

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 Informatics 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 2021 (FS21)**.

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:

UZH COURSE CATALOGUE Fall Semester 2020 Login Deutsch | Help

DIRECTORY **SEARCH** NOTED ITEMS TIMETABLE

942 3645 4773 5647

Study Program Modules Courses Instructors

Search for Title, Description ... 3645 Module(s) found

Academic Level Faculty Offering Organization

ECTS 0 Max

Suitable for English speakers

≡ Title	↑↓ Abbreviation	↑↓ Category	↑↓ Faculty	↑↓ ECTS	Note
PINA-Seminar PED20002		Seminar	MEF		>
"Criss-Crossing the Atlantic": Caribbean Culture and Writing in Britain 440c503		Seminar	PHF	9	>
"Deschooling Society?!" Institutional Criticism after 68 226c511		Seminar	PHF	3	>
"Girl Power": Pippi Langstrumpf and Other Girls with Special Abilities 506c024		Seminar	PHF	6	>
"Ist mein Kind hochbegabt?": Kommunikation und pädagogische Diagnostik bei SuS mit auffälligen Lernprozessen an Maturitätsschulen 222IKh		Seminar	PHF	3	>
"Modern Mothers?" - Biographical and Socio-Historical Analyses of Motherhood and Education in the 19th and 20th Century 226c512		Seminar	PHF	3	>
«Bad Nazi» oder «Good German»? Der 2. Weltkrieg in anglo-amerikanischen Spielfilmen zur Zeit des Kalten Krieges 255c002		Seminar	PHF	6	>
(In)kompetente BürgerInnen? Die politische Psychologie direktdemokratischer Abstimmungen 615c516		Seminar	PHF	6	>
[Excursion] 521c005		Field Trip	PHF	3	>
[Masterseminar Praktikum] 615c525		Practical Training	PHF	6	>
[Summer School] 521c004		Independent Study	PHF	6	>
[Thematisches Seminar AK] 506-s01			PHF	6	>
[Thematisches Seminar PLM] 506-s04			PHF	6	>
10(0) Meisterwerke. Bilddebatten und Methodenstreits der Kunstgeschichte d. 20./21. Jhds. 540c004		Course	PHF	3	>

1

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:

UZH COURSE CATALOGUE Fall Semester 2020 [Login](#) [Deutsch](#) | [Help](#)

DIRECTORY **SEARCH** NOTED ITEMS TIMETABLE

Study Program 942 Modules 210 Courses 4773 Instructors 5647

Search for Title, Description ... WWF x Suitable for English speakers x Remove all

Academic Level 210 Module(s) found

WWF x

Offering Organization

ECTS 0 Max

Suitable for English speakers

≡ Title	↑↓ Abbreviation	↑↓ Category	↑↓ Faculty	↑↓ ECTS	Note
A primer in Entrepreneurship (L)	BOEC0275	Course	WWF	3	🔗 >
Accounting bootcamp for Master's students (L)	MOEC0588	Lecture with Practical Exercises	WWF	3	🔗 >
Advanced CFA Investment Challenge (S)	MFOEC216	Seminar	WWF	3	🔗 >
Advanced Computer Graphics (L+E)	MINF4557	Lecture with Practical Exercises	WWF	6	🔗 >
Advanced Corporate Finance I (L+E)	MOEC0455	Course, Exercise Group	WWF	6	🔗 >
Advanced Macroeconomics (L+E)	MOEC0119	Course, Exercise Group	WWF	6	🔗 >
Advanced Marketing Mix Modeling (L)	MOEC0409	Seminar	WWF	3	🔗 >
Advanced Microeconomics I (L+E)	MOEC0248	Course, Exercise Group	WWF	6	🔗 >
Advanced Statistics (L+E)	MOEC0303	Course, Exercise Group	WWF	6	🔗 >
Advanced Topics in Business Valuation (S)	MOEC0480	Seminar	WWF	3	🔗 >
Advances in Computational Economics and Finance (S) HS20	DOEC0932	Seminar	WWF	3	🔗 >
An Introduction to Machine Learning (S)	DINF2033	Seminar	WWF	3	🔗 >
Applied Commodity Investments (L+E)	BOEC0421	Lecture with Practical Exercises	WWF	3	🔗 >

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)”:

3

DIRECTORY SEARCH **NOTED ITEMS** TIMETABLE

< 1

A primer in Entrepreneurship (L)
BOEC0275 Course

1 Module code 3 ECTS

4

Description Requirements Organization... Component

2

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

Notes: This module takes place online. Materials and recordings are made available online. A Q&A online forum is available.

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. Ireland (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
Course						
0097	A primer in Entrepreneurship (L) BOEC0275	from 14.09.2020 to 14.12.2020	Mon 12:15-13:45	Ulrich Kaiser		3

3

1 Module code

2 Information on the assessment of the module

3 Use the pin to note a module. A list of all noted modules can be viewed in the noted items.

4 In the component section you can check to which study programs you can transfer the credits of the module.

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:

<https://www.students.uzh.ch/en/booking.html>

2. Prepare your **UZH Shortname** 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 the example above.

Login to the module booking tool

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

<https://www.students.uzh.ch/en/booking.html>

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

enthält:

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.

Suchresultate

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

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

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 cancel your booked module(s) and revise your booking once again.

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 cancel your booked module(s) and revise your booking once again.

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

Please note that **you may correct and change your bookings** at the Faculty of Business, Economics and Informatics **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 = course number

Vorlesungsverzeichnis = course catalogue

Wahlbereich = elective course program

Wahlpflichtbereich = core elective course program