



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



Vorlesungsverzeichnis

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Semester: HS2011

Suche

Suche nach: Modul

In Fakultät: Wirtschaftswissenschaftliche Fakultät 2

Suchbegriff: corporate finance 3

Nur englischsprachige Veranstaltungen: 4

Suchen 5

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

Suche nach:

In Fakultät:

Suchbegriff:

Nur englischsprachige Veranstaltungen:

Kürzel ▾	Modul	Kategorie	ECTS-Punkte
BOEC0050	Intermediate Corporate Finance (S)	Seminar	3.0
DFOEC004	Corporate Finance: Corporate Finance Theory and Applications (L)	Vorlesung	3.0
DOEC0254	Doctoral Colloquium in Corporate Finance	Seminar	3.0
DOEC0278	Research-Seminar Finance / Forschungsseminar Finance (Ph.D.)	Seminar	3.0
MFOEC002	Economic Foundations for Finance (L+E)	Vorlesung, Übung	4.5
MFOEC115	Risk management and value creation in insurance	Vorlesung	3.0
MFOEC117	Advanced Corporate Finance I (Mandatory, ME/QF) (L)	Vorlesung	3.0
MFOEC120	Research-Seminar Finance / Forschungsseminar Finance (MA & MSc QF)	Seminar	3.0
MFOEC121	Financial Risk Management (L)	Vorlesung	3.0
MFOEC153	Takeovers, Restructuring, and Corporate Governance (L)	Vorlesung	3.0
MFOEC156	The Economy of Risk in Insurance (L)	Vorlesung	3.0
MOEC0288	Advanced Corporate Finance I: Mandatory BF	Vorlesung	3.0

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) ”:

Detailsicht Modul	
→ Lehrveranstaltungen	
Modulkürzel:	MFOEC117
ECTS-Punkte:	3.0
Dauer und Angebotsmuster:	1-semesterig (jedes Herbstsemester)
Allgemeine Beschreibung:	This course develops and applies theories and techniques for deciding which investments a firm should make (capital budgeting) and for understanding the implications of the choice of financing (capital structure). We will focus on the standard discounted cash flow (DCF) approach to valuation which involves (I) forecasting expected future cash flows and (II) discounting these cash flows at a risk adjusted rate. In terms of understanding the effects of capital structure, we start with the Miller and Modigliani theorem which says that if capital markets are perfect, the choice of financing does not affect firm (or project) value. Among other things, we will examine the implications of this on the relation between financial ratios such as earnings per share and leverage. We will also study the impact on the optional choice of financing of capital market frictions such as taxes, agency costs, and information asymmetries between firms and the capital markets. The concept of adjusted present value will be studied as well the use and limitations of the weighted average cost of capital (WACC) in valuation. Other topics include payout policy (dividends and share repurchases) and, time permitting, other valuation techniques.
Vorkenntnisse:	A good understanding of the basic tools (NPV, IRR, CAPM) and concepts (Cash Flows, Discount Rates) of corporate finance is required. These will have been taught in the BA-Course Corporate Finance I.
Voraussetzungen:	
Unterrichtsmaterialien:	
Lernziele:	Topics covered 1. Net present value 2. Valuation under uncertainty 3. Capital structure: Perfect markets and Irrelevance 4. Leverage and the cost of capital 5. Leverage and financial ratios 6. Payout policy: Dividends and share repurchases 7. Capital structure: Taxes and bankruptcy costs 8. Capital structure: Information asymmetries and agency costs 9. Valuation: Adjusted present value and WACC
Zielgruppen:	Management and Economics. Master of Science UZH ETH in Quantitative Finance. For Bachelor-Students Interested in the program.(The course Corporate Finance I must have been done and all bachelor courses completed.)
Leistungsüberprüfung:	Exam. Probably on tuesday, January 10, 2012, 14-16.
Notenskala:	1-6, in Viertelschritten
Repetierbarkeit:	siehe Reglemente WWF
Sprache:	English
Termine:	
Weitere Informationen:	According to the University of Zurich studies' regulations, the two lectures: "Advanced Corporate Finance I: BF Mandatory" and "Advanced Corporate Finance I: ME Mandatory" are similar and can, therefore, be credited to every student only one time.
Buchungsfrist:	von Mo 22.08.2011 09:00 bis Fr 14.10.2011 17:00
Stornierungsfrist:	von Mo 22.08.2011 09:00 bis Fr 14.10.2011 17:00
Anbietende Organisationseinheiten:	→ Wirtschaftswissenschaftliche Fakultät
Modulverantwortliche/r:	→ Kjell Gustav Nyborg
Bestandteil von:	MA: Wahlpflichtbereich BWL 2 MA: Pflichtmodule ME MQF08: Pflichtmodule Economic Theory for Finance (EF)

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.

Zur Anmeldung Studienabschluss Stornierung **Modulbuchung**

Akademische Leistungen

Hinweise

- Auf dieser Leistungsübersicht werden die von Ihnen gebuchten, abgeschlossenen oder stornierten Studienmodule sowie die angerechneten externen Leistungen angezeigt.
- Externe Leistungen (z.B. ETH Zürich), Sprachkurse etc. werden nicht immer sofort erfasst. Bitte melden sie sich erst, wenn diese Leistungen auf dem offiziellen Leistungsausweis fehlen.



Jahr: Auch stornierte Module anzeigen

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.



1

Strukturierte Modulanzeige

Studiengang	<input type="text" value="Master of Arts Wirtschaftsw. RO 2006"/>	Sie browsen / suchen im angezeigten Studiengang. 
Browsen in	<input type="text" value="> Wirtschaftswissenschaften . Hauptfach"/>	Hier wählen Sie in welchem Fach Module gesucht werden 
<input type="button" value="Anzeigen"/>		



2

Freie Modulsuche

Suchkriterium	<input type="text" value="Modul- oder Veranstaltungstitel"/>	Hier bestimmen Sie, was Sie suchen möchten. 
	enthält: <input type="text"/>	
<input checked="" type="checkbox"/> nur Module mit offener Buchungsfrist anzeigen		Für weitere Informationen klicken Sie jeweils auf das Info-Icon rechts aussen. 
<input checked="" type="checkbox"/> eingeschränkte Suche		Es wird nur innerhalb des oben ausgewählten Fachs gesucht. Für die Suche über alle ECTS-Fächer, bitte Check-Box deaktivieren.
<input type="button" value="Suchen"/>		

Possibility 1: “Strukturierte Modulanzeige” (= structured browsing)

Strukturierte Modulanzeige



Studiengang	<input type="text" value="Master of Arts Wirtschaftsw. RO 2006"/>	Sie browsen / suchen im angezeigten Studiengang.		1
Browsen in	<input type="text" value="> Wirtschaftswissenschaften . Hauptfach"/>	Hier wählen Sie in welchem Fach Module gesucht werden		2
<input type="button" value="Anzeigen"/>				3

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)

Freie Modulsuche

Suchkriterium	Modul- oder Veranstaltungstitel enthält: <input type="text"/>	Hier bestimmen Sie, was Sie suchen möchten. 	1
	<input checked="" type="checkbox"/> nur Module mit offener Buchungsfrist anzeigen	Für weitere Informationen klicken Sie jeweils auf das Info-Icon rechts aussen. 	2
	<input checked="" type="checkbox"/> eingeschränkte Suche	Es wird nur innerhalb des oben ausgewählten Fachs gesucht.. Für die Suche über alle ECTS-Fächer, bitte Check-Box deaktivieren.	3
		<input type="button" value="Suchen"/>	4


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”:

Strukturierte Modulanzeige


Studiengang 


Browsen in 

Freie Modulsuche

Suchkriterium 

enthält:

nur Module mit offener Buchungsfrist anzeigen 

eingeschränkte Suche 

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.

Suchergebnisse

Modul/ Veranst.	Kategorie	VVZ-Nr.	Beschreibung	Credits	Buchbar ab	Buchbar bis	Freie Plätze
<input checked="" type="checkbox"/> MFOEC117	Modul		Advanced Corporate Finance I (Mandatory, ME/QF) (L)	3.00	22.08.2011	14.10.2011	viele
MFOEC117	Vorlesung	0364	Advanced Corporate Finance I (Mandatory, ME/QF)(L)		22.08.2011	14.10.2011	
<input type="checkbox"/> MOEC0288	Modul		Advanced Corporate Finance I: Mandatory BF	3.00	22.08.2011	14.10.2011	viele
MOEC0288	Vorlesung	0363	Advanced Corporate Finance I: Mandatory, BF		22.08.2011	14.10.2011	

1  1 bis 4 von 4 Ergebnissen  2 3

Definite booking of modules

Ausgewählte Module (noch nicht gebucht)

	Modul	Kategorie	VVZ-Nr.	Beschreibung		Stornierbar BIS	Credits
<input checked="" type="checkbox"/>	MFOEC117	Modul		Advanced Corporate Finance I (Mandatory, ME/QF) (L)		14.10.2011	3.00
	MFOEC117	Vorlesung	0364	Advanced Corporate Finance I (Mandatory, ME/QF)(L)		14.10.2011	

1 **2** **3**


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 “Probekbuchung 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:

Im Herbstsemester 2011 gebuchte / stornierbare Module

Modul	Beschreibung	Stornierbar bis	Credits
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Herbstsemester 2011

 MFOEC117	Advanced Corporate Finance I (Mandatory, ME/QF) (L)	14.10.2011	3.00						
<table border="1"><tr><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr><tr><td style="text-align: center;">Details (Druckvorschau)</td><td style="text-align: center;">Leistungsübersicht</td><td style="text-align: center;">Stornierung</td></tr></table>				1	2	3	Details (Druckvorschau)	Leistungsübersicht	Stornierung
1	2	3							
Details (Druckvorschau)	Leistungsübersicht	Stornierung							

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.

Gebuchte Module

	Modul	Beschreibung	Stornierbar ab	Stornierbar bis	Credits gebucht	Buchung Status	Buchung Datum	
<input checked="" type="checkbox"/>	MFOEC117	Advanced Corporate Finance I (Mandatory, ME/QF) (L)	22.08.2011	14.10.2011	3.00	gebucht	31.08.2011	1

Zurück

Markierte stornieren

2

3

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

Frühjahrssemester 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