



# **How to browse and book modules**

## **A Student's Guide**

This document will provide you with information on:

- A) where to find the important deadlines**
- B) how to find details on your modules of choice**
- C) how to use the module booking tool**
- D) how to book modules via the module booking tool**

For questions about the content of specific courses, please contact the professor/lecturer indicated.  
For questions regarding the choice of modules and the transfer of credit, please contact your departmental coordinator or your home university.



## **A) Where to find the module booking and canceling deadlines**

The deadlines vary depending on your faculty and your subject. Check in time, which deadlines apply to you. Keep in mind, that you won't be able to cancel your modules after the canceling deadline has passed and if you don't complete them, you automatically fail the course.

You'll find the deadlines for a given semester here:

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

Please note that you can't book modules until the booking period begins at the faculty or department in question.



## B) How to find details on your modules of choice

Details on all modules offered by the University of Zurich are published online and can be accessed via the online “Vorlesungsverzeichnis” (= course catalogue) by using this link:

[www.courses.uzh.ch/en](http://www.courses.uzh.ch/en)

1

2

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. HS2017 = fall semester 2017; In general: HSXX = fall semester 20XX and FSXX = spring semester 20XX).
2. Select your preferred language (either English or German).



The following example illustrates the search mode:

University of Zurich <sup>UZH</sup> 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 Plöckthun	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 15:15-17:45		>
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		>

1. Select English here, if you are looking for modules taught in English ONLY.



The following example illustrates the description view for a module

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 TimesRooms **Component** 1

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 TimesRooms Component

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

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 a module.

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

Description Requirements Organization **Component**

**TRANSFER OF CREDITS**

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. 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
0353	<b>A primer in Entrepreneurship (L)</b> 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.



## C) 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](http://www.students.uzh.ch/booking_en.html)** .
2. Keep your **UniAccess** user name and password ready.
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](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 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=" &gt; 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 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.		<b>1</b>
Browsen in	<input type="text" value=" &gt; Wirtschaftswissenschaften . Hauptfach"/>	Hier wählen Sie in welchem Fach Module gesucht werden		<b>2</b>
<input type="button" value="Anzeigen"/>				<b>3</b>

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 your 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	Hier bestimmen Sie, was Sie suchen möchten.	1
	enthält:		
<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 result will appear and you can proceed with the booking of modules.



## D) 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.

### Strukturierte Modulanzeige

Studiengang

Browsen in

Sie browsen / suchen im angezeigten Studiengang.

Hier wählen Sie in welchem Fach Module gesucht werden

Anzeigen

### Freie Modulsuche

Suchkriterium

enthält:

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.

Suchen

### Suchresultate

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

1 bis 4 von 4 Ergebnissen

Auswahl löschen zur Buchung...



## Definite booking of modules

### Ausgewählte Module (noch nicht gebucht)

	Modul	Kategorie	VVZ-Nr.	Beschreibung	Stornierbar BIS	Credits
<input checked="" type="checkbox"/>	MFOEC117	Modul		<a href="#">Advanced Corporate Finance I (Mandatory, ME/QF) (L)</a>	14.10.2011	3.00
	MFOEC117	Vorlesung	0364	<a href="#">Advanced Corporate Finance I (Mandatory, ME/QF)(L)</a>	14.10.2011	
<div><div>1</div>Zurück<div>2</div>Probekbuchung wiederholen<div>3</div>Auswahl buchen</div>						

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
<div><div>1 Details (Druckvorschau)</div><div>2 Leistungsübersicht</div><div>3 Stornierung</div></div>			

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	<b>1</b>

Zurück	Markierte stornieren
<b>2</b>	<b>3</b>

1. Mark the modules you want to cancel.
2. Press “Zurück” (= back to previous page) in order to return to the previous page.
3. Press “Markierte stornieren” (= cancel marked modules) to definitely cancel these modules.