

UniPortal registration instructions for exams and courses, Faculty of Economics and Management (FEM)

[UniPortal](#) registration is mandatory and binding for all FEM courses for which you wish to acquire credits. Registration is therefore not only required for courses with examinations, but also for courses without examinations (e.g. seminars). The UniPortal registration is only possible during the [registration period](#).

How to get to Uniportal

Follow the Uniportal link at the bottom right of the homepage of the University of Lucerne <https://www.unilu.ch/en/> or enter [Universität Luzern - Portal \(unilu.ch\)](https://www.unilu.ch/en/)

INFORMATION FOR...	CENTRAL FACILITIES	UNI-TOOLS
→ Alumni	→ Library	→ Course Catalogue
→ Sponsors & Supporters	→ University Sports	→ Uniportal
→ Researchers	→ Day Care Centre (Kita Campus)	→ Follow-Me-Printing (uni locations only)
→ Media	→ UniPH Canteen	→ StudMAIL
→ Jobseekers	→ Online Shop	→ OLAT
→ Prospective Students	→ Student's Shop (Studiladen)	

The link **"For students"** opens the login to the protected area for enrolled students.

UNIVERSITÄT
LUZERN



■ For prospective students

Apply for courses at all levels (Bachelor, Master, PhD).
[Registration](#)

■ For Alumni

Area for members of the ALUMNI organisation
[AlumniPortal](#)

■ For students

Area for registered students
[For students](#)

■ Course catalogue

Detailed information of all lectures
[Course catalogue](#)

Links

- www.unilu.ch
- [StudMail](#)
- [OLAT - LMS](#)
- [eScan](#)
- [EZProxy](#)
- [Leitfaden: Anmeldung Lehrveranstaltungen TF](#)
- [Leitfaden: Anmeldung Prüfungen TF](#)
- [Leitfaden: Anmeldung Lehrveranstaltungen KSE](#)
- [Instructions: Registration for courses KSE](#)

Select "University of Lucerne". The registration takes place via your SWITCH edu-ID login data

AAI | edu-ID

SWITCH

[Über AAI](#) | [FAQ](#) | [Hilfe](#) | [Datenschutz](#)

Organisation auswählen

Um auf den Dienst **UniPortal UNILU** zuzugreifen, wählen oder suchen Sie bitte die Organisation, der Sie angehören.

Universität Luzern

Auswählen

☐ Auswahl für die laufende Webbrowser Sitzung speichern.

[SWITCH](#) erbringt innovative, einzigartige Internet-Dienstleistungen für die Schweizer Hochschulen und Internetbenutzer.

Log in to: Student Registration

For registration at Universität Luzern you need a SWITCH edu-ID account. If you don't have one already, please create it now.

SWITCH edu-ID

E-mail:

john.doe@example.org

Password:

Enter your password

Create account

Login

[Forgot password?](#)
[Options for personal data protection](#)

SWITCH

Select “Academic achievements”

[Contact](#) [DE](#)

For students > Academic achievements

Academic achievements

Personal information

First name, surname

Peter Abbegg-Müller WF

Matriculation number

22-222-251

Field of study

BA Fächerstudiengang

Status

In progress

Credits

12 Cr

Not assigned credits

21 Cr

Total average grade

Information

Note

- KSF:** registration and deregistration for courses of the fall semester 2023 are possible from **Monday, 4 September 2023 (from 8 a.m.) until Friday, 29 September 2023 (until midnight).**
- TF:** registration and deregistration for courses of the fall semester 2023 are possible from **Monday, 4 September 2023 (from 8 a.m.) until Friday, 29 September 2023 (until midnight).**

Academic achievements

Personal data
Confirmations
Academic achievements
Courses
Examinations
Search / register (without KSF)
Registrations (without KSF)
Registration History
Examination statistics (only WF)
Termination of enrolment

Select the appropriate level

Personal information

First name, surname	Peter Abbegg-Müller WF
Matriculation number	22-222-251
Field of study	MA Wirtschaftswissenschaften <input checked="" type="checkbox"/>
Status	In progress
Credits	9 Cr
Not assigned credits	0 Cr
faulty Cr	3
Total average grade	4.63

Information

Note

- KSF: registration and deregistration for courses of the Fall semester 2019 are possible from **Monday, 2 September 2019 (from 8 o'clock) until Friday, 27 September 2019 (until midnight)**.
TF: registration and deregistration for courses of the fall semester 2019 are possible from **Monday, 9 September 2019 (from 8 o'clock) until Friday, 27 September 2019 (until midnight)**.)
- This overview of your current academic achievements is not legally binding. Your official and final transcript of records and your diploma will be handed over to you upon successful completion of your studies.
- TF, KSF and WF: If you need an official transcript of records during the course of your studies, e.g. when changing to another university or for application purposes, please contact the respective Dean's office of TF, KSF or WF.

[Print version of your study performance](#)

A transcript of records (PDF) is not available (before the examination session)

[Show all](#)Compulsory subjects
6 / 24 CrSpecialisation Markt-oriented Management
0 / 36 CrOptional subjects
3 / 12 CrMaster Thesis
0 / 18 CrObligations
0 Cr

Select the desired subject

Compulsory subjects
6 / 24 Cr

Causal Analysis

Games and Strategies

International Macroeconomics

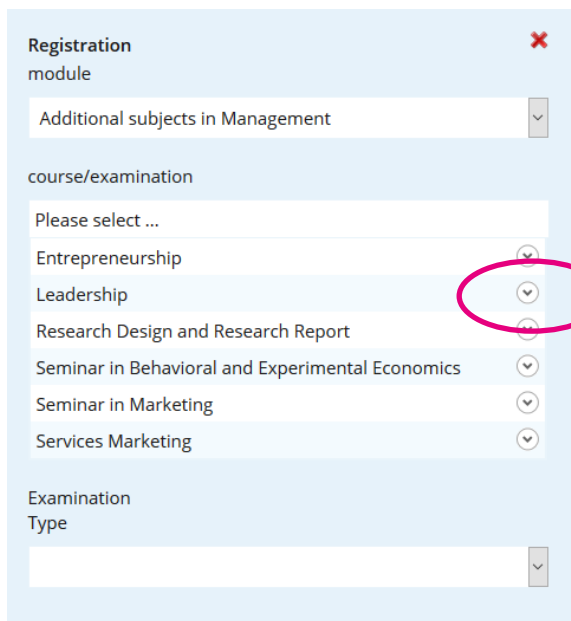
Advanced Marketing Management

Public Economics

Strategic HRM

Corporate Finance

Select your course / examination from the drop-down menu and click on "Confirm enrollment"



Registration module

Additional subjects in Management

course/examination

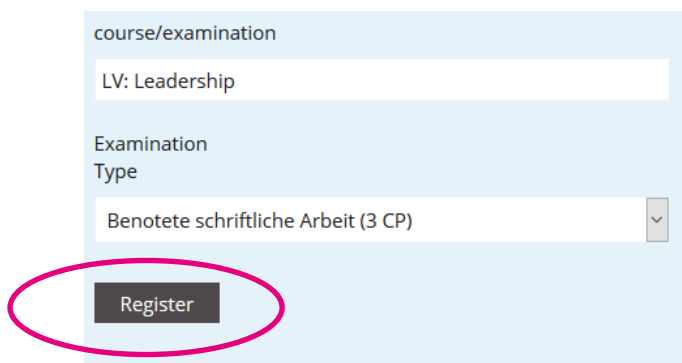
Please select ...

- Entrepreneurship
- Leadership
- Research Design and Research Report
- Seminar in Behavioral and Experimental Economics
- Seminar in Marketing
- Services Marketing

Examination Type

The image shows a registration form. The 'course/examination' dropdown menu is highlighted with a red circle. The 'Examination Type' dropdown menu is also visible.

Then, click on "Register"



course/examination

LV: Leadership

Examination Type

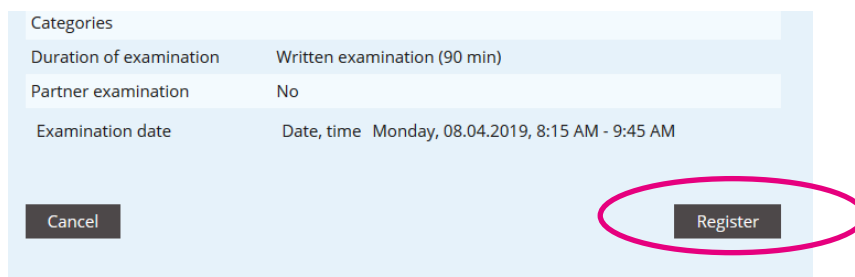
Benotete schriftliche Arbeit (3 CP)

Register

The image shows the registration form with the 'Register' button highlighted by a red circle.

Select "Register"

The "**Duration of the examination**" shows you the exam mode (written / oral) and the duration (subject to extensions granted upon request; these are not displayed here).



Categories	
Duration of examination	Written examination (90 min)
Partner examination	No
Examination date	Date, time Monday, 08.04.2019, 8:15 AM - 9:45 AM

Cancel Register

The image shows the examination details form. The 'Register' button is highlighted with a red circle.

The registration is now completed. Repeat the process for any further exams / courses.

Data entry

Completion of registration

Complete
successful **registration**.
3/13/2019 11:05:33 AM

- [back to registrations](#)

You will find an **overview of your exam registrations** under **"Examinations"** and **"Registration History"**. Check whether you are registered for all desired exams and courses!

For students > Examinations > Registration History

Registration History

Exams	Status	Created on	Modified by
Entrepreneurship	Abgemeldet	3/21/2019 2:46:05 PM	Prüfadmin
Entrepreneurship	Angemeldet	3/13/2019 11:07:52 AM	
Wirtschaftspolitik II	Abgemeldet	11/14/2017 12:03:40 PM	
Wirtschaftspolitik II	Angemeldet	10/31/2017 12:12:44 PM	
Preismanagement	Abgemeldet	10/12/2017 1:16:19 PM	Prüfadmin
Preismanagement	Angemeldet	10/10/2017 4:32:34 PM	Prüfadmin
Macroeconomics I	Abgemeldet	4/6/2017 9:48:13 AM	
Macroeconomics I	Angemeldet	4/6/2017 9:44:11 AM	

Courses	Status	Created on	Modified by
Customer Insights	Abgemeldet	9/12/2019 2:44:04 PM	
Customer Insights	Angemeldet	9/12/2019 2:39:00 PM	
Leadership	Abgemeldet	3/13/2019 11:42:13 AM	
Leadership	Angemeldet	3/13/2019 11:18:51 AM	

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Deregistration

If you like to withdraw from a registered exam / course within the registration period, go back to the overview of academic achievements and select the area in which you wish to cancel your registration. Scroll to the desired module in the list of displayed modules and click on **"Deregistration"**.

Register

Previous achievements

Additional subjects in Economics and Management
0 Cr

Modul: Additional subjects in Management

Seminar, 1. Attempt: Registered (0 Cr)

Leadership, Benotete schriftliche Arbeit
spring semester 2019, May

Deregistration

Confirm by clicking on the button **"Deregistration"**

Listeners / inside	Ja
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Literature

The content of the course is based on the following literature (compulsory reading for the first day):

- Goleman, D. (1996). What makes a leader? Harvard Business Review, June
- George et al (2007). Discovering your authentic leadership. Harvard Business Review, February
- Langer, E. (2014). Mindfulness in the Age of Complexity, Harvard Business Review, March, 68-73
- May, F. (2010), The Theory of Leadership in The Power of a Lollipop, pages 36-40

Deregistration Cancel

Details Finish

Finish

You have been successfully de-registered.

- [back to registrations](#)
- [Back to the records](#)

For more information on the exams, please contact our [examination website](#).

If you have any technical questions, please contact the Helpdesk of the University of Lucerne:
helpdesk@unilu.ch or phone +41 41 229 50 10.