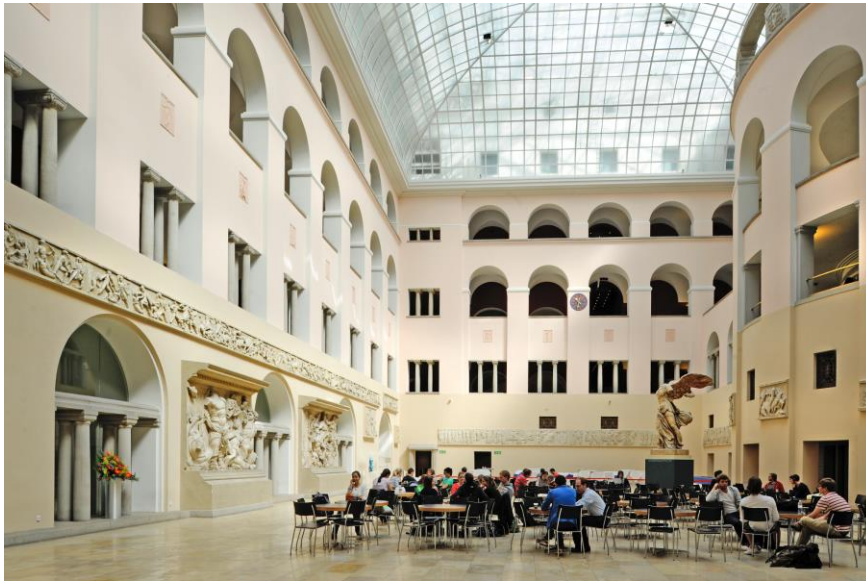




Instructions for Module Booking



A short introduction to the functions available in the module booking apps for students.

Instructions for New Module Booking

- 1. Search and select:** Search for and select the desired modules in the course catalogue
- 2. Book or request:** Book or request the desired modules in the “Noted Items & Module Booking” app
- 3. Review and modify:** In “My Modules,” review whether the desired modules have been booked or requested and make changes to the requests or bookings if necessary





Booking Modules, Request Modules & Application Modules

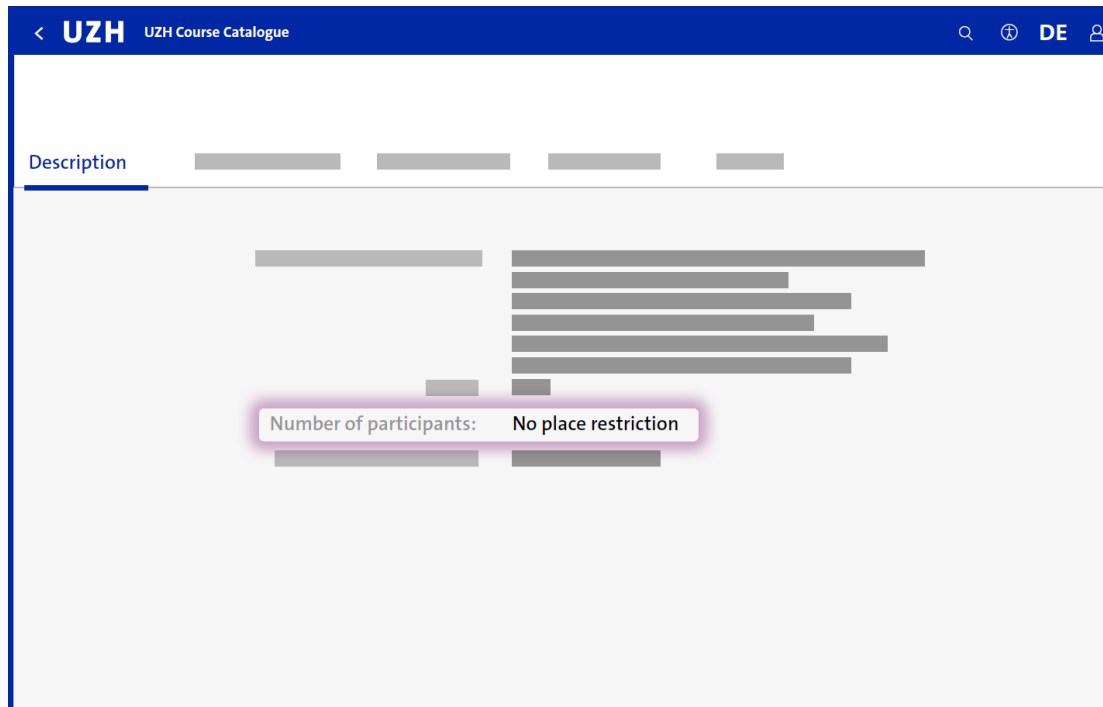
- 1. Booking modules:** Booking modules do not have a restricted number of places and are booked during the booking period, as before (link to [“MB deadlines”](#)). Sufficient places are available.
- 2. Request modules:** Request modules have a restricted number of places and can be requested during the request period (link to [“MB deadlines”](#)). Places are assigned on the basis of the criteria published in the course catalogue.
- 3. Application Modules:** Application modules have a restricted number of places and can be requested by submitting an application during the request period (link to [“MB deadlines”](#)). The places are assigned manually. If specified in the course catalogue, documents must be submitted. These documents can be uploaded during the application process.



Overview

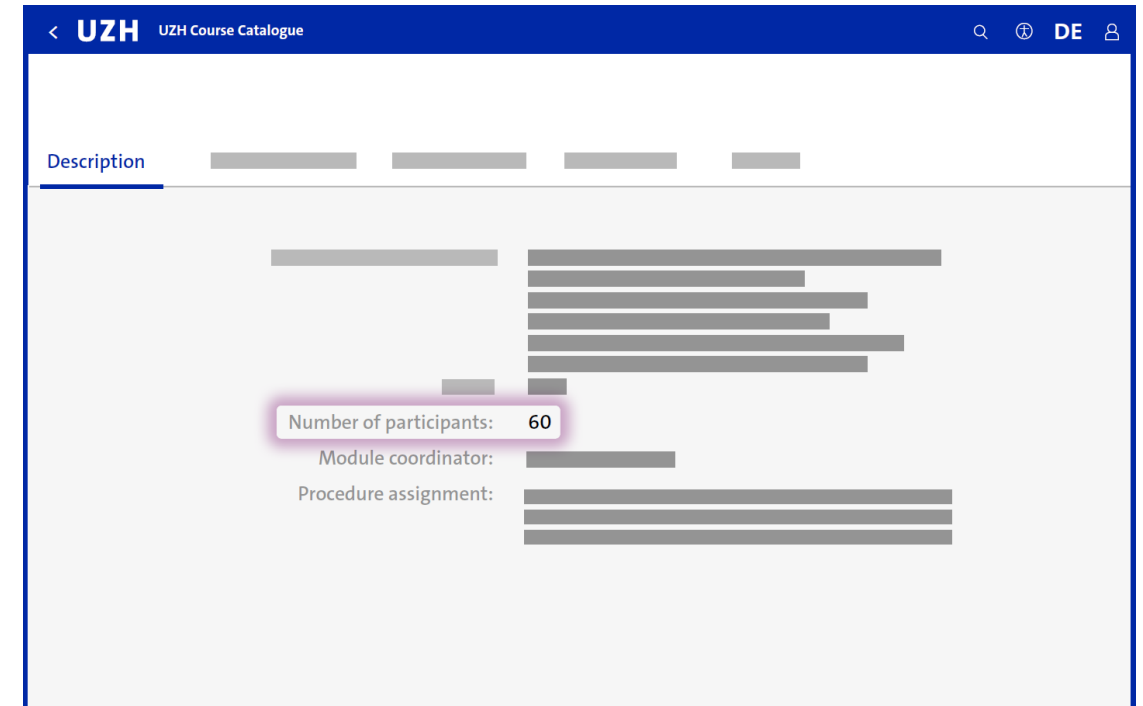
- In the course catalogue: create a list of noted items by selecting the desired modules
- When the booking period is open, you can book **the booking modules** (modules without restricted places) directly via the list of noted items in the “Noted Items and Module Booking” app. Courses without any options are booked automatically. If a module has course options (e.g. different times for practical courses), a pop-up will appear and an available course or course package must be selected and booked. The selection can be modified during the booking period in the “My Modules” app. Booking modules that have been booked can be canceled during the cancellation period in the “My Modules” app.
- When the request period is open, you can request a place in **application modules and request modules** (modules with restricted places) via the list of noted items in the “Noted Items and Module Booking” app. If different courses or course packages are available, preferences can be indicated. If you request a place in several modules, the modules must be ranked in order of priority. Each priority level can be indicated only once.
- In the case of application modules, documents may need to be uploaded to support your application if so specified in the course catalogue.
- Requests for a place in request or application modules can be withdrawn during the request period via the “My Modules” app. In addition, changes to the order of priority or the preferences for specific course times can be made in the “My Modules” app.
- The date on which places are assigned is shown in the course catalogue: places are assigned on the basis of the priorities indicated by students or in accordance with the assignment criteria specified in the course catalogue. After this date, students can see whether they have been assigned a place based on the status (booked, waiting list, not assigned) in the “My Modules” app. If the status changes, students are informed by e-mail.
- A booking (i.e. allocated place) in a request or application module can be canceled during the cancellation period.
- During the waiting list progression period: If a place booked in a request or application module is canceled and there is a waiting list, the first student on the waiting list will progress up the list and be booked into the place that has become available.
- Students who have progressed from the waiting list into the module can cancel the automatic booking in the “My Modules” app during the cancellation period for request and application modules. At the end of the waiting list progression period, students have three days before the start of lectures to cancel the booking.
- Students can delete their waiting list places in the “My Modules” app to avoid being booked onto a module automatically.
- In the app "My modules", registration for a repeat exam can be booked if the whole module does not have to be booked again. The module that has to be repeated is made available for booking only to students who are entitled to take the repeat exam.

Places restricted / Not restricted?



The screenshot shows the 'UZH Course Catalogue' interface. The 'Description' tab is active. A callout box highlights the text: 'Number of participants: No place restriction'.

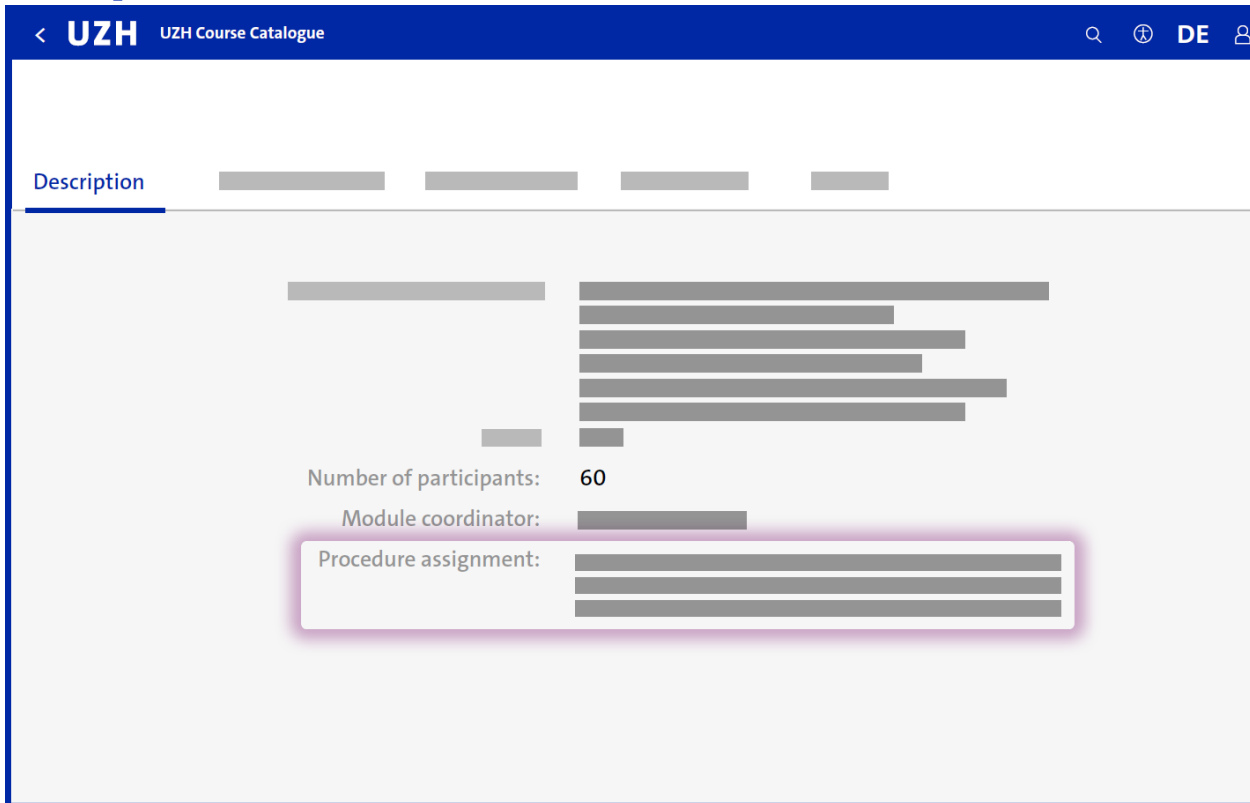
The number of participants shows whether places in the module are restricted or not.



The screenshot shows the 'UZH Course Catalogue' interface. The 'Description' tab is active. A callout box highlights the text: 'Number of participants: 60'. Below it, 'Module coordinator:' and 'Procedure assignment:' are also visible.

The actual number of participants is shown for modules with restricted places.

Request Module: Who is Allocated a Place?



The screenshot shows the UZH Course Catalogue interface. The top navigation bar includes the UZH logo, the text 'UZH Course Catalogue', and search, zoom, and language (DE) icons. Below the navigation bar, there are several tabs, with 'Description' selected. The main content area displays module details, including 'Number of participants: 60', 'Module coordinator: [redacted]', and 'Procedure assignment: [redacted]'. The 'Procedure assignment' section is highlighted with a red box.

The relevant place assignment criteria are shown for modules with restricted places.

- The better the student fulfills the criteria, the greater their chance of being allocated a place.
- If there are no specific place assignment criteria, students who have indicated that the module is high priority for them will be the first to receive a place.



Application Module: Who is Allocated a Place?

The screenshot shows the UZH Course Catalogue interface. The header includes the UZH logo and 'UZH Course Catalogue' on the left, and search, zoom, language (DE), and user icons on the right. Below the header, there are several tabs, with 'Description' selected. The main content area displays details for a module, including a 'Number of participants: 60' and a 'Module coordinator: [redacted]'. A 'Procedure assignment' field is highlighted with a red box and contains the text 'manual place allocation'.







- Places are assigned manually by the person responsible.
- Any information/documents needed to evaluate the application will be indicated in the course catalogue under the corresponding module



Login Student Portal

UZH Home 🔍 ⊕ DE 👤

1. Study

UZH Course Catalogue 	Search UZH Course Catalogue 	My Curriculum 	My Schedule Courses 	Noted Items & Module Booking 
My Modules 	My Transcript of Records	My Bans	My Documents	OLAT
MOOC	Evaluation of Teaching	Study Progress / Restrictions		



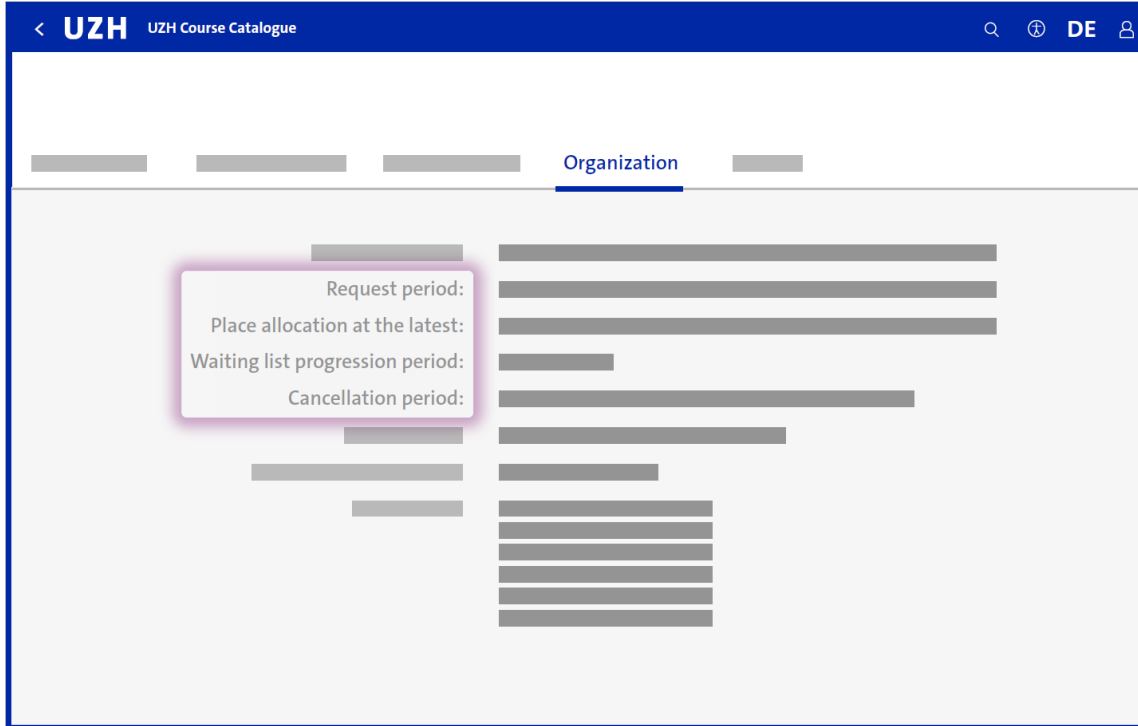
Course Catalogue

UZH Home

1. Student Search and Select

UZH Course Catalogue	Search UZH Course Catalogue	My Curriculum	My Schedule Courses	Noted Items & Module Booking
My Modules	My Transcript of Records	My Bans	My Documents	OLAT
MOOC	Evaluation of Teaching	Study Progress / Restrictions		

Course Catalogue – Module Booking Deadlines



The various deadlines for a module can be found on the “Organization” screen. If places in the module are restricted, other types of deadlines will be shown.

- There is a request deadline for modules with restricted places (request/application modules). Requests/applications for a place may be submitted prior to this deadline. It does **not** matter when the request is submitted during the request period. The place assignment criteria and the priority level indicated by the student are relevant for the assignment of places for request modules.
- Booking modules can be booked at any time during the booking period. The booking rules must, of course, be met in order to be able to book a place.



Course Catalogue – Search and select

UZH Search UZH Course Catalogue

Search Modules

Search for Title, Short, Description

Academic Level: Faculty: Offering Organization: Module features: ETCS: 0 2 4 6 8 10 Max

Modules

Title/Short module	Category	Faculty	ETCS	Note
[Redacted]	[Redacted]	[Redacted]	[Redacted]	★
[Redacted]	[Redacted]	[Redacted]	[Redacted]	★
[Redacted]	[Redacted]	[Redacted]	[Redacted]	★
[Redacted]	[Redacted]	[Redacted]	[Redacted]	★

Search for and select the desired modules in the course catalogue.



Noted Items & Module Booking App

The screenshot shows the UZH Home page with a grid of application tiles. A purple callout box labeled 'Book or Request' points to the 'Noted Items & Module Booking' tile. The page header includes 'UZH Home', a search icon, a plus icon, 'DE', and a user profile icon. The '1. Study' tab is active.

1. Study				
UZH Course Catalogue 	Search UZH Course Catalogue 	My Curriculum 	My Schedule Courses 	Noted Items & Module Booking
My Modules 	My Transcript of Records	My Bans	My Documents	OLAT
MOOC	Evaluation of Teaching	Study Progress / Restrictions		

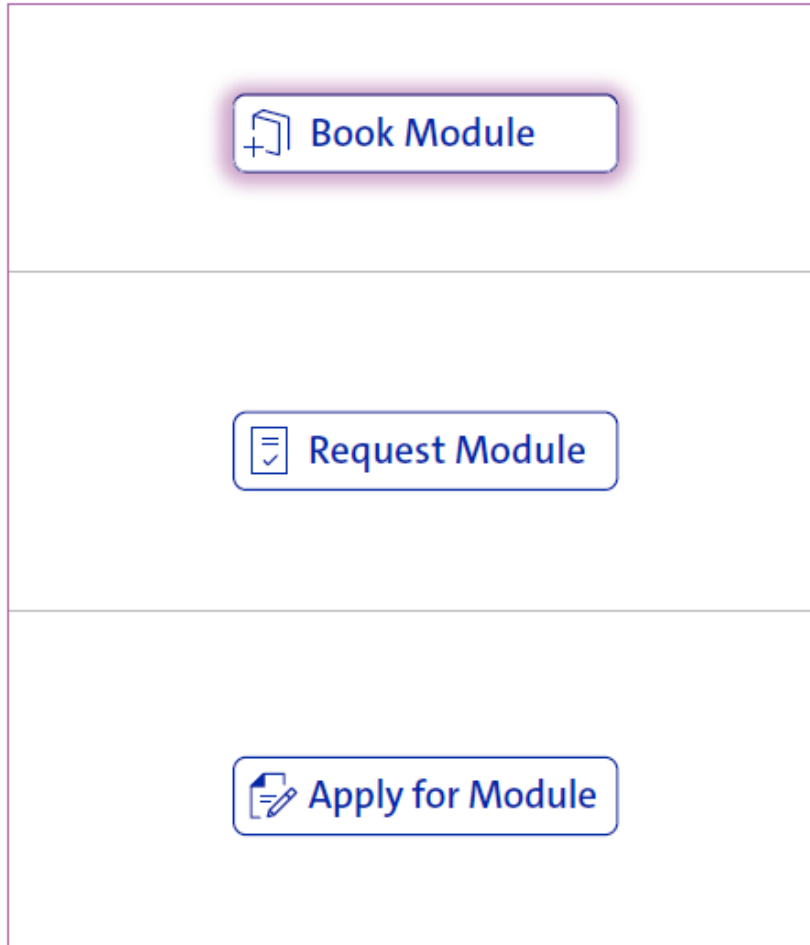


Noted Items & Module Booking App – Book, Request, Apply for a Module...

The screenshot displays the 'Noted Items & Module booking' application interface. At the top, there is a blue header bar with the UZH logo, a search icon, a refresh icon, the text 'DE', and a user profile icon. Below the header is a search input field. The main content area contains a list of items, each represented by a row with several columns. The first column contains a title, the second contains a description, and the third contains a trash icon. The fourth column contains an action button: 'Book Module', 'Request Module', or 'Apply for Module'. The buttons are highlighted with a purple glow.



Noted Items & Module Booking App – Book a Module





Noted Items & Module Booking App – Book a Module: Select Course If There Is a Choice

Book course packages

[My Schedule](#)

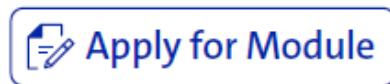
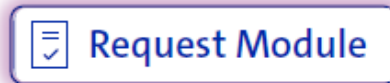
>	<input type="radio"/>	
>	<input checked="" type="radio"/>	
>	<input type="radio"/>	
>	<input type="radio"/>	
>	<input type="radio"/>	

[Book module](#) [Cancel](#)

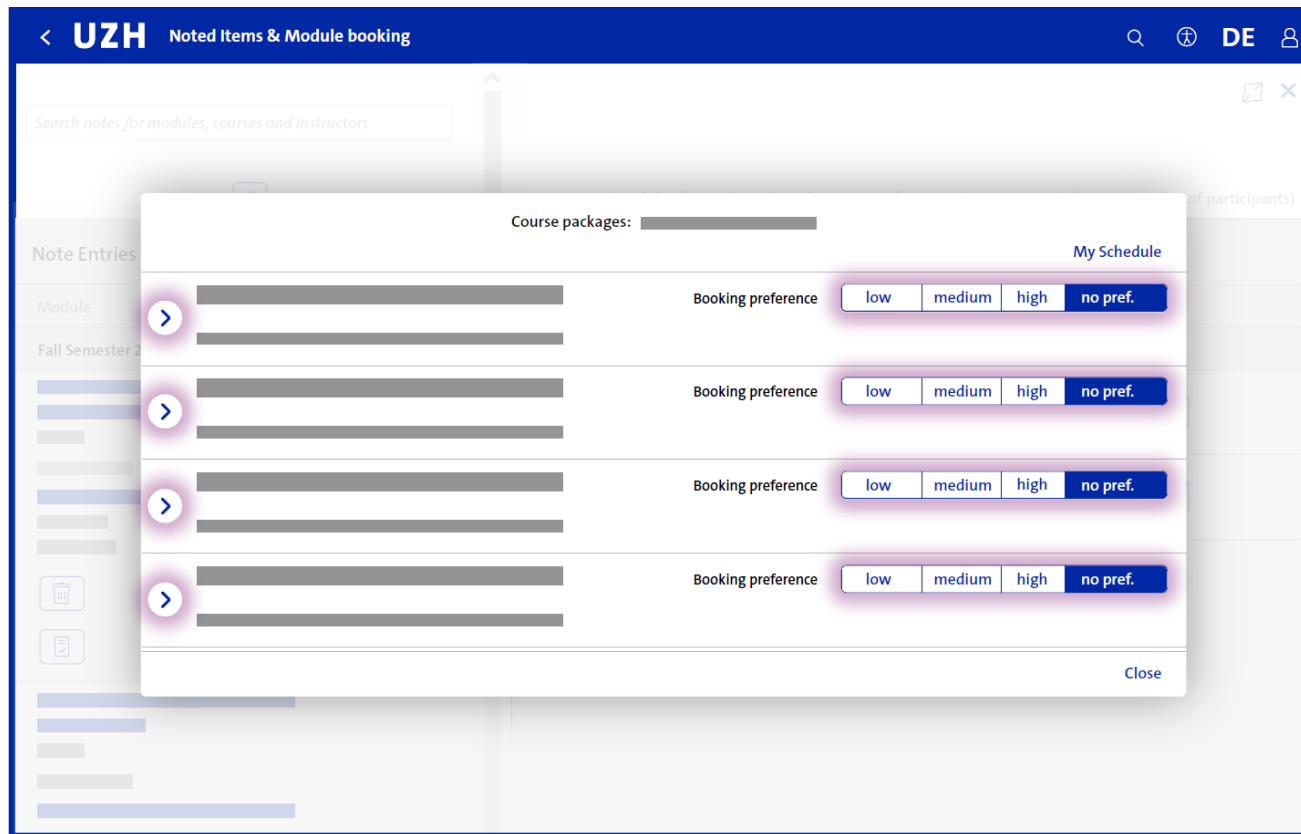
- If a module has course options (e.g. different times for practical courses), a pop-up will appear and an available course or course package must be selected and booked.
- Details on the course packages can be accessed by clicking on the arrows on the left-hand side.
- The selection can be modified during the booking period in the “My Modules” app.



Noted Items & Module Booking App – Request a Module

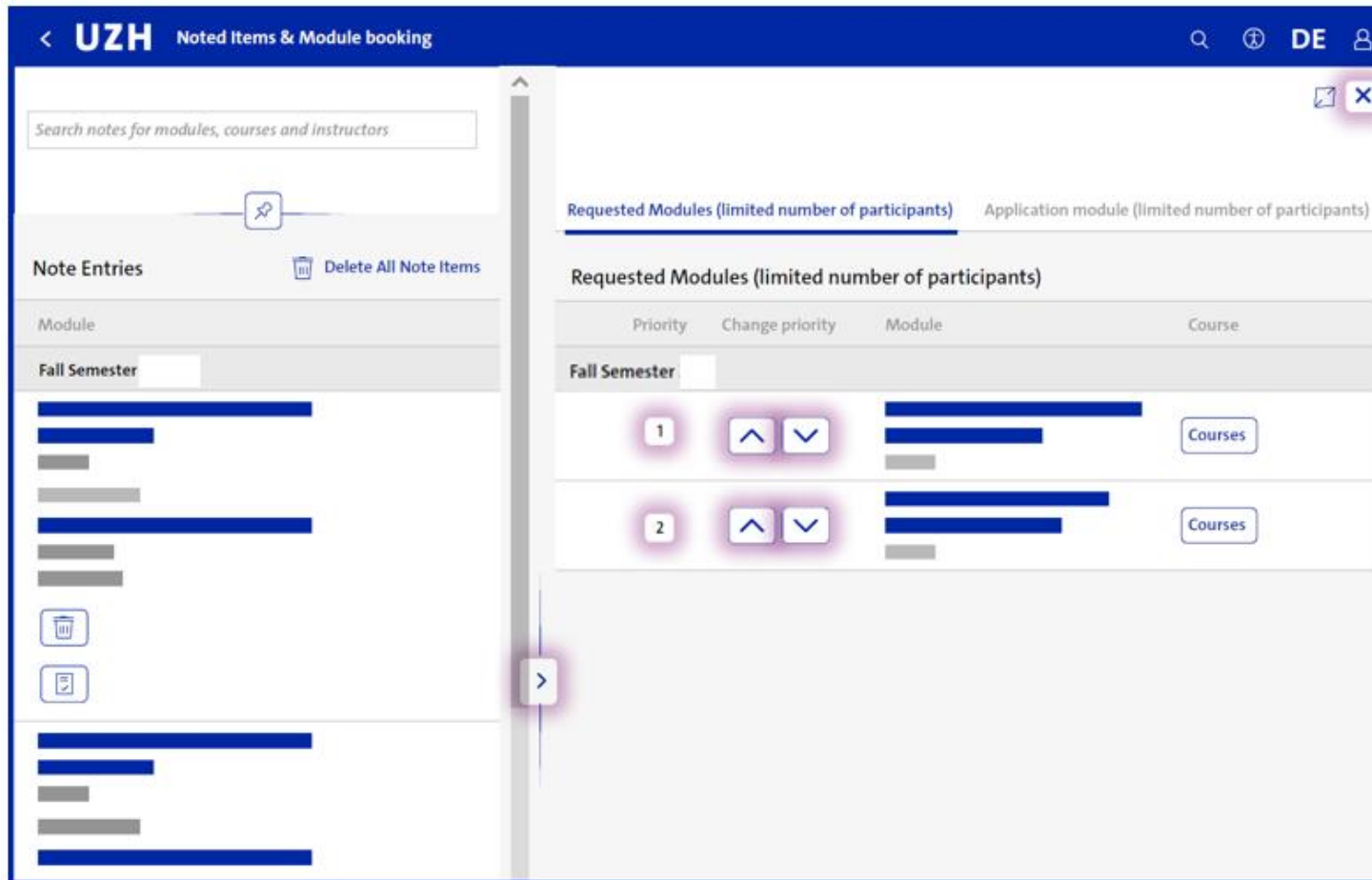


Noted Items & Module Booking App – Request Module: Indicate Preferences for Events



Preferences can be indicated for courses or course packages if a selection is offered. “No preference” means that the student has no special preferences regarding an course, and therefore, no specific course will be given preference. If a student would prefer not to attend a certain course, the preference should be set to “low.” “High” means that this course is preferred. It is possible to select the same preference multiple times. It cannot be guaranteed that a course with a preference set to “low” will not be booked. In general, students are not entitled to a place in a specific course. For course packages, the arrows (on the left-hand side) can be used to view the details of the course package.

Noted Items & Module Booking App – Prioritizing Request Modules



UZH Noted Items & Module booking

Search notes for modules, courses and instructors

Note Entries Delete All Note Items

Module

Fall Semester

Priority	Change priority	Module	Course
1	^ v	[Redacted]	Courses
2	^ v	[Redacted]	Courses


If multiple request modules are requested, these should be arranged by order of priority. Each priority level can be indicated only once. New requests are added at the bottom of the list and a higher priority can be assigned if required.



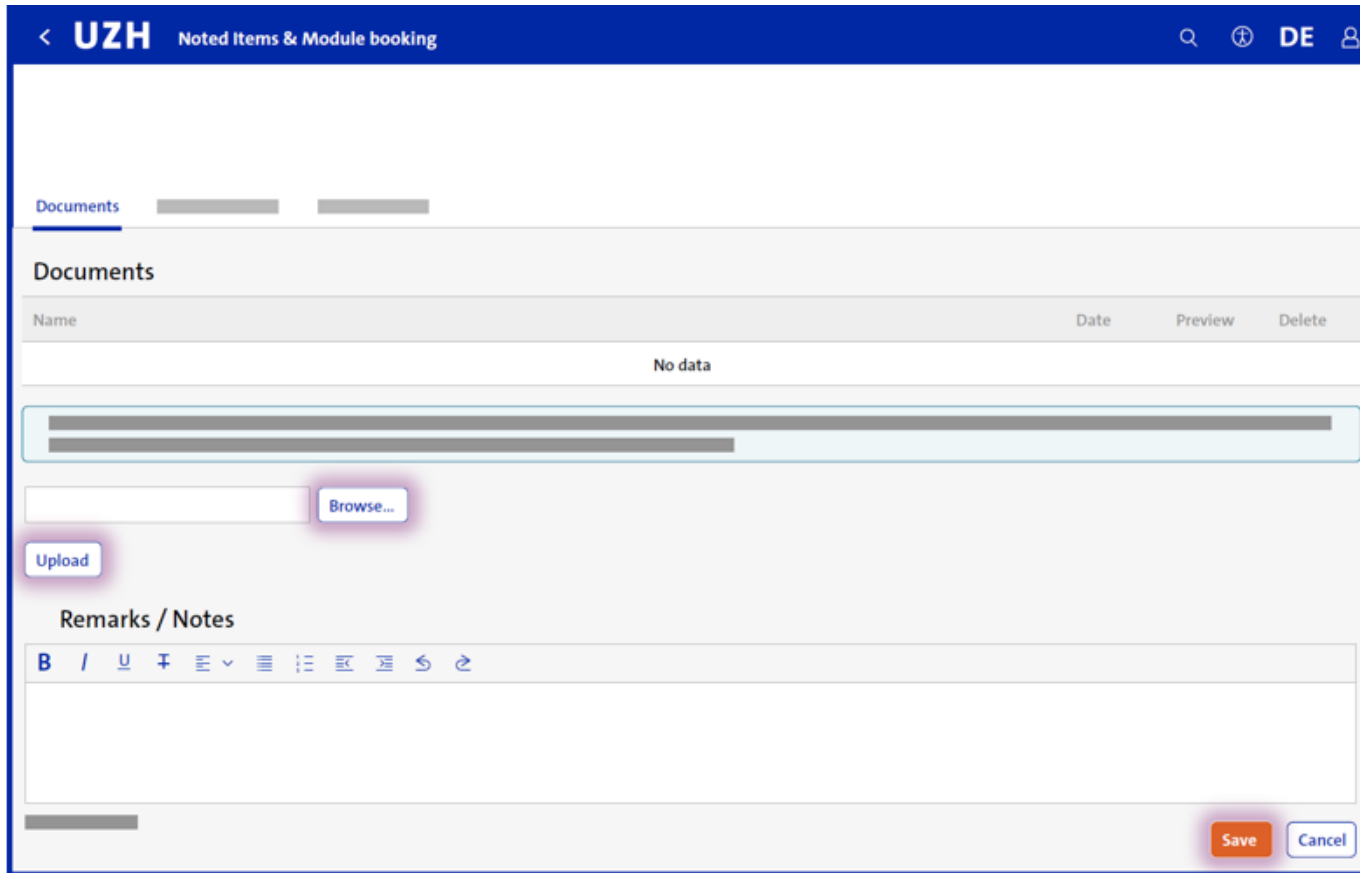
Noted Items & Module Booking – Request Application Module

 Book Module

 Request Module

 Apply for Module

Application Module: Submission of Additional Information



The screenshot shows the UZH 'Noted Items & Module booking' interface. The page has a blue header with the UZH logo and navigation icons. Below the header, there is a 'Documents' section. A table with columns 'Name', 'Date', 'Preview', and 'Delete' is shown, but it is empty with the text 'No data'. Below the table is a file upload area with a 'Browse...' button and an 'Upload' button. At the bottom, there is a 'Remarks / Notes' text area with a rich text editor toolbar and 'Save' and 'Cancel' buttons.

- For application modules, comments can be added and documents (PDF files) uploaded. Information on whether documents must be provided, and if so, which ones, can be found in the module description in the course catalogue.
- Uploaded documents are immediately available to the UZH employees responsible after they have been uploaded to the system.
- Comments must be saved by clicking on the “Save” button. Up to 500 characters can be entered. The counter is updated by clicking outside of the text field. The “Save” button can also be activated by placing the cursor outside of the text field. The text in the “Comments” field must be saved after it has been entered and is then visible to UZH employees.



My Modules App

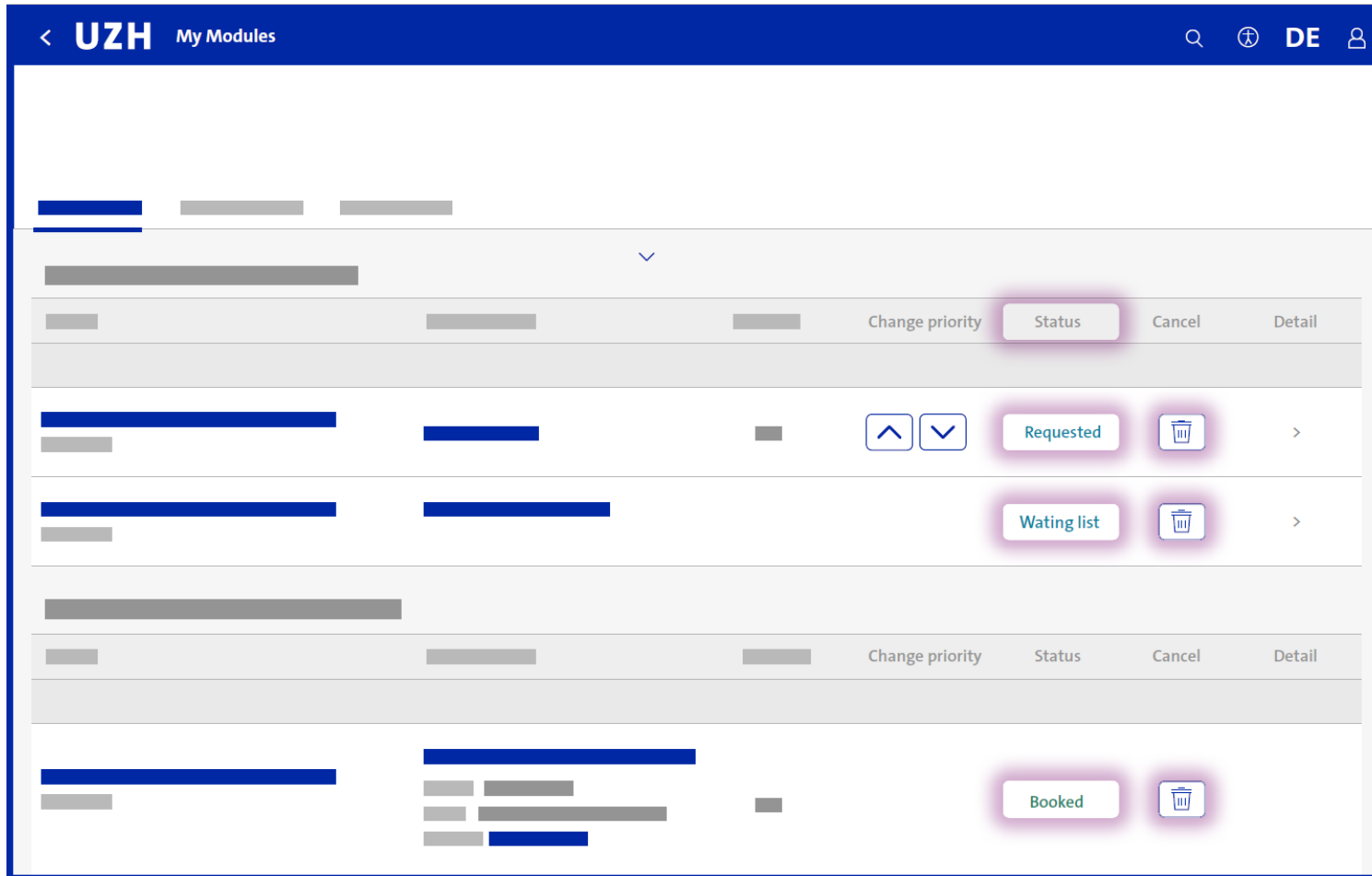
The screenshot shows the 'My Modules App' interface. At the top, there is a blue header with 'UZH Home' on the left and search, refresh, 'DE', and user profile icons on the right. Below the header, there is a '1. Study' section with a horizontal bar. The main content area is a grid of 15 modules arranged in three rows and five columns:

UZH Course Catalogue	Search UZH Course Catalogue	My Curriculum	My Schedule Courses	Noted Items & Module Booking
My Modules	My Transcript of Records	My Bans	My Documents	OLAT
MOOC	Evaluation of Teaching	Study Progress / Restrictions		

A purple callout box with the text 'Review and modify' is positioned over the 'My Modules' module, which is also highlighted with a purple border.



My Modules App – Overview of Requests and Bookings



Withdraw requests,
delete waiting list places if
necessary

Cancel booked modules



My Modules App – Overview of Requests and Bookings

The screenshot shows the 'My Modules' app interface. At the top, there is a blue header with the UZH logo, the text 'My Modules', and navigation icons (search, refresh, language 'DE', and user profile). Below the header, the main content area displays a list of request and booking items. Each item is represented by a horizontal bar chart with colored segments (blue, grey, white). The items are grouped into sections separated by light grey dividers. The first section contains a 'Change priority' button, 'Status', 'Cancel', and 'Detail' options. The second section shows a 'Requested' status with up and down arrow buttons and a trash icon. The third section shows a 'Waiting list' status with a trash icon. The fourth section contains another 'Change priority', 'Status', 'Cancel', and 'Detail' options. The fifth section shows a 'Booked' status with a trash icon. The interface is designed for managing and tracking module requests and bookings.

If multiple request modules have been requested, the priority levels indicated can be changed during the request period via the arrow buttons.

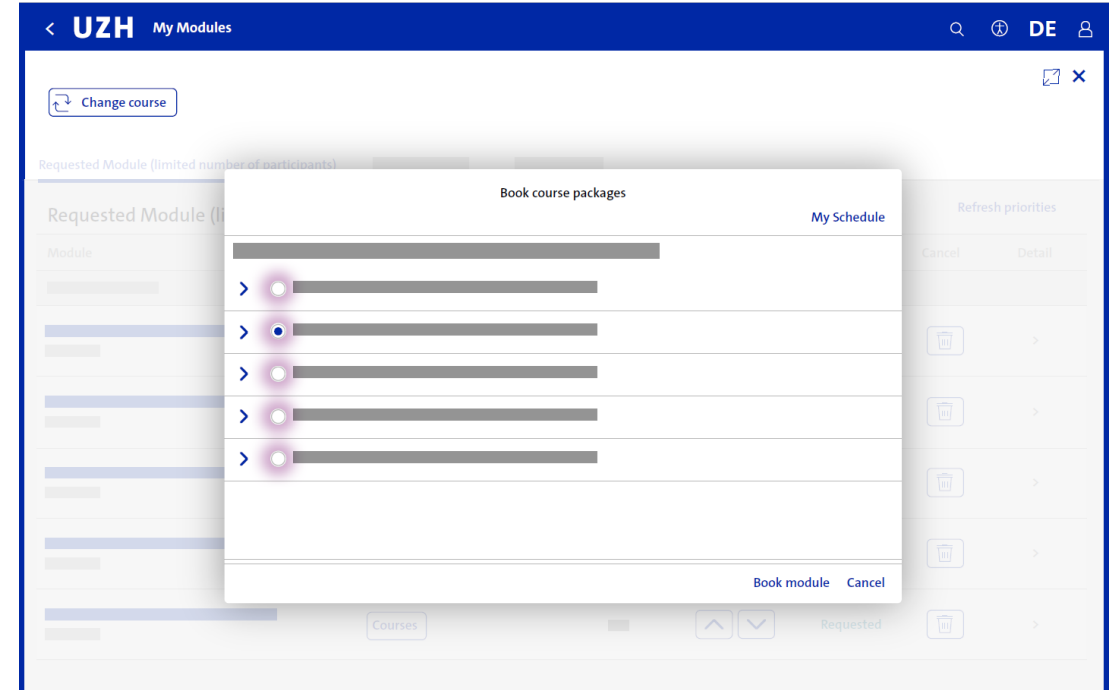
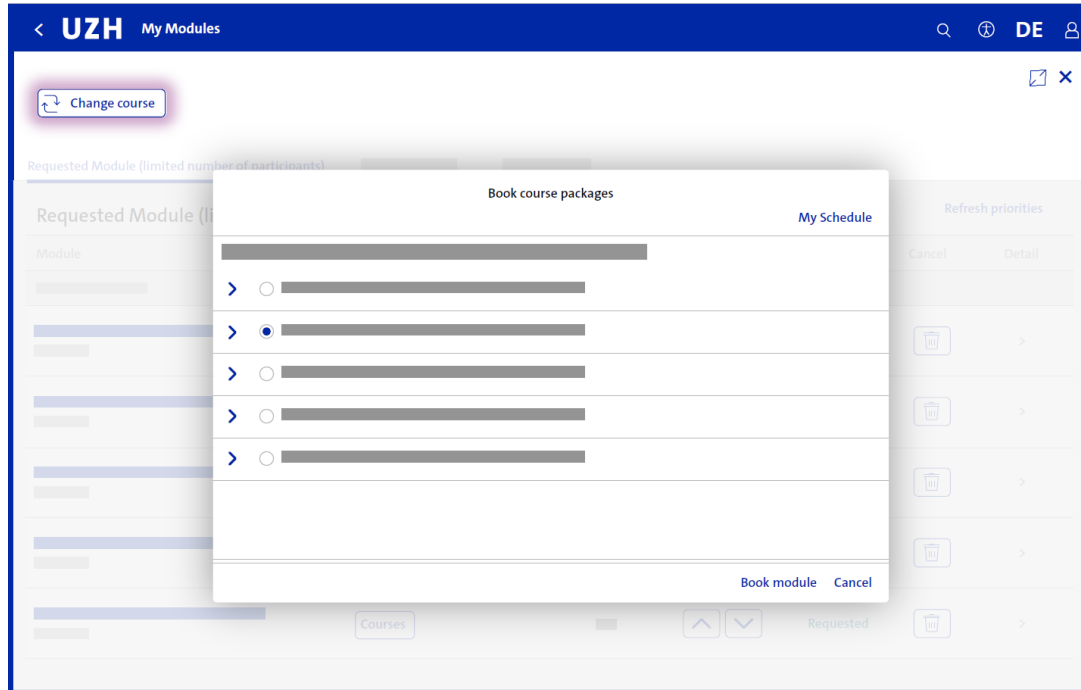


My Modules App – Book a Different Course / Change Preferences

The screenshot shows the 'My Modules' app interface. At the top, there is a blue header with 'UZH My Modules' on the left and search, refresh, 'DE', and user icons on the right. Below the header, there is a section titled 'Requested Module (limited number of participants)' with a 'Refresh priorities' link. A table lists the requested modules with columns for Module, Courses, Priority, Change priority, Status, Cancel, and Detail. The 'Courses' button in the first row is highlighted with a red circle.

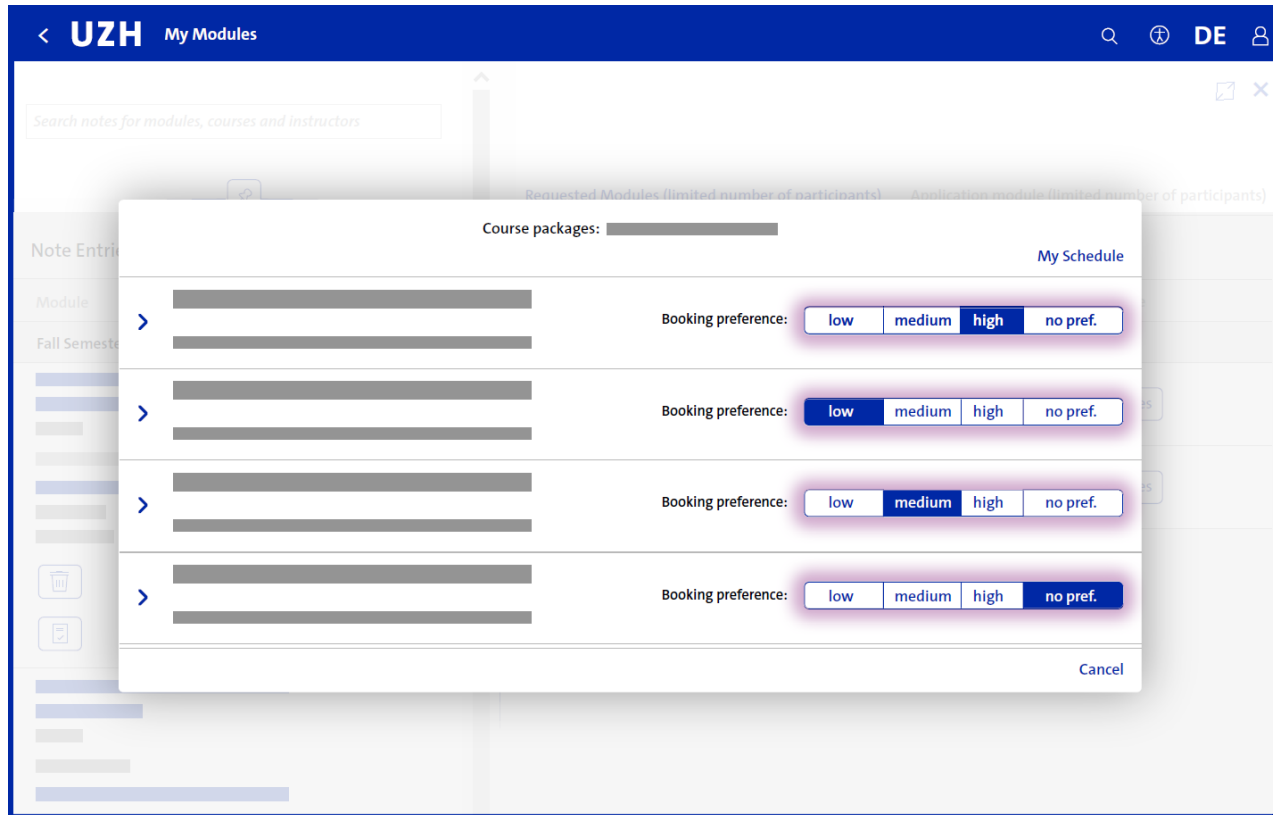
Module	Courses	Priority	Change priority	Status	Cancel	Detail
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Courses	[Redacted]	^ v	Requested	[Redacted]	>
[Redacted]	Courses	[Redacted]	^ v	Requested	[Redacted]	>
[Redacted]	Courses	[Redacted]	^ v	Requested	[Redacted]	>
[Redacted]	Courses	[Redacted]	^ v	Requested	[Redacted]	>
[Redacted]	Courses	[Redacted]	^ v	Requested	[Redacted]	>

My Modules App – Book a Different Course



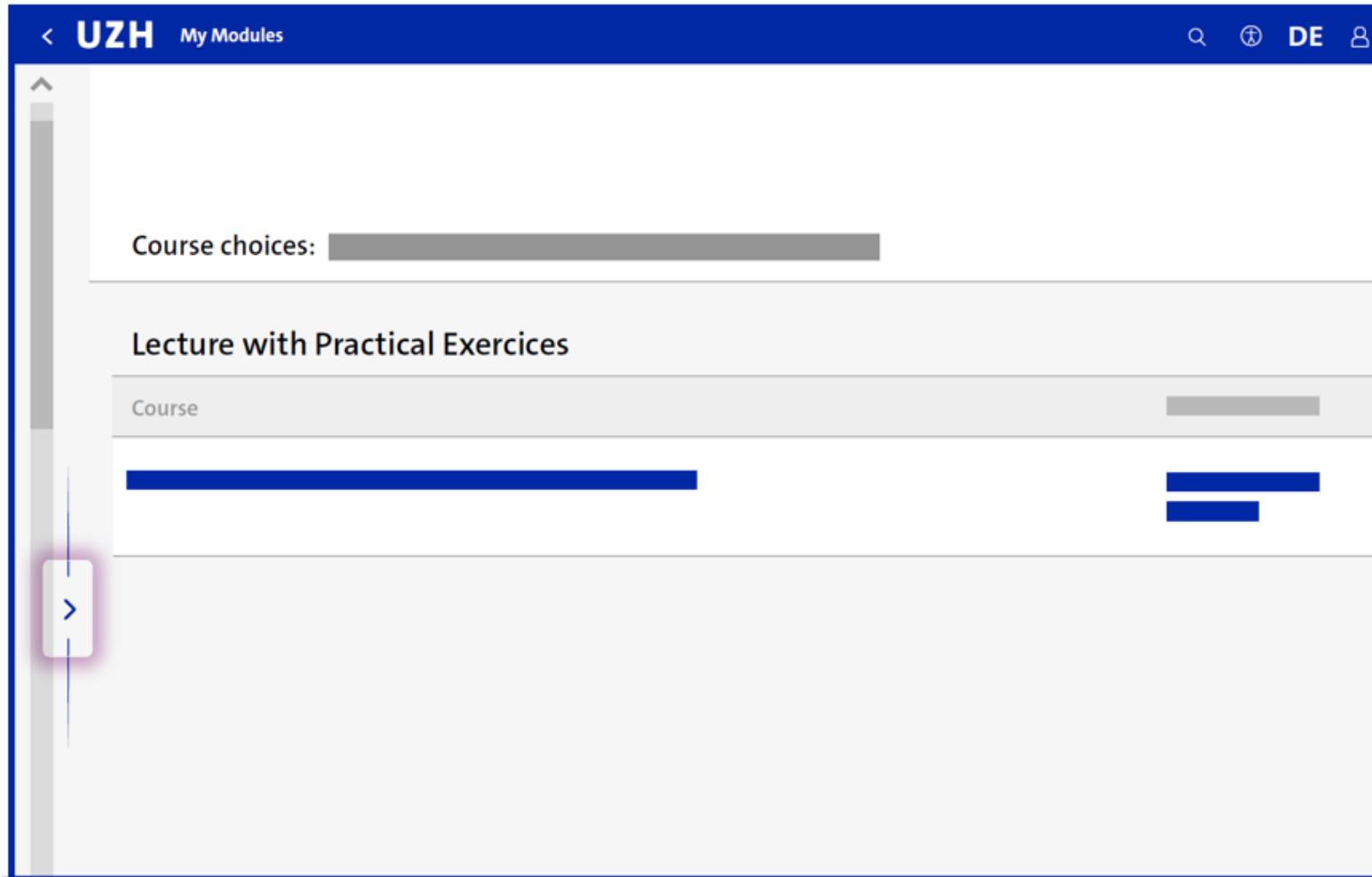
- After clicking on the “Change course” or “Change course package” button, a pop-up will appear in which a different course can be selected and booked.
- For booking modules, a different course/course package can be selected and booked during the booking period, as long as the capacity limit for the desired course has not been reached.

My Modules App – Change Preferences for Courses



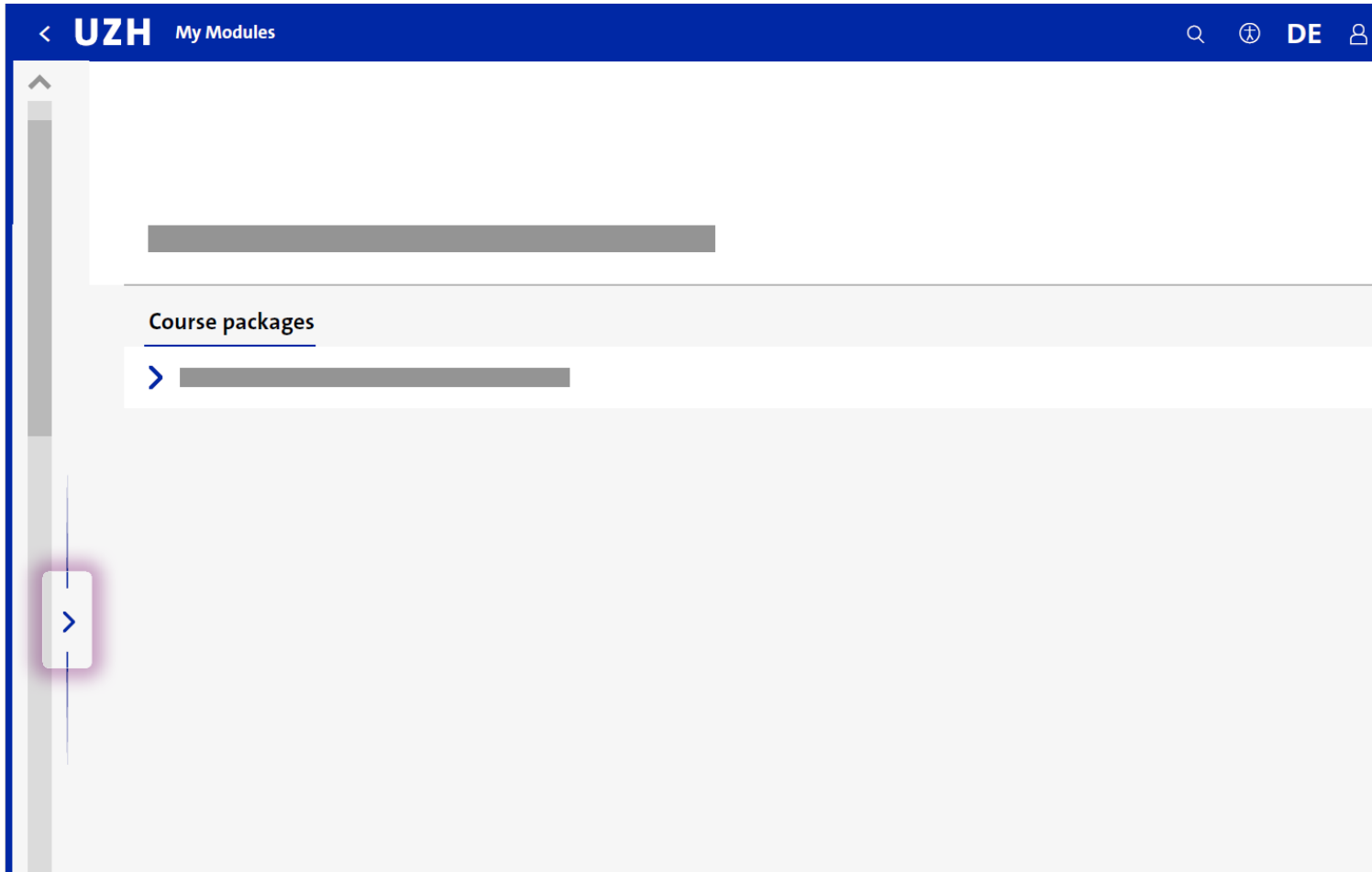
- After clicking on the “Course” button, a pop-up will appear in which the preferences for request and application modules can be changed.
- Preferences can be indicated for courses or course packages if a selection is offered. “No preference” means that the student has no special preferences regarding an course, and therefore, no specific course will be given preference. If a student would prefer not to attend a certain course, the preference should be set to “low.” “High” means that this course is preferred. It is possible to select the same preference multiple times. It cannot be guaranteed that a course with a preference set to “low” will not be booked. In general, students are not entitled to a place in a specific course.

My Modules App – Booking Module: Detailed View



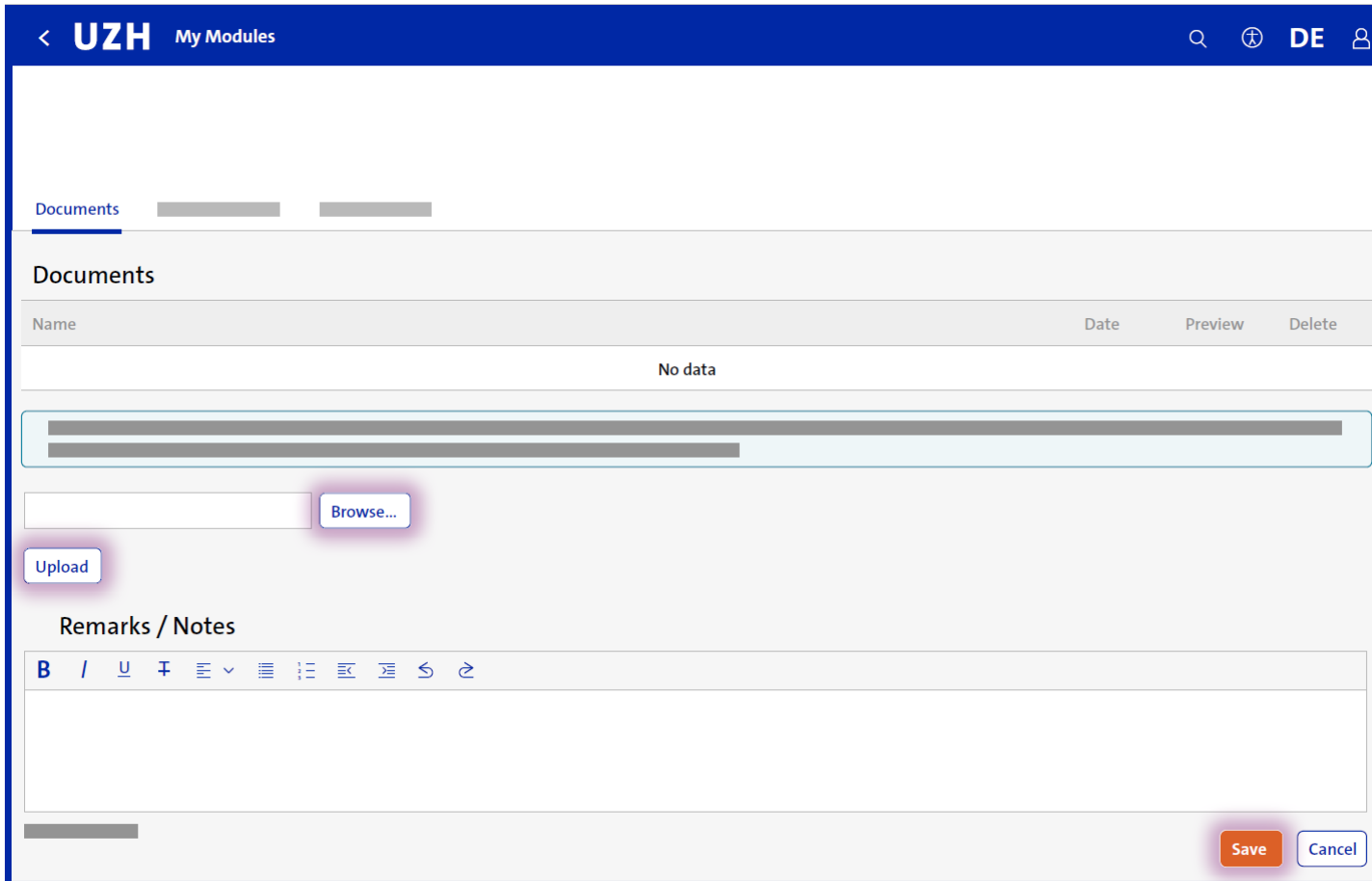
- Booked courses can also be changed in the detailed view of the booking modules during the booking period.
- If there is no choice of courses, the course(s) booked will be shown.

My Modules App – Request Module: Detailed View



- In the detailed view of the request modules, the preferences for various courses can also be changed during the request period.
- If there is no choice of courses, the course(s) booked will be shown.
- **If the status of the request module is “booked”, the course booked will be visible in the detailed view.**

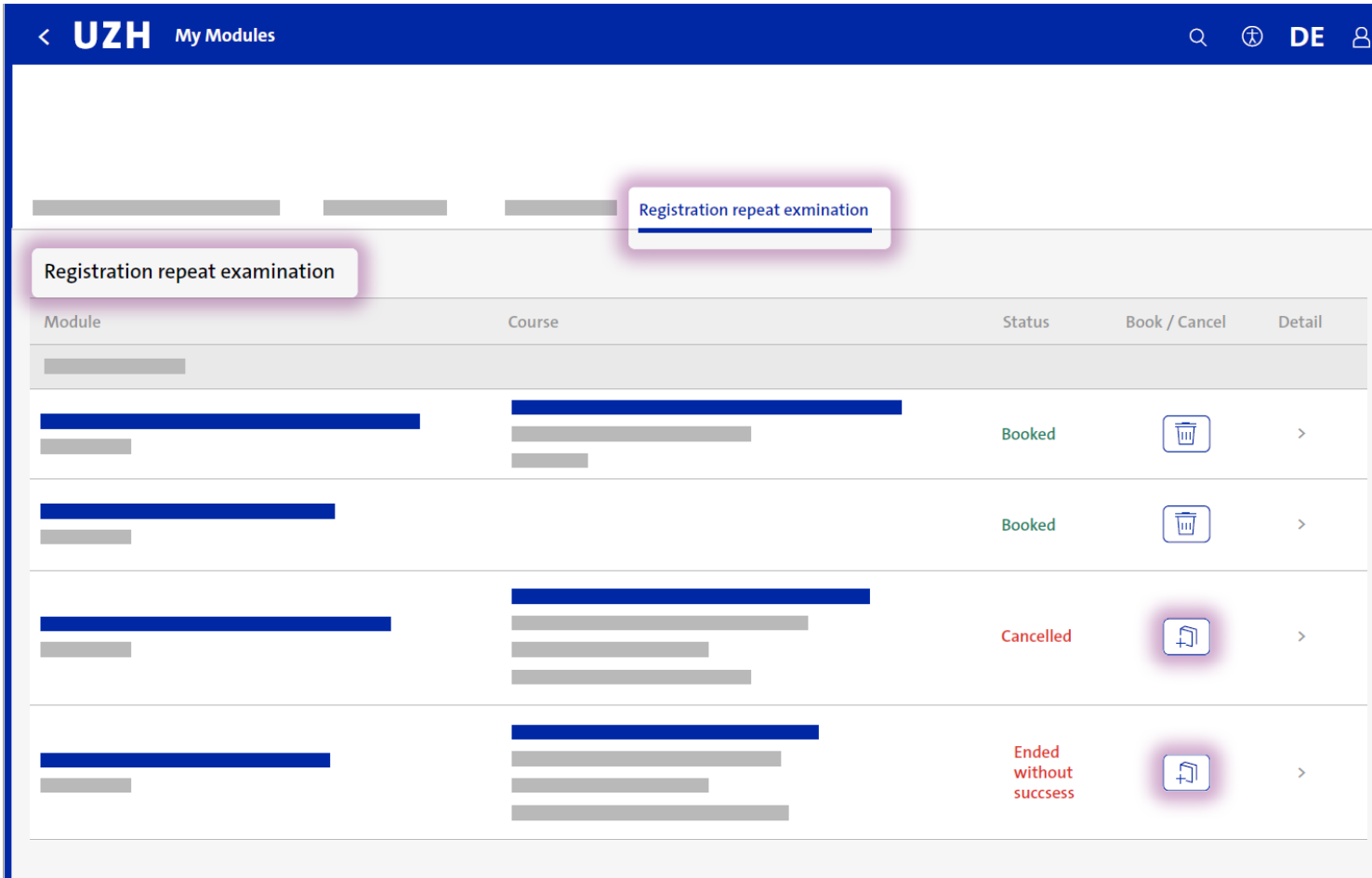
My Modules App - Application Modules: Detailed View



The screenshot shows the 'My Modules' application interface. At the top, there is a blue header with the UZH logo, the text 'My Modules', and navigation icons (search, refresh, language 'DE', and user profile). Below the header, the 'Documents' section is active. It features a table with columns for 'Name', 'Date', 'Preview', and 'Delete'. The table is currently empty, displaying 'No data'. Below the table, there is a text input field with a 'Browse...' button, an 'Upload' button, and a 'Remarks / Notes' section with a rich text editor. At the bottom right, there are 'Save' and 'Cancel' buttons.

- During the request period, comments can be modified and documents (PDFs) uploaded or deleted for application modules.
- Uploaded documents are immediately available to the UZH employees responsible after they have been uploaded to the system.
- Comments must be saved by clicking on the “Save” button. Up to 500 characters can be entered. The counter is updated by clicking outside of the text field. The “Save” button can also be activated by placing the cursor outside of the text field.

My Modules App – Booking Repeat Exam



The screenshot shows the 'My Modules' app interface. At the top, there is a navigation bar with 'UZH My Modules' on the left and search, refresh, 'DE', and user icons on the right. Below the navigation bar, there is a search bar and a filter button labeled 'Registration repeat examination'. The main content is a table with the following columns: Module, Course, Status, Book / Cancel, and Detail. The table contains four rows of data, each representing a module. The first two rows have a status of 'Booked' and a trash can icon in the 'Book / Cancel' column. The third row has a status of 'Cancelled' and a refresh icon in the 'Book / Cancel' column. The fourth row has a status of 'Ended without success' and a refresh icon in the 'Book / Cancel' column. The 'Book / Cancel' column also contains a right-pointing chevron icon for each row.

Module	Course	Status	Book / Cancel	Detail
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	Booked	[Trash icon]	>
[Redacted]	[Redacted]	Booked	[Trash icon]	>
[Redacted]	[Redacted]	Cancelled	[Refresh icon]	>
[Redacted]	[Redacted]	Ended without success	[Refresh icon]	>

- In the app "My modules", registration for a repeat exam can be booked if the whole module does not have to be booked again. The module that has to be repeated is made available for booking only to students who are entitled to take the repeat exam (the module has status "completed unsuccessfully" or "cancelled").
- Within the deadline registration for the repeat booking, the booking of the repeat exam can be deleted if necessary.