

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!

<https://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

Title	Details	Modules	ECTS
› Faculty of Theology			
› Faculty of Law			
› Faculty of Business, Economics and Informatics			
› Faculty of Medicine			
› Vetsuisse Faculty			
› Faculty of Arts and Social Sciences			
› Faculty of Science			
› Further Offers			

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:

University of Zurich COURSE CATALOGUE Fall Semester 2016 Login Deutsch Help

DIRECTORY **SEARCH** NOTED ITEMS CALENDAR

Study Progr... 1198 Modules 510 **Courses** 4688 Instructors 5001

Search for Title, Description ...

Academic Level

Faculty

Category

Language

Days

Time

Today

During Lecture-Free Period

Open to Auditors

4688 Course(s) found

No.	Title	Abbreviation	Instructors	Category	Times	Room	Note
3476	Advanced Protein Engineering	BCH420 - English	Andreas Plückthun	Lecture with Practical Exercises	Mon 08:00-09:45		
2830	Einführung in die Medienökonomie	251295.0 - German	Pascal Barro Isabelle Krebs	Course	Tue 08:00-09:45		
3762	Land-Climate Interactions	GEO418.2 - English		Lecture with Practical Exercises	Tue 13:15-15:00		
3809	Physics of Glaciers I	GEO855.1 - German		Lecture with Practical Exercises	to be announced		
4736	Qualifikationsarbeit zum Seminar: Identität	160521 - German	Peter Schulthess	Seminar	as announced or arranged		
3029	"Bass is the Place" - Forschungsfeld Hip Hop	721103a - German	Christof Thurnherr	Seminar	Fri 08:00-09:45		
4236	"Ist mein Kind hochbegabt?" - Elterngespräche bei Schüler/Innen mit auffälligen Lernprozessen	222IKh - German	Eva Susann Becker	Seminar	Tue 12:15-13:45		
2059	"This is the end, my friend": American Apocalypse	440289a - English	Ina Versti	Seminar	Mon 16:15-17:45		
2286	(Forschungs-)Seminar: Bildformate des Films	255609a - German	Fabienne Liptay	Seminar	Tue 10:15-13:45		
3995	(Forschungs-)Seminar: Film und Fotografie	255601m0 - German	Fabienne Liptay	Seminar	as announced or arranged		
3996	(Forschungs-)Seminar: Filmschauspiel und Performance. Theorien, Konzepte, Stile	255600m0 - German	Margrit Tröhler	Seminar	as announced or arranged		
6997	(Forschungs-)Seminar: Grenzen. Motiv, Ethik und Ästhetik		Margrit Tröhler	Seminar	Wed 10:15-13:45		

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:

University of Zurich COURSE CATALOGUE

1198 5100 174 5001

Study Progr... Modules Courses Instructors

Search for Title, Description ...

174 Course(s) found

Academic Level	↑↓No.	≡ Title	↑↓Abbreviation	Instructors	↑↓Category	↑↓Times	Room	Note
WWF	0353	A primer in Entrepreneurship (L)	BOEC0275 - English	Ulrich Kaiser	Course	Mon 12:15-13:45		
Category	0447	Advanced Corporate Finance I (E)	MOEC0455 - English	Jiri Woschitz	Exercise Group	Tue 14:00-15:45		
English	0446	Advanced Corporate Finance I (L)	MOEC0455 - English	Kjell G. Nyborg	Course	Tue 10:15-12:00, 17.1.: 10:00-12:00		
Days	0450	Advanced Macroeconomics (E)	MOEC0119 - English	Giacomin Favre Andreas Kettemann	Exercise Group	Wed 14:00-15:45		
Time	0449	Advanced Macroeconomics (E)	MOEC0119 - English	Giacomin Favre Andreas Kettemann	Exercise Group	Tue 12:15-14:00		
08 10 12 14 16 18 20 22	0448	Advanced Macroeconomics (L)	MOEC0119 - English	Josef Zweimüller Christian Kiedaisch	Course	Tue 08:00-10:00		
<input type="checkbox"/> Today	0454	Advanced Microeconomics I (E)	MOEC0248 - English	Wirtschaftswiss. Fakultät N.N.-Dozent	Exercise Group	Fri 10:15-12:00, from 30.9.		
<input type="checkbox"/> During Lecture-Free Period	0453	Advanced Microeconomics I (E)	MOEC0248 - English	Wirtschaftswiss. Fakultät N.N.-Dozent	Exercise Group	Thu 10:15-12:00, from 29.9.		
<input type="checkbox"/> Open to Auditors	0452	Advanced Microeconomics I (E)	MOEC0248 - English	Wirtschaftswiss. Fakultät N.N.-Dozent	Exercise Group	Thu 08:00-09:45, from 29.9.		
	0451	Advanced Microeconomics I (L)	MOEC0248 - English	Wirtschaftswiss. Fakultät N.N.-Dozent	Course	Wed 10:15-12:00		
	0457	Advanced Statistics	MOEC0303 - English	Stefan Bruder	Exercise Group	Wed 14:00-15:45, from 28.9.		
	0456	Advanced Statistics	MOEC0303 - English	Michael Wolf	Course	Mon 16:15-18:00		
		Advances in Computational Economics and Finance HS16						

Search criteria: [Icons] Create PDF

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)”:

University of Zurich COURSE CATALOGUE

Fall Semester 2016 | Login | Deutsch | Help

DIRECTORY SEARCH NOTED ITEMS CALENDAR

← Course

A primer in Entrepreneurship (L) 0353
BOEC0275 Course Course No.

Description Times/Rooms **Component** 1

Business event contents: This Course provides an introduction to the process of turning ideas into business. In particular on commercializing research and technology ideas grounded in research and technology

Times: Mon 12:15-13:45

Instructor: Ulrich Kaiser

Languages: English

Open to Auditors: Yes

Links: Successfully Launching New Ventures

1. Click on component.

University of Zurich COURSE CATALOGUE

Fall Semester 2016 | Login | Deutsch | Help

DIRECTORY SEARCH NOTED ITEMS CALENDAR

← Course

A primer in Entrepreneurship (L) 0353
BOEC0275 Course Course No.

Description Times/Rooms **Component**

Modules: A primer in Entrepreneurship (L) (BOEC0275) 2

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)”:

MODULE CODE

University of Zurich COURSE CATALOGUE Fall Semester 2016 Login Deutsch Help

DIRECTORY SEARCH **NOTED ITEMS** CALENDAR

Module

A primer in Entrepreneurship (L) 3 ECTS
BOEC0275 course

TRANSFER OF CREDITS

Description Requirements Organizatio... **Component**

General Description: This Course provides an introduction to the process of turning ideas into business. In particular on commercializing research and technology ideas grounded in research and technology.

ECTS: 3

Learning Outcome: The course objective is to endow students with skills to evaluate potential start-up opportunities for personal involvement, turn an idea into business and finance growth

Target Groups: Bachelor students

Languages: English

Course Materials: Main text: Barringer, B. and D. Irealand (2008): Entrepreneurship - Successfully Launching New Ventures, Pearson Prentice-Hall Additional material and reading list

Module Coordinator: Ulrich Kaiser

C-Nr	Courses	Begin / End	Time	Instructors	Room	Note
0353	A primer in Entrepreneurship (L) BOEC0275	from 19.09.2016 to 19.12.2016	Mon 12:15-13:45	Ulrich Kaiser		

Note Create PDF

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

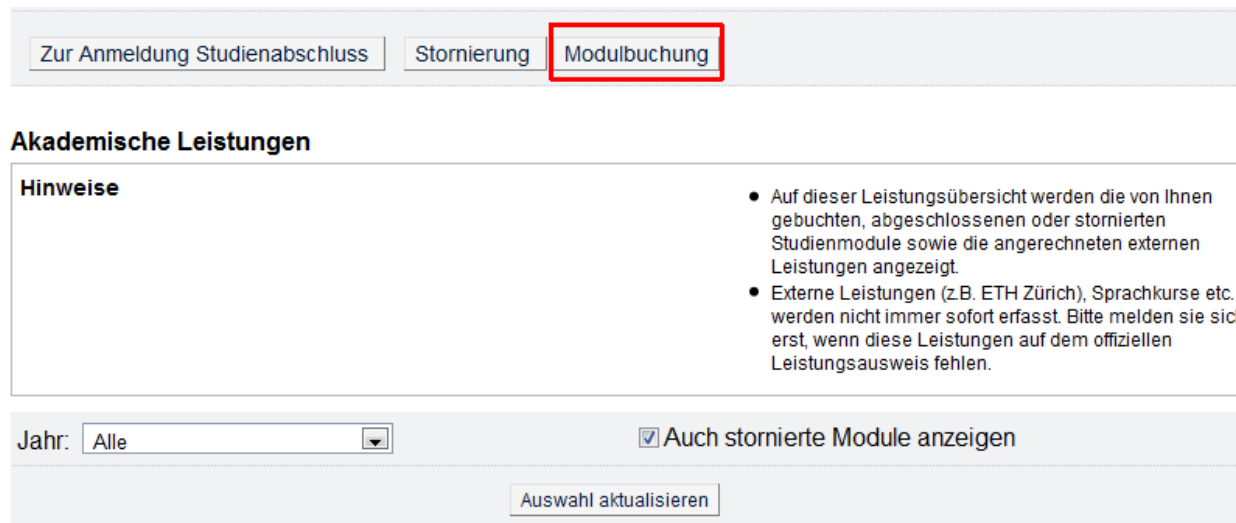
2. Prepare your **UniAccess** user name and password.
3. Collect details about your preferred modules and make a list of the modules you are interested in using the online course catalogue as described in example above.

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.



The screenshot shows a web interface for the module booking tool. At the top, there is a horizontal bar with three buttons: "Zur Anmeldung Studienabschluss", "Stornierung", and "Modulbuchung". The "Modulbuchung" button is highlighted with a red rectangular border. Below this bar, the section "Akademische Leistungen" is displayed. It contains a "Hinweise" (Notes) section with two bullet points: "Auf dieser Leistungsübersicht werden die von Ihnen gebuchten, abgeschlossenen oder stornierten Studienmodule sowie die angerechneten externen Leistungen angezeigt." and "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." Below the notes, there is a filter section with a dropdown menu for "Jahr:" set to "Alle" and a checked checkbox for "Auch stornierte Module anzeigen". At the bottom of the filter section, there is a button labeled "Auswahl aktualisieren".

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.

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)

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)

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.

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”:


Strukturierte Modulanzeige


Studiengang  Sie browsen / suchen im angezeigten Studiengang.

Browsen in  Hier wählen Sie in welchem Fach Module gesucht werden

Freie Modulsuche

Suchkriterium  Hier bestimmen Sie, was Sie suchen möchten.

nur Module mit offener Buchungsfrist anzeigen  Für weitere Informationen klicken Sie jeweils auf das Info-Icon rechts aussen.

eingeschränkte Suche  Es wird nur innerhalb des oben ausgewählten Fachs gesucht.. Für die Suche über alle ECTS-Fächer, bitte Check-Box deaktivieren.

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 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.

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

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

Frühjahrssemester 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

Unterrichtsmaterialien = course materials

Veranstaltungsnummer = module number

Vorlesungsverzeichnis = course catalogue

Wahlbereich = elective course program

Wahlpflichtbereich = core elective course program