



LUND
UNIVERSITY

Department of Economics

01 December 2008

On-line programme and course registration at the Department of Economics via “Communication Forum” (KF)

The Department of Economics uses the KF system for programme registration, course registration, re-registration for courses, late applications, course evaluations, notification of exam results and other important communication (via e-mail) et cetera. All students at the Department of Economics should be registered in the system.

A For first-time users of the KF system, steps A1-4 should be followed to submit your personal details.

Students that are already registered users continue with step B below for registration on a master programme and course registration within this programme.

1. Log on to: http://www.ekonomi.ehl.lu.se/kf/Default_en.aspx.

2. Select “Register in KF”.

3. Submit your personal details and choose a user name and a password (and try to remember them).

KF asks you to submit a Civic Registration Number, this number is the same as the LU ID Number (in the form yymmdd-Txxx) printed on the STiL account information that you received in your Welcome Package from Lund University International Desk upon arrival. If you have not collected your Welcome Package, you have to request your LU ID Number from the department’s Administration Officer (Mr Peter Schüller; peter.schuller@nek.lu.se) or from the Master Programme Coordinator (PhD Mårten Wallethe; master@nek.lu.se). If you have a Swedish “personnummer” (yymmdd-xxxx) you should use this.

Please make sure to submit a valid e-mail address (i.e. the e-mail address that you normally use).

You decide your own user name and password.

4. Submit the form by using “Send”.

→ You are now registered as a user in the KF system. Step 1 to 4 can be completed in advance. Step B below cannot be completed before the last week of August.

B Registration for a master programme and for courses within a master programme.

MSc in Economics

Registration for first-year students

1. Log on (http://www.ekonomi.ehl.lu.se/kf/Default_en.aspx).
2. Select "Course registration within master programme" on the left hand side of the page, which will open the available course list.
3. For the first period of the autumn term you have to choose one out of six combinations of two courses (this is a degree requirement, see http://www.nek.lu.se/English/education_MastersDegree.asp).

For the second period of the autumn term, select the two courses that you are planning to attend. Recommended profiles are provided here: http://www.nek.lu.se/English/education_MasterEconomics.asp. It is not compulsory to follow a specific profile, but we strongly recommend it. A profile will give you a specialised area in Economics and by following one of the recommended structures you will also be well prepared for a master essay within that area.

4. The registration you have submitted will automatically be sent to the Administration Officer, who will complete the registration in the LADOK system.
5. Log off or close the window.
6. To control if your registration succeeded. Log on once again, on the left hand side of the screen you should see a list of the four courses in Economics that you have selected.

For the spring term you submit a new course registration in January.

Registration for second-year students

1. Log on (http://www.ekonomi.ehl.lu.se/kf/Default_en.aspx).
2. Select "Course registration within master programme" on the left hand side of the page, which will open the available course list.
3. For the first period of the autumn term you have to select courses to fulfil the degree requirements, i.e. the courses you attend during the first period of the second year is based on which courses you completed during your first year (for degree requirement, see http://www.nek.lu.se/English/education_MastersDegree.asp).

For the second period of the autumn term, select the two courses that you are planning to attend. Recommended profiles are provided here: http://www.nek.lu.se/English/education_MasterEconomics.asp. It is not compulsory to follow a specific profile, but we strongly recommend it. A profile will give you a specialised area in Economics and by following one of the recommended structures you will also be well prepared for a master essay within that area.

4. The registration you have submitted will automatically be sent to the Administration Officer, who will complete the registration in the LADOK system.
5. Log off or close the window.
6. To control if your registration succeeded. Log on once again, on the left hand side of the screen you should see a list of the four courses in Economics that you have selected.

For the spring term you submit a new course registration in January.

If you have any problems with the KF system and/or the registration process, please contact the department's

Administration Officer Mr Peter Schüller (peter.schuller@nek.lu.se).

MSc in Economic Research Methods

1. Log on (http://www.ekonomi.ehl.lu.se/kf/Default_en.aspx).
2. Select "Course registration within master programme" on the left hand side of the page, which will open the available course list.
3. Select the courses that you would like to attend during the autumn term. For recommended structure see http://www.nek.lu.se/English/education_ResearchStructure.asp.

Please note the degree requirements, i.e. there are some courses that you have to complete during the master year in order to be awarded your master degree (see http://www.nek.lu.se/English/education_MastersDegree.asp).

4. The registration you have submitted will automatically be sent to the Administration Officer, who will make the final registration in the LADOK system.
5. Log off or close the window.
6. To control if your registration succeeded. Log on once again, on the left hand side of the screen you should see a list of the courses in Economics that you have selected.

For the spring term you submit a new course registration in January.

If you have any problems with the KF system and/or the registration process, please contact the department's Administration Officer Mr Peter Schüller (peter.schuller@nek.lu.se).

MSc in International Economics with a Focus on China

1. Log on (http://www.ekonomi.ehl.lu.se/kf/Default_en.aspx).
2. Select "Course registration within master programme" on the left hand side of the page, which will open the available course list.
3. The China programme has two profiles and you should select one profile. In order to follow the Economics profile you have to have completed at least 60 ECTS in Economics at the bachelor level, including Intermediate Microeconomic Theory and Econometrics. See http://www.nek.lu.se/English/education_MastersProgPreReq.asp

For the first period, choose profile. For the second period, there are two compulsory courses – the same for both profiles. See also programme structure http://www.nek.lu.se/English/education_MScChinaStructure.asp

Please note. Courses named EKHMX are administrated by the Economic History Department, and the final registration will be completed by that department after the first lecture – you do not have to take any actions about this and you do not have to contact the Economic History Department.

4. The registration you have submitted will automatically be sent to the Administration Officer, who will make the final registration in the LADOK system.
5. Log off or close the window.
6. To control if your registration succeeded. Log on once again, on the left hand side of the screen, you should see a list of the courses in Economics that you have selected (i.e. NEKMXX).

For the spring term you submit a new course registration in January.

If you have any problems with the KF system and/or the registration process, please contact the department's Administration Officer Mr Peter Schüller (peter.schuller@nek.lu.se).

MSc in Finance

Registration for first-year students

1. Log on (http://www.ekonomi.ehl.lu.se/kf/Default_en.aspx).
2. Select "Course registration within master programme" on the left hand side of the page, which will open the available course registration page.
3. The finance programme has a clear structure with compulsory courses during the first year. Select the courses for period 1 and period 2, and "Register".

Please note. Courses named BUSMXX are administrated by the Business Department, and the final registration will be completed by that department after the first lecture – you do not have to take any actions about this and you do not have to contact the Business Department.

4. The registration you have submitted will automatically be sent to the Administration Officer, who will make the final registration in the LADOK system.
5. Log off or close the window.
6. To control if your registration succeeded. Log on once again, on the left hand side of the screen, you should see a list of the courses in Economics that you have selected (i.e. NEKMXX).

For the spring term you submit a new course registration in January.

Registration for second-year students

1. Log on (http://www.ekonomi.ehl.lu.se/kf/Default_en.aspx).
2. Select "Course registration within master programme" on the left hand side of the page, which will open the available course list.
3. During the first term of the second year of the finance programme you have only one compulsory course, otherwise you choose specialisation courses in either Financial Economics or Corporate Finance and you select optional courses, see http://www.nek.lu.se/English/education_MScFinanceStructure.asp.

Select the courses you would like to attend, and "Register". Please note the degree requirements; http://www.nek.lu.se/English/education_MastersDegree.asp.

Please note. Courses named BUSMXX are administrated by the Business Department, and the final registration will be completed by that department after the first lecture – you do not have to take any actions about this and you do not have to contact the Business Department.

4. The registration you have submitted will automatically be sent to the Administration Officer, who will make the final registration in the LADOK system.
5. Log off or close the window.
6. To control if your registration succeeded. Log on once again, on the left hand side of the screen, you should see a list of the courses in Economics that you have selected (i.e. NEKMXX).

For the spring term you submit a new course registration in January.

If you have any problems with the KF system and/or the registration process, please contact the department's Administration Officer Mr Peter Schüller (peter.schuller@nek.lu.se).