Student’s Guide

Module Browsing and Module Booking

Detailed information on courses taught in a given semester can be found in the "Vorlesungsverzeichnis" (= course catalogue). The booking of modules is conducted in the “Modulbuchungstool” (= module booking tool). The “Vorlesungsverzeichnis” is available in English and the “Modulbuchungstool” 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. The following documentation will assist you during your studies at our University and contains information and examples about:

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

B) how to use the module booking tool

C) how to book modules via the module booking tool

We wish you successful and pleasant studies at our Faculty!

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

Details on 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 function 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 2016 (HS16).

Please remember to update the semester at the top right before searching for modules!

www.courses.uzh.ch/en

In order to access details for certain modules the different possibilities of the search function of the course catalogue are illustrated below.

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 select the correct semester (e.g. HS2015 = fall semester 2015; In general: HSXX = fall semester 20XX and FSXX = spring semester 20XX).
2. Select your preferred language here (either English or German).
The following example illustrates the search mode:

1. Select English here, if you are looking for modules taught in English ONLY.
The following example illustrates the search for English modules offered by our faculty:

1. After searching for modules, select preferred module (here: A Primer in Entrepreneurship).
The following example illustrates the description view for the module “A primer in Entrepreneurship (L)”: 

1. Click on component.

2. Click on the module to enter the detailed view of the module.
The following example illustrates the detailed view for the module “A primer in Entrepreneurship (L)”: 

1. Make a list of all modules you would like to book and proceed to the module booking tool.
2. A list of all noted modules can be viewed in noted items.
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 via 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)

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)

A list of all modules offered by our Faculty for the chosen degree program (e.g. Master of Arts Program) will be shown.
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.

A list of the browsing results will appear and you can proceed with the booking of modules.
C How to book modules via the module booking tool

The example below illustrates the browsing results for the search “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 you have already booked, refer to point 3 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

Be aware 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 can 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 code
Modultitel (Veranstaltungstitel) = module title
Pflichtbereich = compulsory course program
Stornierungsfrist = cancellation period
Strukturierte Modulanzeige = structured browsing
Unterichtsmaterialien = course materials
Veranstaltungsnummer = module number
Vorlesungsverzeichnis = course catalogue
Wahlbereich = elective course program
Wahlpflichtbereich = core elective course program