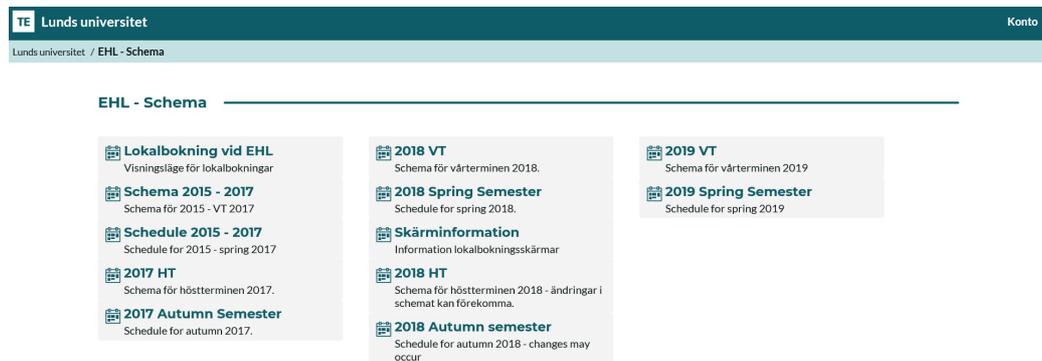


International Office  
20 February 2020

## How to find schedules in TimeEdit

### Find a course

Go to [TimeEdit \(https://cloud.timeedit.net/lu/web/ehl1/\)](https://cloud.timeedit.net/lu/web/ehl1/) and choose the relevant semester. Please note that the full schedule could be available just shortly before semester starts thus it is recommended to check out the schedule from time to time, closer to semester-start.



The screenshot shows the 'EHL - Schema' page on the TimeEdit platform. The page has a dark teal header with 'Lunds universitet' and 'Konto' on the right. Below the header, the breadcrumb 'Lunds universitet / EHL - Schema' is visible. The main content area is titled 'EHL - Schema' and contains several cards for different semesters and schedules:

- Lokalbokning vid EHL**: Visningsläge för lokalbokningar
- Schema 2015 - 2017**: Schema för 2015 - VT 2017
- Schedule 2015 - 2017**: Schedule for 2015 - spring 2017
- 2017 HT**: Schema för höstterminen 2017.
- 2017 Autumn Semester**: Schedule for autumn 2017.
- 2018 VT**: Schema för vårterminen 2018.
- 2018 Spring Semester**: Schedule for spring 2018.
- Skärminformation**: Information lokalbokningskärmar
- 2018 HT**: Schema för höstterminen 2018 - ändringar i schemat kan förekomma.
- 2018 Autumn semester**: Schedule for autumn 2018 - changes may occur
- 2019 VT**: Schema för vårterminen 2019
- 2019 Spring Semester**: Schedule for spring 2019

Type the course code or part of the course name. Choose the correct course by clicking on it and it will show up under MY CRITERIA. Press 'SHOW SCHEDULE'



The screenshot shows the search process in the TimeEdit interface. The header is the same as in the previous screenshot. The breadcrumb now includes '2019 Spring Semester'. The search bar is active, and the course code 'fekh11' has been entered. The search results are displayed in two columns: 'Result' and 'My criteria'. Both columns show the course 'Business Policy'. A red box highlights the 'Show schedule' button at the bottom right of the 'My criteria' section. A red arrow points from the 'Business Policy' result in the 'Result' column to the 'Show schedule' button.

## Schedule

On the schedule page, you will find information for the specific course regarding days and time, tuition type (kind of activity), location and the name of the teacher.

Time	Sub Course	Tuition Type	Location Comment, Room part	External teacher, Staff	Course	Custom Text, Booking Note
w4	Mon 2019-01-21					
16:00 - 18:00		Introduction	FEKH11-19V, vKand	EC3:108	Ola Mattisson	
Thu 2019-01-24						
08:00 - 10:00		Lecture	FEKH11-19V, vKand	EC1:137	Ola Mattisson	
w5	Tue 2019-01-29					
14:00 - 17:00		Workshop	FEKH11-19V, vKand	EC1:134	Ola Mattisson	Half Class
w6	Fri 2019-02-08					
14:00 - 16:00		Case, Presentation	FEKH11-19V, vKand	EC2:063	Ola Mattisson	
w7	Mon 2019-02-11					
12:00 - 15:00		Lecture	FEKH11-19V, vKand	EC1:134	Ola Mattisson	
Thu 2019-02-14						
14:00 - 17:00		Workshop	FEKH11-19V, vKand	EC1:134	Ola Mattisson	
w9	Tue 2019-02-26					
12:00 - 14:00		Lecture	FEKH11-19V, vKand	EC3:108	Anna Thomasson	
Fri 2019-03-01						
10:00 - 12:00		Workshop	FEKH11-19V, vKand	EC1:134	Anna Thomasson	
w10	Tue 2019-03-05					
16:00 - 18:00		Lecture	FEKH11-19V, vKand	EC3:108	Anna Thomasson	
w11	Tue 2019-03-12					

## Find out the schedule for all of your courses

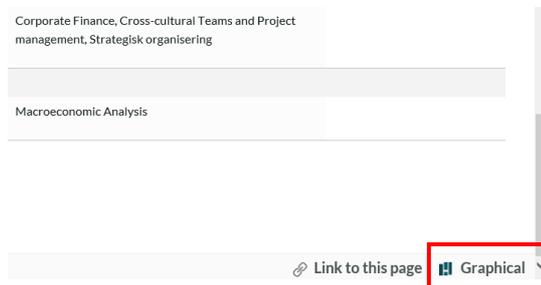
In TimeEdit you will find the courses for LUSEM. Courses at other faculties may appear in TimeEdit, but if there is no match you will have to find the schedules for these courses separately.

Repeat step 1 under “How to find schedules in TimeEdit

Find a course” until you have all the courses that you want to look up and then press SHOW SCHEDULE.

TE	Lunds universitet	Account
Lunds universitet / EHL - Schema / 2019 Spring Semester		
Today	< Jan >	2019-01-01 - 2019-08-31
Search		Search
Course	global strate	Show filter
Result	Global strategic marketing	My criteria
		Business Policy
		Corporate Finance
		Macroeconomic Analysis
		Global strategic marketing
		Clear
		Show schedule

In order to see if courses clash, it is easier to look at the schedule on a weekly basis. Go to the bottom right corner and switch view to Graphical.



The tuition type can consist of several different activities, for example lecture, case, seminar, exercise and examination. Check for mandatory types such as cases and examinations.

Tuesday 12/3	Wednesday 13/3	Thursday 14/3						
	<table border="1"><tr><td>08:00</td><td>08:00</td></tr><tr><td>Quiz, Examination, FEKG25-19V, vKand, MA 8A, MA 8B, Global strategic marketing</td><td>Presentation, BScSem4, IBUG81-19V, EC1:137, Susanne Arvidsson, Corporate Finance</td></tr><tr><td>12:00</td><td>12:00</td></tr></table>	08:00	08:00	Quiz, Examination, FEKG25-19V, vKand, MA 8A, MA 8B, Global strategic marketing	Presentation, BScSem4, IBUG81-19V, EC1:137, Susanne Arvidsson, Corporate Finance	12:00	12:00	
08:00	08:00							
Quiz, Examination, FEKG25-19V, vKand, MA 8A, MA 8B, Global strategic marketing	Presentation, BScSem4, IBUG81-19V, EC1:137, Susanne Arvidsson, Corporate Finance							
12:00	12:00							

If you have schedule clashes with compulsory elements, you must apply for course changes in the Pre-Registration form sent to all LUSEM exchange students before Pre-Registration Day in Lund. All course changes are subject to availability.

Look for occasions where courses overlap.

### **If courses overlap**

#### **Only a few overlaps? No problem.**

If courses only overlap 2-3 times, it is usually not a problem, but if there are more overlaps, you should consider changing one of your courses. For missed lectures, make sure to make up what you missed, check with other students on the course.

**Overlaps with mandatory seminars or exams are not allowed**

If your schedule overlaps with mandatory seminars or exams, you have to apply for a course change. If you miss a mandatory part of the course, you may not get a chance for a retake exam, and therefore not a passing grade. Introduction meetings or first lectures have COMPULSORY ATTENDANCE.

Oral exams are short, sign up for a time that works with your schedule.

**Overlaps with different seminar groups is not a problem**

Choose the group that fits your schedule best.