Student’s Guide

Module Browsing and Module Booking

Detailed information about courses taught in a given semester can be found in the "Vorlesungsverzeichnis" (= course catalogue). The booking of modules is made in the “Modulbuchungstool” (= module booking tool). The “Vorlesungsverzeichnis” as well as the “Modulbuchungstool” are available in German only. Explanations how to use the course catalogue and how to book courses in the module booking tool can be found in this document. For questions and more information about the specific content of a course you will have to contact the professor/lecturer indicated there. The following documentation will assist you during your studies at our University and contains information and examples about:

A) how to find details about certain modules offered by our Faculty

B) how to use the module booking tool

C) how to book modules over the module booking tool

We wish you successful and pleasant studies at our Faculty!

The Dean’s Office
A) How to find details about certain modules offered by our Faculty

Details about all modules offered by the University of Zurich are published online and can be accessed via the online “Vorlesungsverzeichnis” (= course catalogue).

For a list of the modules offered by the Faculty of Economics, Business Administration and Information Technology in a specific semester, please use the search tool of the online course catalogue. As an example the following link will lead you directly to the search tool of the course catalogue for the fall semester 2011 (HS11). Please remember to update the semester at the top right before searching for modules!

http://www.vorlesungen.uzh.ch/HS11/suche.html

In order to get details for certain modules the separate steps in using the search tool of the course catalogue are illustrated hereunder.

The following module codes are used to simplify the use of the course catalogue and the module booking tool:

**Economics and Business Administration**
- AOEC… Assessment Economics and Business Admin.
- BOEC… Bachelor's level
- MOEC… Master's level
- MFOEC… Specialized Master MSc QF
- DOEC… Doctoral level

**Informatics**
- AINF… Assessment informatics
- BINF… Bachelor's level
- MINF… Master's level
- DINF… Doctoral level
1. Make sure you selected the correct semester (e.g. HS2011 = fall semester 2011; In general: HSXX = fall semester 20XX and FSXX = spring semester 20XX).
2. Select here the faculty at which the module is offered (e.g. „Wirtschaftswissenschaftliche Fakultät“ = Faculty of Economics, Business Administration and Information Technology) meaning you would like to search for modules only at the Faculty of Economics, Business Administration and Information Technology.
3. Enter here a search word (e.g. „corporate finance“) as a part of the module title. In case you do not enter a search word, you will get ALL modules offered by our Faculty during the specified semester.
4. Mark the case here, if you are looking for modules ONLY taught in English.
5. Press “Suchen” (= search) meaning you would like to proceed with your search.
The example below illustrates the search results for the fall semester 2011 with the search word “corporate finance” (as part of the module title) and with the function for displaying English modules only:

### Suche

<table>
<thead>
<tr>
<th>Kürzel</th>
<th>Modul</th>
<th>Kategorie</th>
<th>ECTS-Punkte</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOEC0050</td>
<td>Intermediate Corporate Finance (S)</td>
<td>Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>DFOEC004</td>
<td>Corporate Finance: Corporate Finance Theory and Applications (L)</td>
<td>Vorlesung</td>
<td>3.0</td>
</tr>
<tr>
<td>DOEC0254</td>
<td>Doctoral Colloquium in Corporate Finance</td>
<td>Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>DOEC0278</td>
<td>Research-Seminar Finance / Forschungsseminar Finance (Ph.D.)</td>
<td>Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>MFOEC002</td>
<td>Economic Foundations for Finance (L+E)</td>
<td>Vorlesung-Ubung</td>
<td>4.5</td>
</tr>
<tr>
<td>MFOEC115</td>
<td>Risk management and value creation in insurance</td>
<td>Vorlesung</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>MFOEC117</strong></td>
<td><strong>Advanced Corporate Finance I (Mandatory, ME/QF) (L)</strong></td>
<td>Vorlesung</td>
<td>3.0</td>
</tr>
<tr>
<td>MFOEC120</td>
<td>Research-Seminar Finance / Forschungsseminar Finance (MA &amp; MSc QF)</td>
<td>Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>MFOEC121</td>
<td>Financial Risk Management (L)</td>
<td>Vorlesung</td>
<td>3.0</td>
</tr>
<tr>
<td>MFOEC153</td>
<td>Takeovers, Restructuring, and Corporate Governance (L)</td>
<td>Vorlesung</td>
<td>3.0</td>
</tr>
<tr>
<td>MFOEC156</td>
<td>The Economy of Risk in insurance (L)</td>
<td>Vorlesung</td>
<td>3.0</td>
</tr>
<tr>
<td>MOEC0298</td>
<td>Advanced Corporate Finance I: Mandatory BF</td>
<td>Vorlesung</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Click at the module title in order to get details about the module you are interested in.
The following example illustrates the detailed view for the module “Advanced Corporate Finance I (L)”:  

Here you get the following details for a certain module:

1. Modulkürzel = module short number (bachelor modules start with “B”, Master modules with “M”)
2. ECTS Punkte = ECTS credits
3. Dauer und Angebotsmuster = duration (e.g. one semester) and frequency of offering (e.g. “jedes Herbstsemester” meaning each fall semester)
4. Allgemeine Beschreibung = general description of the module
5. Vorkenntnisse = knowledge requirements
6. Voraussetzungen = general requirements
7. Unterrichtsmaterialien = course materials (e. g. case studies distributed in class, slides, etc.)
8. Lernziele = learning outcomes / goals
9. Zielgruppen = target audience (e.g. compulsory course for the specialization Management and Economics)
10. Leistungsüberprüfung = measurement of learning outcome achievement (e.g. case studies to be handed in, exam, written paper, etc.)
11. Notenskala = scale of grading used
12. Repetierbarkeit = repeatability of the module (e.g. according to the regulations)
13. Sprache = module language (e.g. English)
14. Termine = deadlines
15. Weitere Informationen = additional information
16. Buchungsfrist = booking period (e.g. from 22.08.2011 – 14.10.2011)
17. Stornierungsfrist = cancellation period (e.g. from 22.08.2011 – 14.10.2011)
18. Anbietende Organisationseinheiten = institution offering the module (e.g. Faculty of Economics, Business Administration and Information Technology)
19. Modulverantwortliche = person responsible for the module (e.g. Kjell Gustav Nyborg)
20. Bestandteil von = transfer of credits (e.g. Master of Arts program, core elective course for BWL 2)

→ Make a list of all modules you would like to book and proceed to the module booking tool.
B) How to use the module booking tool

Before you log in the module booking tool and start booking modules, please:

1. Read carefully the general information how to book modules, published at:

   http://www.students.uzh.ch/booking_en.html

2. Prepare your UniAccess user name and password.

3. Collect details about your preferred modules and make a list of the modules you are interested in using the online course catalogue as described in example above.
Login at the module booking tool

You can access the module booking tool of University of Zurich via the following link:

http://www.students.uzh.ch/booking_en.html

In order to change the language version, use the button in the corner on the right side. Log in with your UniAccess user name and password. Click the button “Modulbuchung” (= module booking) to proceed.
Browsing modules in the module booking tool

In order to book modules over the module booking tool you have to select the suitable modules for your degree program (e.g. Bachelor, Master, etc.). You can choose between “Strukturierte Modulanzeige” (= structured browsing) or “Freie Modulsuche” (= free module browsing). Browse as shown in the example below.
Possibility 1: “Strukturierte Modulanzeige” (= structured browsing)

<table>
<thead>
<tr>
<th>Strukturierte Modulanzeige</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Studiengang</strong></td>
</tr>
<tr>
<td><strong>Browsen in</strong></td>
</tr>
</tbody>
</table>

1. Select your degree program (e.g. Master of Arts, Bachelor of Arts).
2. Since all programs for exchange students are major programs this field is compulsory for mobility participants.
3. Press “Anzeigen” (= show browsing results)

You will get a list of all modules offered by our Faculty for the chosen degree program (e.g. Master of Arts Program).
Possibility 2: “Freie Modulsuche” (= free module browsing)

1. Select browse criteria (e. g. “Module- oder Veranstaltungstitel” = module title, “Modulkürzel” = module short number from the course catalogue, “Veranstaltungsnummer” = module number, “Dozent, Dozentin” = professor’s/lecturer’s name) and browse with the information you have got from the course catalogue.

2. Select this field in case you would like to browse only for modules that can still be booked (booking period still open).

3. Select this field in case you want to browse only for modules of the degree program you selected by structured browsing (e.g. Master of Arts).

4. Press “Suchen” (= search) to start browsing.

You will get a list with the browsing results as in the following example and you can proceed with the booking of modules.
C How to book modules over the module booking tool

The example below illustrates the browse results with the search word “corporate finance” (search criterion: module title) in the degree program “Master of Arts Wirtschaftsw. RO 2006”:

1. Select the modules you would like to book (e.g. Advanced Corporate Finance I).
2. Press “Auswahl löschen” (= delete selection) if you want to cancel the selection of modules.
3. Press “zur Buchung” (= proceed to booking) in order to proceed with the definite booking.
Definite booking of modules

1. Check carefully the modules you selected and in case you would like to revise your choice press “Zurück” (= back to previous page).
2. Press “Probebuchung wiederholen” (= repeat trial booking) in case you would like to repeat the module booking process.
3. Press “Auswahl buchen” (= book selected modules) in order to definitely book the selected modules.
The following example illustrates the result from the definite booking of the module “Advanced Corporate Finance I (L)” in the fall semester 2011:

1. Press “Details (Druckvorschau)” (= print preview) in order to get details to your booking and to print those. **It is strongly recommended to print your booking details.**

2. Press “Leistungsübersicht” (= overview of academic records) in case you would like to get a list of all your records about booked / cancelled as well as already passed / failed modules.

3. Press “Stornierung” (= cancellation) in case you would like to revise once again your booking.
Cancellation of modules

In order to cancel modules that you have already booked, see the third bullet on the previous page. Press "Stornierung" (=cancellation) in case you would like to revise once again your booking.

1. Mark the modules you want to drop.
2. Press "Zurück" (= back to previous page) in order to return to the previous page.
3. Press "Markierte stornieren" (= drop marked modules) to definitely drop these modules.
Important Facts

Pay attention that you are allowed to correct and change your bookings at the Faculty of Economics, Business Administration and Information Technology ONLY during the booking period! Please check our website for booking and cancellation periods:

http://www.oec.uzh.ch/studies/general/courses/booking_en.html

If you encounter major difficulties, you may ask your fellow students or visit us at the Dean’s Office desk in the main building. Opening hours are from Monday – Thursday from 09.30 until 11.30 and Wednesday from 17:00 until 18:00 in the office KOL-G-207.

For further information please visit our website:

http://www.oec.uzh.ch
Glossary
Buchungsfrist = booking period
Dozent/Dozentin = professor / lecturer
Freie Modulsuche = free module browsing
Frühjahrsemester 20XX (FSXX) = spring semester year 20XX
Herbstsemester 20XX (HSXX) = fall semester year 20XX
Modulkürzel = module short number
Modultitel (Veranstaltungstitel) = module title
Pflichtbereich = compulsory course program
Stornierungsfrist = cancellation period
Strukturierte Modulanzeige = structured browsing
Unterrichtsmaterialien = course materials
Veranstaltungsnummer = module number
Vorlesungsverzeichnis = course catalogue
Wahlbereich = elective course program
Wahlpflichtbereich = core elective course program