

Date: September 26 2023

Information Sheet on Exam Registration for Exchange Students (Fall Semester 2023)

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

Be advised that only the German version of this information sheet is binding.
For exams held in German please consult the German version of this information sheet.

General Information on Exam Registration

- Exam registration will be open from
Friday, November 3 2023 (00.00) until Thursday, November 16 2023 (24.00).
- The registration can exclusively be made on the [UniPortal](#).
- Please print your registration as proof thereof.
- Late registrations will not be accepted.

Exams Dates for (Master) courses held in English

- Individual exam timetable: available as of Wednesday, November 29 2023 on the UniPortal
- Exam dates: Monday, December 11 2023 until Friday, December 22 2023

Above mentioned timelines are binding. Late registrations or special requests may not be considered anymore.

Guide to exam registration

- The exam registration has to be done in the UniPortal (<https://portal.unilu.ch>) according to the [Guidelines Online Registration for Examination](#).
- **Oral Exams:** If you wish to take an oral "Partner-Exam" with a fellow student of your choice, please enter the matriculation number of your partner when registering for the respective exam. Note that **both partners** must indicate the matriculation number of his or her exam partner. Requests will be considered where possible however there is no entitlement to a joint exam. We also can't consider requests for specific exam dates.
- **Requests regarding special requirements** (e.g. disadvantage compensation in case of physical disability) have to be submitted directly to pruefungen-rf@unilu.ch during the exam registration period together with all necessary documents.

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- **Personal Exam Schedule**

Your individual exam timetable (including the date, time and location of the exams) will be published on the UniPortal in due course. Please note that the written exams may take place simultaneously at the university as well as at an external location.

- For questions regarding the organization of the exams please contact the Exam Administration Office pruefungen-rf@unilu.ch. For technical questions contact our IT department at helpdesk@unilu.ch.