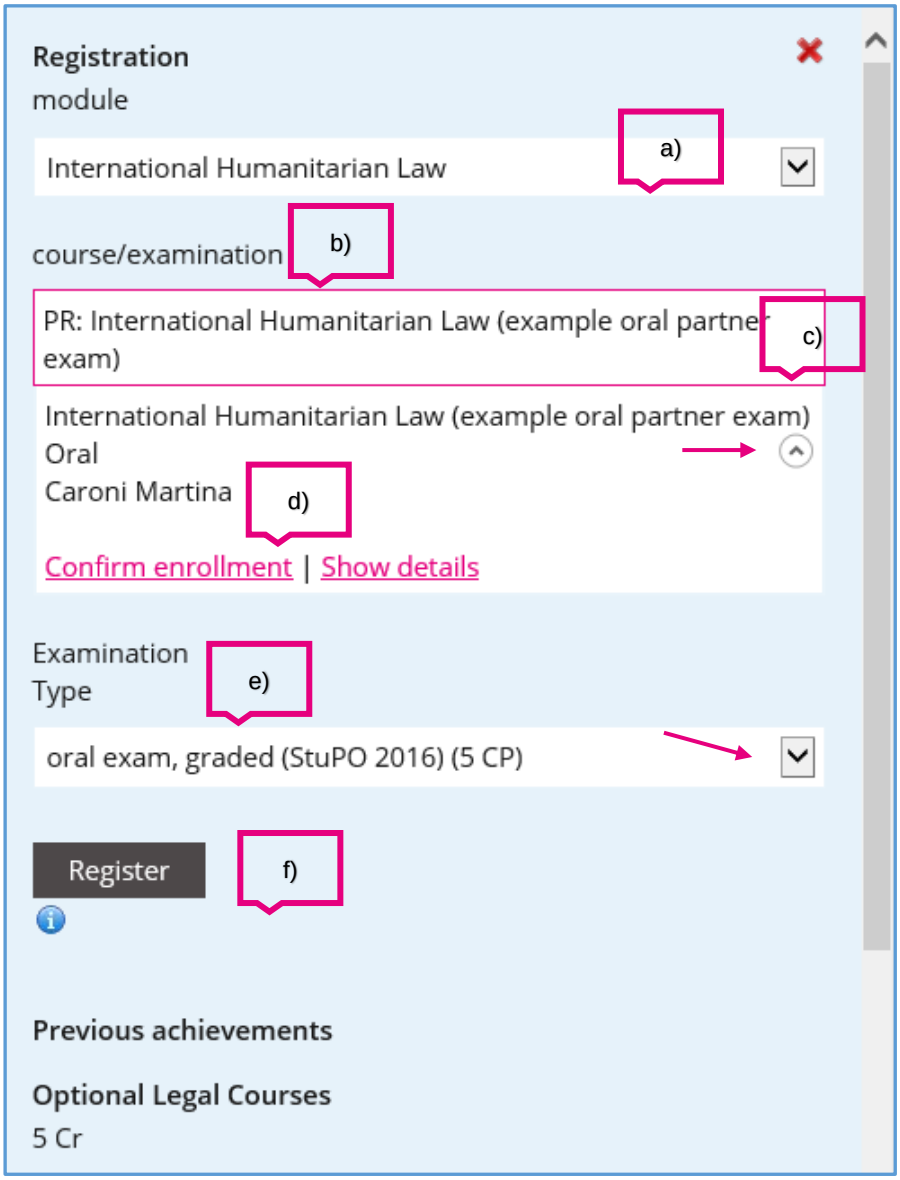
Then choose one of the fields

- Courses, Papers, Seminars of Faculty of Law
- Guest Lecture Course of Faculty of Law
- Courses at the Faculty of Humanities and Social Sciences
- Courses at the Faculty of Economics and Management

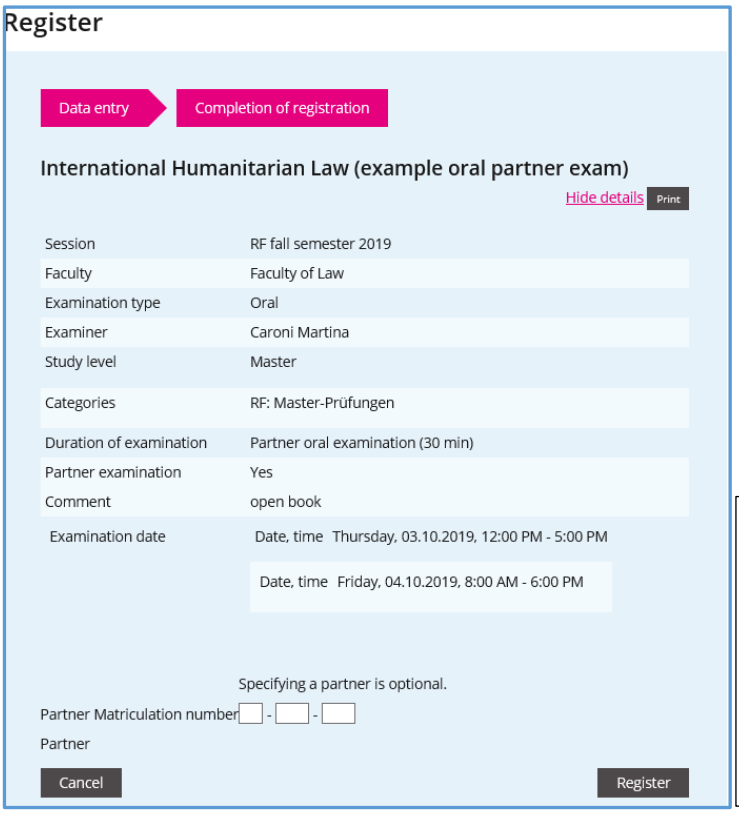
to register for the respective examinations

Under "module" you will find all modules which are activated for registration in this field.

Please follow steps a) - f) in the order given. Do **NOT** click on the Register button directly, even if there is only one module to choose.



a) Choose the respective module first
b) Then click on "Please select" under Course / Examination.
c) select the respective examination (click on circle with arrow)
d) Choose “confirm enrollment”
e) The type of examination including the respective credits will be shown.
f) Click on the button Register, then your entire registration will be displayed in a pop-up window.

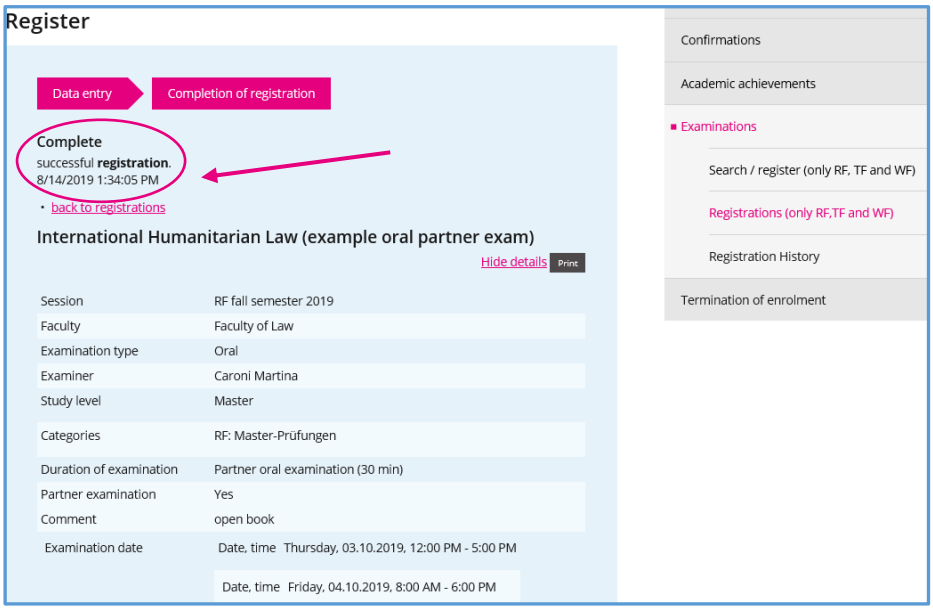


Important: For oral examinations you can only register for the examination itself, you cannot choose a specific date or time.

Partner Examination
For a partner examination, please enter the partner's matriculation number.

After checking the details, you can complete the registration by clicking on the Register button.

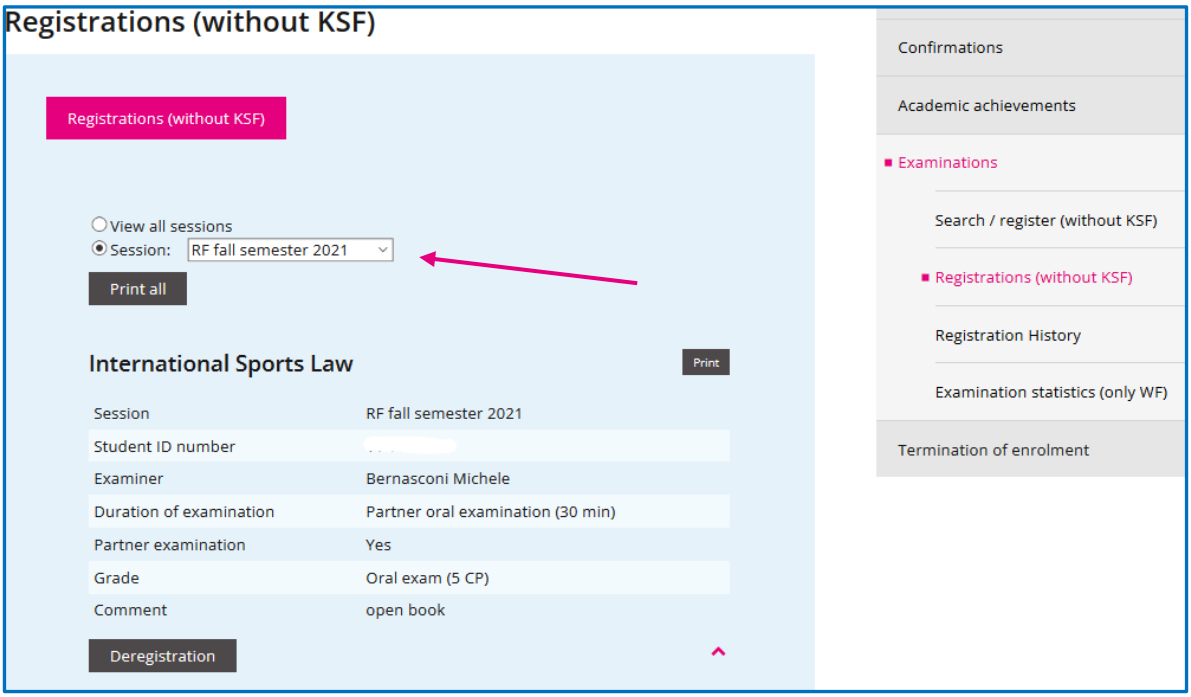
The registration process is now complete. You will get the following confirmation:



For further registrations, select *Academic achievements* again.

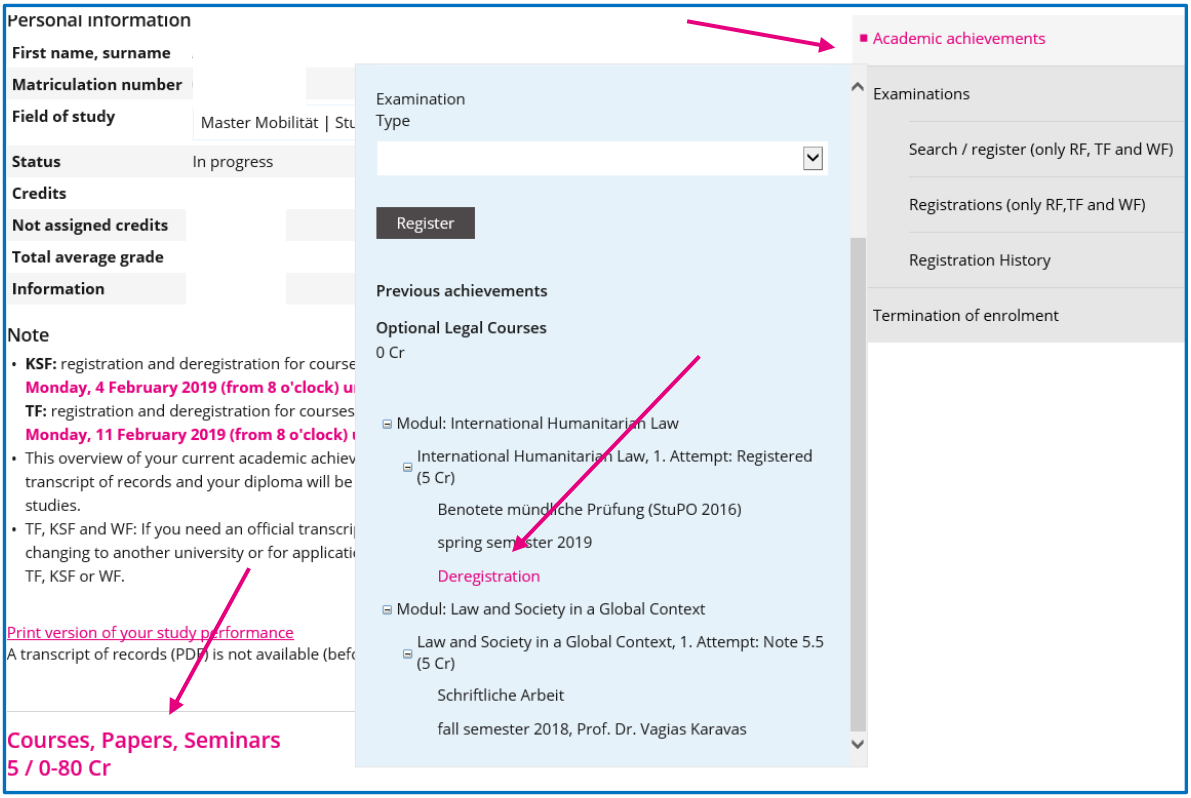
3 Overview of all registrations

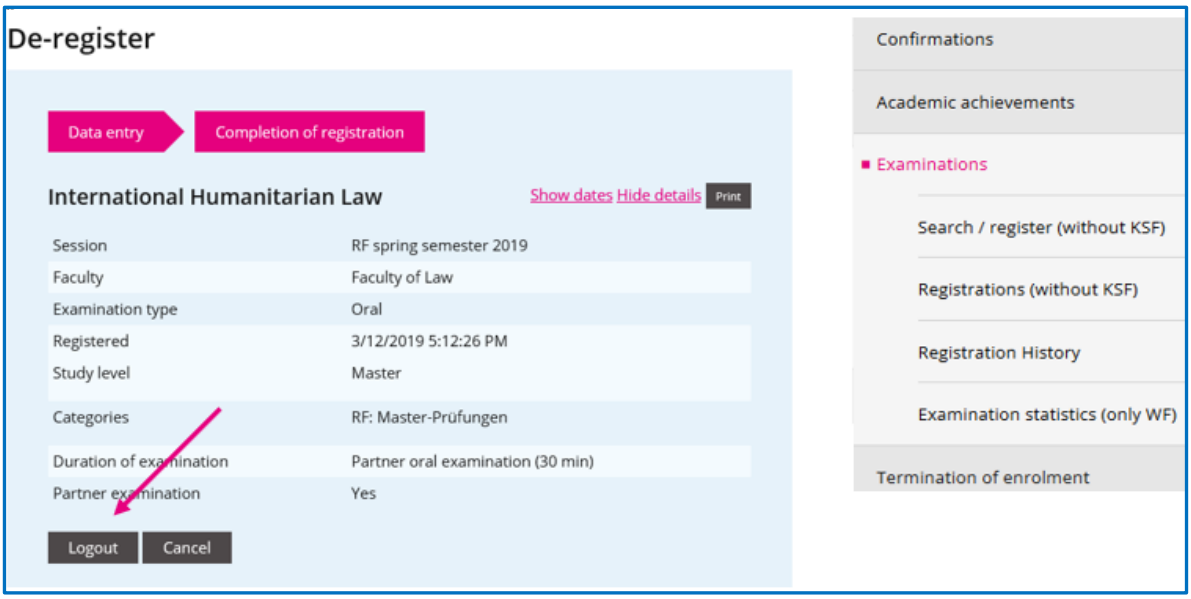
Please print out your registrations for evidence purposes. Go to Registrations (without KSF) Choose the current examination session and then click on the button “Print all”.



4 Deregistration

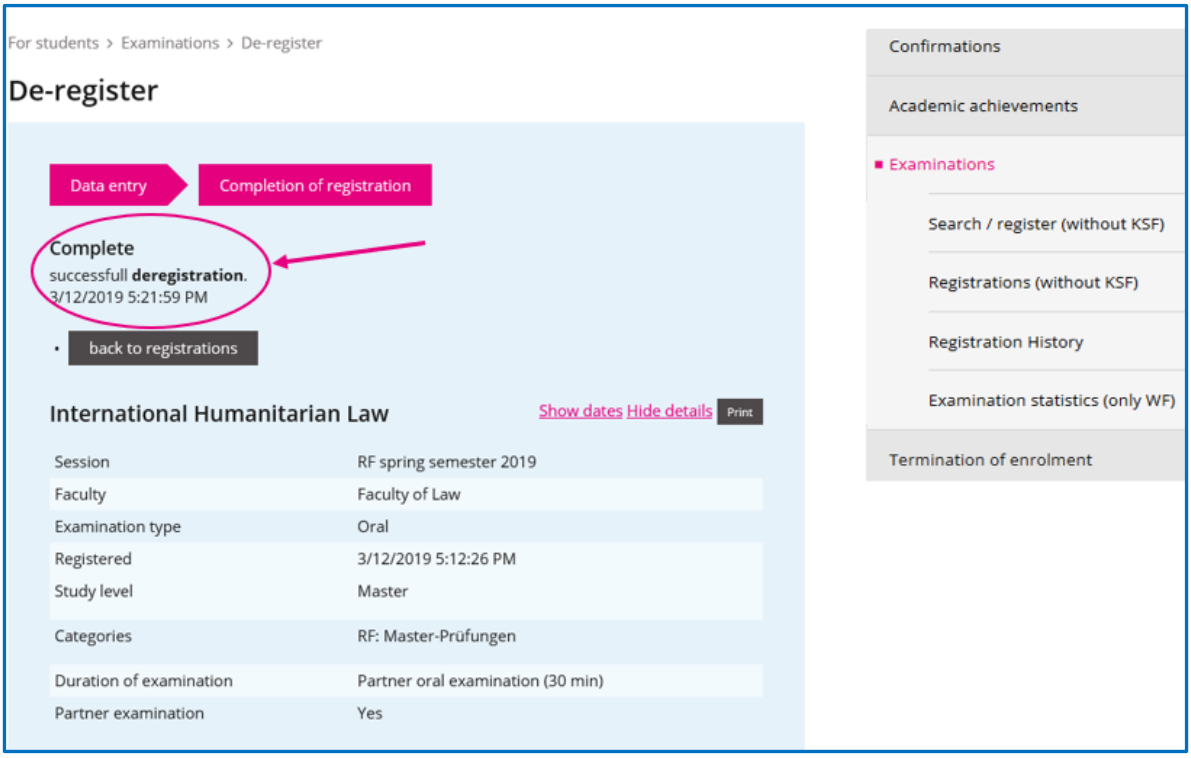
If you want to deregister from an examination within the registration period go back to the overview of the academic achievements and choose the respective field and subsequently the respective module. Scroll down the list of displayed modules and click on the link **deregistration**.





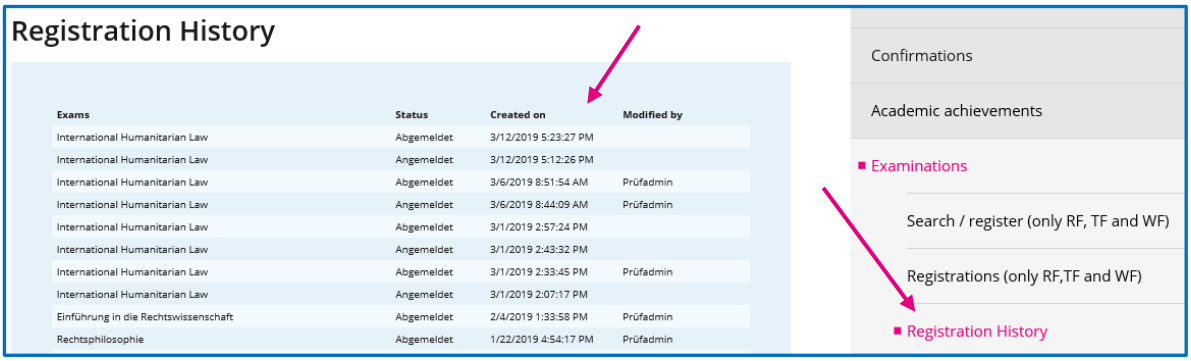
Click on the button **Logout** to confirm your deregistration.

The deregistration process is now complete. You will get the following confirmation:



5 History

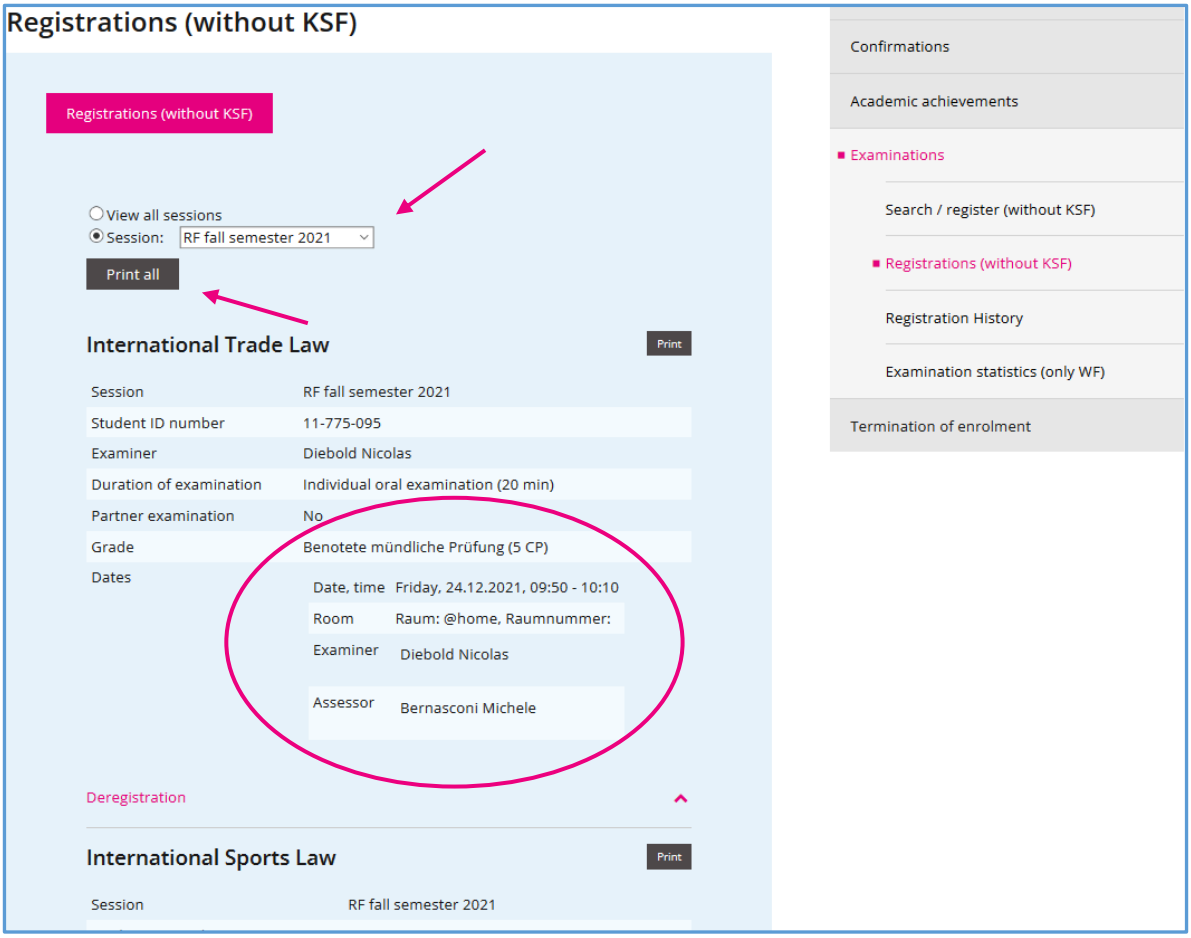
An overview of your registration history is available under “Registration History”.



6 Personal examination timetable

You will be informed via e-mail about the publication date of your personal examination timetable.

In the section Registrations (without KSF) you can download your personal examination timetable with all the details (date, time, place/room, examiner, supervisor).



Please print out your personal examination timetable.

Important: Courses that require an alternative form of assessment, i.e. a written paper, might not be displayed in the overview of the courses/examinations.

Further information is available in the “Information Sheet Examination Session for Exchange Students” (www.unilu.ch/rf/pruefungen).

For technical questions please contact our helpdesk at *helpdesk@stud.unilu.ch* or Tel. +41 41 229 50 10