

Date: 18 October 2021

Information Sheet Examination Session for Exchange Students Fall 2021

based on §§ 19-21 of the Guidelines to the Study and Examination Regulations (Wegleitung zur Studien- und Prüfungsordnung, W-StuPO) of 12 December 2016 of the Faculty of Law of the University of Lucerne

1 Examination Dates Fall 2021

Examinations for classes held in English: 13 December – 23 December 2021
Examinations for classes held in German: 6 January – 26 January 2022

Registration: on the UniPortal (<https://portal.unilu.ch>)
Registration period: 4 November – 15 November 2021

- Late registrations will not be accepted
- Examination registrations are binding after 15 November 2021 (exception see point 2.2.)

2 Examination Registration and Deregistration/Withdrawal

2.1. Registration

- **Registrations for examinations** will be done on the UniPortal with the help of the [guidelines for the examination registration](#). The examination type is indicated on the [examination schedule](#) for the fall semester 2021.
- **Oral examinations:** For oral partner examinations you can place a request to take it together with a fellow student of your choice. Simply enter the matriculation number of your preferred partner when registering for the respective examination. Note that **both partners must** indicate the matriculation number of the other partner. Requests will be considered where possible but there is no entitlement to a joint examination, as we cannot always guarantee the allocation of the preferred examination partner (for example if a mandatory two-hour break between examinations is necessary).

Wishes regarding special dates of oral examinations cannot be taken into account.

- **Personal Examination Schedule:** The individual examination timetable (including the exact times for oral examinations) will be published on the UniPortal on 26 November 2021.

For questions regarding the examination organisation, please contact Sybille Bossert or Silvia Bucher at pruefungen-rf@unilu.ch. For technical questions, contact our IT department at helpdesk@unilu.ch.

2.2. Deregistration

- Due to the current situation, we exceptionally grant you the right to deregister from examinations without indicating a reason until 28 November 2021 for examinations in English. Contact the Exam Administration Office by e-mail if need be (pruefungen-rf@unilu.ch).

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- For some research papers the task will be sent before the above-mentioned deregistration date. In these cases, the exceptional deregistration is only possible until the day prior to the day the examination task will be sent to you.

2.3. Withdrawal of the Examination Application

- Registrations for examinations are binding after 28 November 2021. Examinations that are not taken and have not been properly deregistered will be assessed with the grade 1 or “Failed” and will appear on your final transcript of records.
- **A withdrawal from an examination** after 28. November 2021 is only possible based on a medical certificate or in case of exceptional circumstances which make it impossible for the student to attend the examination (§20 W-StuPO 2016).
- You have to inform the Exam Administration Office by e-mail **before the examination starts** if you need to withdraw from an examination. Once the examination has started, it is no longer possible to withdraw from it.
- Medical certificates are only accepted if the following conditions are met cumulatively:
 - 1.) The student must notify the Exam Administration Office of the medical certificate **before the start of the examination**. The medical certificate must then be handed in to the Exam Administration Office **on the day of the examination** (original certificate or copy thereof, attached to an e-mail, express delivery etc.). Confirmations of medical consultations are not sufficient.
 - 2.) If the original medical certificate cannot be handed in on the day of the examination, it must arrive at the Exam Administration Office within five (5) working days after the respective day of the examination. If sent by post, the postmark on the envelope serves as proof of the date of posting.

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 - 3.) The medical certificate must show the **original signature of the medical doctor, the date and stamp**. Medical certificates with a scanned signature are not accepted.
- The issuing or use of medical certificates, which are either incorrect in terms of their content or falsified, may lead to legal prosecution for medical doctors and patients respectively (cf. article 251 and 318 StGB). Suspected “complacency certificates” will be reported to the criminal authorities.

3 Examination modes

3.1. General Information

- In the Fall semester 2021, all examinations for classes taught in English at the Faculty of Law will be conducted in a digital format. The following examination modes are possible:
 - Electronic Take-Home Examination (see point 3.2)
 - Oral examination via ZOOM (single or partner examination)
 - Paper

- The provisions of the Study and Examination Regulations (StuPO2016) and the corresponding Guidelines as well as the University Statute SRL no 539c apply. In particular, it is not allowed to exchange information with other people, to accept support from third parties, to support other fellow students or to exceed the examination time (§ 52 Abs. 1 StuPO 2016).
- Violations can result in failure to pass the examination or even a definitive exclusion from the study programme (§ 52 Abs. 2 StuPO 2016; § 36 University Statutes). In case of a suspected violation, we will schedule a meeting between the student concerned and the person responsible for the examination to discuss the content of the respective examination and for the purpose of establishing the facts.

3.2. Electronic “take-home” examination

- All written examinations will be held in the form of electronic take-home examinations.

There will be an examination supervision by means of Zoom:

For the duration of the entire examination you will be logged into a Zoom meeting supervised by a faculty invigilator. The examination invigilator checks that only the Word document with the examination task and the solutions/answers you have entered is visible on your screen at all times and that no discussions are being held.

These written take-home examinations will be «**open book**», but not «**open electronic sources**»: You may **not** use electronically available sources from the Internet or any digitally stored schemes, legal texts, summaries, lecture notes etc. In other words, you may only use "open book" documents that are physically tangible. For example, if you have prepared electronic summaries and wish to consult them during the examination, you must print them out in advance. The same applies to legal texts: You are allowed to use them "physically", but not to retrieve them via the screen.

Exception: You may use email and OLAT at the very beginning and end of the examination to receive your examination task and send it back to us.

- The examinations are written at home on your own computer. All information about take-home examinations including information about the zoom exam invigilators can be found in our information sheet [Take-Home Examinations Fall 2021 – Instructions for students](#).
- It is your responsibility to have the relevant legal texts and provisions (such as codes, decrees, regulations etc.) ready for the examination. Information on the relevant legal texts can be found in the electronic course catalogue. The “Information Sheet for Incoming Exchange Students on the use of own Legal Texts and Provisions during Examinations in English” is not applicable for the fall examination session 2021.
- Examinations that have been started will be regarded as attempts.
- Please note that the University of Lucerne has licensed a plagiarism software. It is used to routinely compare your answers with the answers of your fellow students and other sources. This is necessary because your answers/solutions have to be individual performances. You are allowed to quote a definition of a juridical term word-for-word (indicating the respective source) as long as the individual character of the answer/solution as a whole is granted.

3.3. Oral Examinations (single or partner examination)

- Oral examinations take place via ZOOM. All information about the examination procedure can be found in the [information sheet on Digital Oral Examinations \(ZOOM\) Fall Semester 2021](#).
- The authentication is done by presenting your campus card.

3.4. Papers

The submission dates for the papers are published in the UniPortal.

3.5. Checklist / Declaration of Integrity

- Students have to sign a checklist / declaration of integrity to the Faculty of Law for written digital examinations in the fall semester 2021.
- We therefore ask you to personally sign this [checklist with declaration of integrity](#) and return a scan of it by e-mail to rf@unilu.ch or a copy by postal mail latest until 28 November 2021.

IMPORTANT: The German "[Merkblatt zur Prüfungssession HS 2021](#)" is decisive for all examinations in German language.