Registration for exchange students

Log in to the student portal and choose Course/programme registration.

Lunds universitet				
START [×] TUITION	REGISTRATION	INFORMATION A	BOUT STUDIES	EXAMS, DEGREI
SUPPORT MY SETT • WELCOME TO THE STUDENT PORTA • Wews from the Student Reception Desk includ Account Support (StiL), and Caree Lund, see map below. We are open Monday-Friday 10:00 http://www.lu.se/images/Intsek/S Facebook International Desk	Course/programme regis Course application Decline offer of admission Early course discontinuat ption Desk des International Desk, Study er Services. We are located a h-14:00. tudentreceptionen.pdf	ration	LUNKS Lund University International De Lund University Lovisa (library c Summon (article Find Publication	International Desk sk Libraries Libraries sa talogue) se and databases) s
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Choose semester and click Continue.

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OURSE/PROGRAMME REC	ISTRATION
Select semester	Choose program/courses > Inspect > Confirmation
Registration on progra	m and course
This is where you can regi	ster the program and/or course/s to which you have been admitted. You can also view your previous registrations.
If you do not register you	may lose your place and it may be offered to another student.
If there are any doubts in	regards to the information displayed, please contact your department.
If you decide to apply for a	a study leave or non-completion after registration you have to give notice.
Semester	
Spring 2015	
Autumn 2015	
Continue →	

Here you can see your admissions to programmes, courses and/or exchange studies. In the right hand column you get a message if you for some reason cannot register through the student portal. If you study on a programme with registration on programme semesters this must be done first! If it is not possible via the student portal your department must register you for the semester. Then you can register for your exchange studies.

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START	TUITION	REGI	STRATION	INFORMATION ABOUT STUDIES	EXAMS, DEGREES & CAREER	SERVICE
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Prog	ram Program semester	Title				Specia	alization		Registration period	Message
0	5	Bachelor	of Science	Programme in Service Manage	ment	Retail	Management		-	
×ch	ange studies Exchange Program	Credits	Country	University	Responsible Department		Starting Week/Ending Week	Registra	ation period	Message
		30.0	China	Tsinghua University	External relations		-	2015-08	3-10 - 2015-12-20	
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Tick the alternative/-s that you wish to register for and click Continue.

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Inspect and approve your registrations by clicking on Register.

	TUITION	RI	EGISTRA	ATION	INFORMATION ABOUT STUDIES	EXA	MS, DEGREES & CAREER	SERVICES
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You get a confirmation that the registration has been made. Click on "Show registrations" to view your confirmed registrations (the little arrow) to verify that your registration was finalized.

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If all went well you should be able to see completed registrations:

START	TUITION	REG	SISTRATION	INFORMAT	TON ABOUT STUDIES	EXAMS, I	DEGREES & CAREER	SERVICES
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If you would like to try to register again you can <u>Start over</u>.

You can also see your registrations under Information about studies > Results and registrations.

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START ×]	TUITION	REGIS	STRATION	INFORMATION ABOUT STU	DIES
SUPPORT	[MY SETT	INGS PHD STUE		Results and registrations	
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Click on the Registrations tab:

Results Re	egistrations	Admissions												
Program re	gistratio	15												
Semester	Program	Specialization	Program semester	Title									Cred	its Registration type
H15	SGSMA	RETA 5 Bachelor of Science Programme in Service Management										.80 FFG		
V15	SGSMA	RETA 4 Bachelor of Science Programme in Service Management											.80 FFG	
H14	SGSMA	RETA 3 Bachelor of Science Programme in Service Management											.80 FFG	
V14	SGSMA	RETA	2	Bachelo	or of Science Pr	ogramme in Service Managem	ment							.80 FFG
H13	SGSMA	RETA	1	Bachelo	or of Science Pro	ogramme in Service Managem	ment							.80 FFG
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Course reg	istrations													
Semester	Course code	Title							Program	Start week	End week	Credits	Registration type	Non-completion date
V15	KSMB41	Methods and A	nalytical Ski	lls					SGSMA	201504	201523	15.0	FFG	
V15	KSMA44	Retail Manager	ment - Place	Developr	ment and Busine	ss Relations			SGSMA	201504	201523	15.0	FFG	
H14	KSMA32	Service Manag	ement: Final	ncial Acco	ounting and Man	agement Accounting in the Se	ervice Secto	or	SGSMA	201436	201503	15.0	FFG	
H14	KSMA31	Service Manag	ement: Man	aging, Or	ganizing and Ma	rketing in Service Organizatio	ons		SGSMA	201436	201503	15.0	FFG	
V14	KSMA23	Retail Manager	ment - the St	tore					SGSMA	201404	201423	15.0	FFG	
V14	KSMA25	Service Manag	ement: Con	sumption,	Identity and Co	ommunication			SGSMA	201404	201423	15.0	FFG	
H13	KSMA12	Service Manag Perspectives	ement: Dev	elopment	of the Service S	Sector: Economics and Econom	mic Geogra	phy	SGSMA	201336	201403	15.0	FFG	
H13	KSMA11	Service Manag	ement: Intro	duction t	o Service Manad	ement and Service Studies			SGSMA	201336	201403	15.0	FFG	
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Exchange s	tudies													
Semester	Exchange	e Program	Cr	redits	Country	University		Responsible Depa	rtment		Starting	Week/En	ding Week	
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There are n	o Student i	breaks												