GUIDELINES ONLINE REGISTRATION FOR EXAMINATIONS

<table>
<thead>
<tr>
<th></th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login via UniPortal (<a href="https://portal.unilu.ch">https://portal.unilu.ch</a>)</td>
</tr>
<tr>
<td>2</td>
<td>Registration for examinations</td>
</tr>
<tr>
<td>3</td>
<td>Overview of all registrations</td>
</tr>
<tr>
<td>4</td>
<td>Deregistration</td>
</tr>
<tr>
<td>5</td>
<td>History</td>
</tr>
<tr>
<td>6</td>
<td>Personal examination timetable</td>
</tr>
</tbody>
</table>
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.
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”.

Registrations (without KSF)

International Sports Law

- Session: RF fall semester 2021
- Student ID number: ...
- Examiner: Amseloni Michele
- Duration of examination: Partner oral examination (30 min)
- Yes
- Grade: Oral exam (5 CP)
- open book
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:

### International Humanitarian Law

- **Session**: RF spring semester 2019
- **Faculty**: Faculty of Law
- **Examination type**: Oral
- **Registered**: 3/12/2019 5:12:26 PM
- **Study level**: Master
- **Categories**: RF: Master-Prüfungen
- **Duration of examination**: Partner oral examination (30 min)
- **Partner examination**: Yes

---

5 **History**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Created on</th>
<th>Modified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Registered</td>
<td>3/1/2019 1:23:27 PM</td>
<td></td>
</tr>
</tbody>
</table>

---

**Contact Information:**

+41 41 229 53 14 / 15

pruefungen-rf@unilu.ch
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).

![Image of personal examination timetable]

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