GUIDELINES ONLINE REGISTRATION FOR EXAMINATIONS

Inhalt

1. Login via UniPortal (https://portal.unilu.ch) and search / register ................................................. 2
2. Registration for examinations ............................................................................................................ 5
3. Overview of all registrations ............................................................................................................... 8
4. De-register ............................................................................................................................................ 9
5. History ................................................................................................................................................. 10
6. Personal examination timetable ....................................................................................................... 11
1 Login via UniPortal (https://portal.unilu.ch) and search / register

Click on the link For students.

Choose Universität Luzern.
Log in with your SWITCH edu-ID.

→ For technical problems, contact helpdesk@stud.unilu.ch.

Find general information on registration for examination

Examinations

Personal data
Confirmations
Academic achievements

Examinations
- Search / register (only RF, TF and WF)
- Registrations (only RF, TF and WF)
- Registration History
- Termination of enrolment
Choose the link “Search/register (only RF, TF, WF and GWM). Then select the examination session, the study level, language etc.

All examinations that are open for registration will be displayed in alphabetical order.

To carry out your registrations you have to click on the button Registration. You will automatically be redirected to the overview of your academic achievements.
2 Registration for examinations

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

Then choose one of the fields
- Optional Legal Courses
- Optional Non-Legal Courses or
- Guest Lecture Course

to register for the respective examinations
Under "module" you will find all modules which are activated for registration.

Please follow steps a) - e) 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. Choose the option with the ending (StuPO 2016).

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>oral exam, graded (StuPO 2016) (5 CP)</td>
<td>5 Cr</td>
</tr>
<tr>
<td>oral exam, graded (StuPO 2011) (6 CP)</td>
<td>6 Cr</td>
</tr>
</tbody>
</table>

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 (only RF, TF and WF) Choose the current examination session and then click on the button “Print all”.

International Humanitarian Law

- Session: RF spring semester 2019
- Faculty: Faculty of Law
- Examination type: Oral
- Registered: 3/12/2019 5:12:26 PM

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

### Registration History

<table>
<thead>
<tr>
<th>Exam</th>
<th>Status</th>
<th>Created on</th>
<th>Modified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>2/12/2019 9:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/13/2019 1:10:36 AM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/1/2019 1:24:24 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/1/2019 2:38:05 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/1/2019 2:07:17 PM</td>
<td></td>
</tr>
<tr>
<td>Einführung in die Rechtswissenschaft</td>
<td>Abgemeldet</td>
<td>3/1/2019 2:07:17 PM</td>
<td></td>
</tr>
<tr>
<td>Rechtspolitik</td>
<td>Abgemeldet</td>
<td>1/22/2019 4:54:17 PM</td>
<td></td>
</tr>
</tbody>
</table>

5 History

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

<table>
<thead>
<tr>
<th>Exam</th>
<th>Status</th>
<th>Created on</th>
<th>Modified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>2/12/2019 9:23:27 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/13/2019 1:10:36 AM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/1/2019 1:24:24 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/1/2019 2:38:05 PM</td>
<td></td>
</tr>
<tr>
<td>International Humanitarian Law</td>
<td>Abgemeldet</td>
<td>3/1/2019 2:07:17 PM</td>
<td></td>
</tr>
<tr>
<td>Einführung in die Rechtswissenschaft</td>
<td>Abgemeldet</td>
<td>3/1/2019 2:07:17 PM</td>
<td></td>
</tr>
<tr>
<td>Rechtspolitik</td>
<td>Abgemeldet</td>
<td>1/22/2019 4:54:17 PM</td>
<td></td>
</tr>
</tbody>
</table>
6 Personal examination timetable

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

In the section Registrations (only RF, TF and WF) you can download your personal examination timetable with all the details (date, time, place/room, examiner, supervisor). Click on the link “Show details” under the individual examinations.

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 on Registration for Examinations 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