



INSTRUCTIONS FOR STUDENTS
ON THE BACHELOR'S DEGREE
PROGRAMME IN SCIENCES

Date 2020-10-26

Lund University
Faculty of Science
Kansli N

To students on the Bachelor's degree programme in Sciences

Instructions for registration on courses within the programme

Please note that all those who are admitted to the Bachelor's degree programme at the Faculty of Science must sign up for courses before the start of each semester. Always register for a few alternative course options as it is hard to get a place on some courses. Opportunities for late registration are also limited. Don't forget to confirm attendance when you get your notification of admission!

Registration

You register for courses within the programme via <https://www.universityadmissions.se/> (select Log in at the top of the page). In the Log in window, under "Are you already a student?" select *Lund University* in the drop-down menu, then click on *Go to student portal*. You will need your student account and your password.

If you have lost your user identity or your password, you can get a new one on <https://passport.lu.se/>. Log in with your personal identity number and your password for universityadmissions.se. You can also get a temporary code from the Student Reception at the University, which you can use to create a new password. In addition, you can contact the LU Service Desk by phone on 046-

222 90 00 on weekdays between 08:00 and 17:00 or online at <http://lusericedesk.service-now.com/support/>.

If you need a password for universityadmissions.se, please univesityadmissions.se for this. Please note that the LU Service Desk cannot respond to questions concerning admissions.

Register in good time! There may be many people trying to access the registration system close to the deadline.

The deadline for registration is 15 October.

Signing up for courses

If a course can be applied for either within your programme or as a free-standing course, you must actively choose one of the alternatives. As a student on a degree programme, you are to prioritise your registration options within the programme at the top of the list. That way, you don't risk having unnecessary gaps in your degree programme studies.

If you can't find courses you should be able to apply for within your programme or having problem getting courses spread over both study periods, please contact your study advisor for help (well before the deadline).

You can sign up for courses within the programme as long as you have been registered for less than the programme's scope in credits (180 credits for a Bachelor's degree). So, what is essential is not how many credits you have earned, but how many credits you have been registered for within the programme. If you apply for courses within the programme, and you are already registered for 180 credits (i.e. the full scope of the programme), these courses will be transferred to free-standing courses, if possible.

NB!

Regardless of whether you are applying for courses within a programme or as freestanding courses, you cannot be admitted to more than 45 credits in total. Before selection, you can delete registration options, but you cannot add to or change the order of the courses.

Notification of admission and confirmation requirement

You will receive a notification of selection results, to which you must reply, otherwise you will lose your course places.

You can find the date of the notification of selection results and the deadline for replying on <https://www.universityadmissions.se/>. If you have not received your notification of admission by 11 December at the latest, for the spring semester, you are to call 0771-550 720, so that you are able to respond in time.

Place guarantee

On the Bachelor's degree programme in Science, you have a guaranteed place in the compulsory courses within the specialisation to which you have been admitted, on condition that you meet the entry requirements, that you have registered on the course within the programme specialisation for the relevant semester and that you reply to the notification of admission confirming attendance.

Once they have completed the block of basis courses, programme students are guaranteed places on one of the courses within the programme on condition that they have registered on the course within the programme specialisation for the relevant semester and that they have replied to the notification of admission confirming attendance.

Selection

Selection for a course within the programme is based on the number of academic credits earned within the programme. For

information on the selection of courses taken as freestanding courses, see the application information on universityadmissions.se.

Eligibility

You may receive a conditional admission offer for a course for which you are not eligible when applying. At the latest by the start of the course, you must then be able to show that you meet the entry requirements.

If you are uncertain if you are eligible for a course you would like to take, please contact the relevant study advisor (well before the deadline), to find out if you meet the specific requirements for the course.

Approved leave

If you wish to obtain approved leave or to withdraw from your studies, you are to apply for permission through your study advisor.

Admissions office (Contact information)

<https://www.lunduniversity.lu.se/form/contact-lund-university-admissions-office>.

Telephone: 046-222 93 00 (Tuesday and Thursday 09:00-12:00).