![University of Zurich logo] **Universität Zürich** UZH | **Faculty of Business, Economics and Informatics**

University of Zurich
Faculty of Business, Economics
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Factsheet Course Selection and Booking

Guidelines for Incoming Students

— Here you can find our online course catalogue. All available information referring to content, ECTS credits, exams etc. is published in the course descriptions in the course catalogue. If more information is required, a **SYLLABUS** for instance, please **CONTACT** the respective **LECTURER DIRECTLY**.

— You are free to take any courses offered by our faculty, except PhD courses if you are not a PhD student.

— Please make sure you book courses corresponding to your level of studies. Course codes containing AOEC/AINF = assessment bachelor courses 1st and 2nd semester; BO/BI = advanced bachelor courses, MO/MI/MDFOEC = master courses

— As an undergraduate student you may book a maximum of **TWO COURSES** on master level.

— At our faculty, students are generally free in their choice of courses. However, it is your own responsibility to make sure that you comply with the requirements, have sufficient previous knowledge and that **COURSES AND EXAMS DO NOT CLASH** with other courses. Please take note that we cannot offer you any assistance in searching for suitable courses.

— You are free to enroll for courses offered by other faculties and the language center. If you decide to take courses at other faculties, please contact the respective coordinator for approval. Make sure that your home university agrees to your choice.

— If you choose to attend courses at **ETH** Zurich, you may book a **MAXIMUM OF TWO COURSES**. Please be aware that the exams at ETH Zurich usually take place in August (spring semester) and February (fall semester) which might cause problems for students who cannot stay in Zurich that long. Please keep in mind that having been registered at ETH as UZH student does not result in having the same privileges as an ETH exchange student. Furthermore, ETH being a different university, we cannot offer any administrative support.

— If you book **NON-FACULTY AND/OR ETH** courses, please make sure you **DO NOT EXCEED ONE THIRD** of your total credits. Faculty course codes begin with the double digit "03".

— Exchange students are advised to book a minimum of **20 CREDITS** per semester. We do not recommend exceeding the full workload of 30 credits.

— A small number of **SEMINARS** offer a very limited number of spaces; others require an additional and **SEPARATE REGISTRATION PROCESS** (see course descriptions). Therefore, we cannot guarantee that you will receive a space as we cannot influence the admission procedures in any way.

— **COURSE BOOKING** at the Business faculty starts on **JANUARY 14, 2026**. Once you have booked your courses, exams are compulsory, unless you cancel the courses within the **CANCELLATION DEADLINE ON MARCH 10, 2026.** Missing this deadline means that the courses will be marked as "failed" in your transcript of records - even if you did not take part - and you will receive no credits (Booking instructions).

— **IF RETURNING HOME BEFORE YOUR LAST UZH EXAM**: check directly with home university whether simultaneous UZH exams with on-site proctoring are possible. If so, please contact mobility@oec.uzh.ch within the UZH module booking period for information on procedures

— **OLAT**: UZH's ONLINE **LEARNING PLATFORM** is used by all faculties to facilitate the distribution of content as well as the organization of learning and teaching processes. Please create an OLAT account and make sure you know or have your login information ready for verification. Log in here: https://lms.uzh.ch/dmz/. You will find instructions under the following link: OLAT. If you have any questions or problems regarding registration, please contact the OLAT helpline: lms-support@zi.uzh.ch.

— **TRANSCRIPTS**: please **DOWNLOAD** your transcript from the **STUDENT PORTAL**, as UZH does not send transcripts via email.

We also recommend reading following websites carefully:
https://www.oec.uzh.ch/en/international/incoming.html
https://www.oec.uzh.ch/en/international/incoming/faq.html