



**Universität  
Zürich** UZH

Faculty of Business, Economics and Informatics

# Welcome to the University of Zurich

Master Welcome Day 2024

Prof. Dr. Nick Netzer, Vice Dean Studies  
13 September 2024



# Let's connect

## Here's how:

- Follow us on Instagram (@uzh.oec)
- Comment on today's MWD post:  
Why did you choose Zurich / our Faculty for your Master's studies?
- Connect with your fellow students

## To win:

- 3x bQm vouchers of 50 Swiss francs each
- The winners will be drawn from all commenters (who also follow our Instagram account)
- Deadline for comments:  
Sunday, 15 September at midnight
- The winners will be contacted via Instagram by 18 September at the latest



# Safe the Date: Graduate Networking Event

- Tuesday, 1 October 2024, reception from 5.45 pm, the event starts at 6.15 pm (registration required; limited places),
- Get to know the Faculty and fellow students in a casual atmosphere with snacks and drinks.
- [More details](#)





# Welcome to the UZH Faculty of Business, Economics and Informatics

Hatun Metin  
Managing Director, Dean's Office

# Overview

- How to plan your studies – technical details
- Information and contacts
- Today's program



# How to plan your studies - technical details



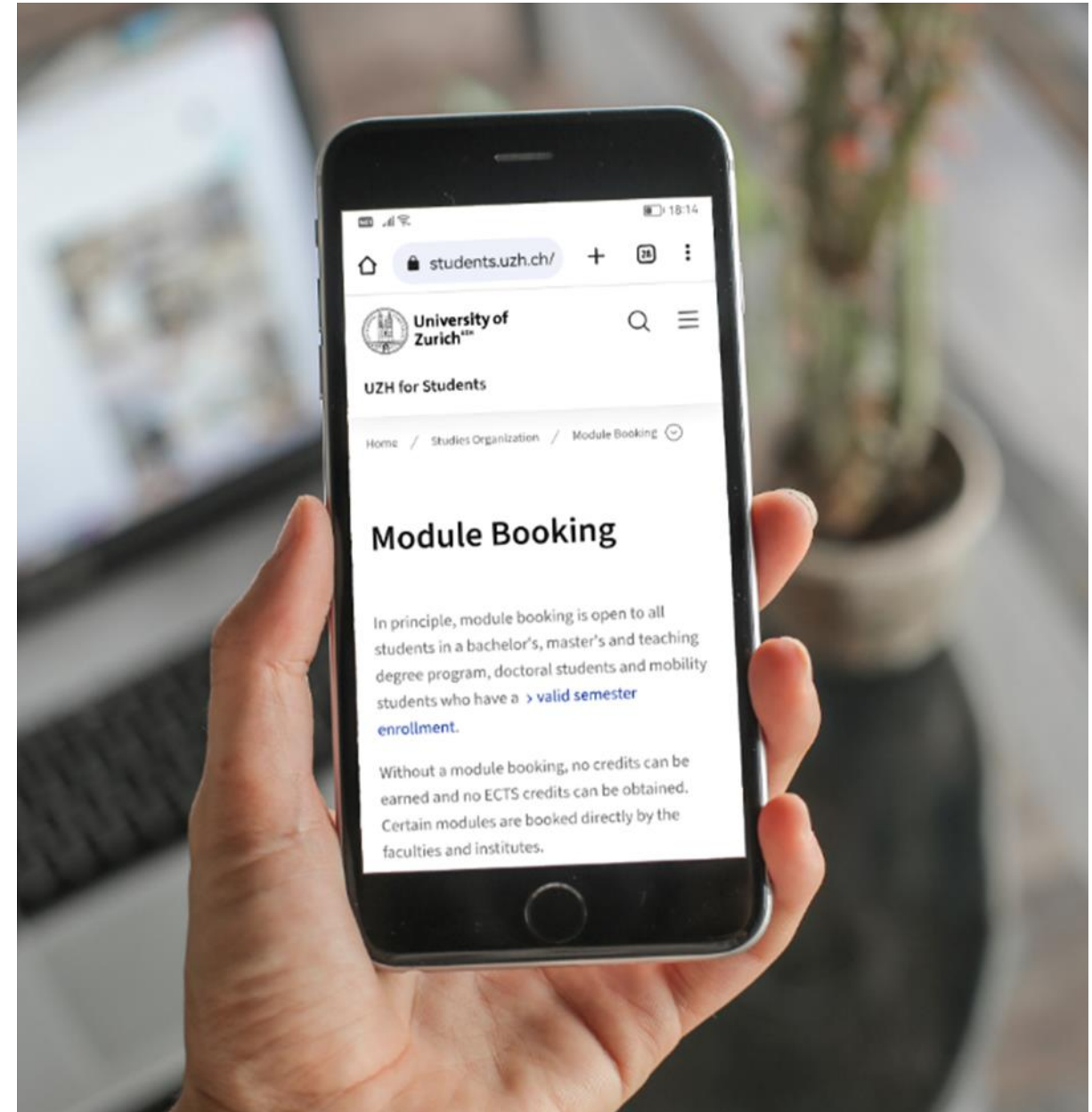
# Booking Modules (1/2)

Booking: Registration for examinations  
Deadlines: Booking and cancellation  
**starting 14 August 2024**  
**ending 8 October 2024 at midnight**

⇒ If you want a module to be credited toward your degree, you need to book it!

The deadline is binding for modules of the Faculty of Business, Economics and Informatics.

Other faculties may have other deadlines.



## Booking Modules (2/2)

**Which modules do I have to take during my studies?**

— See [Regulations](#)

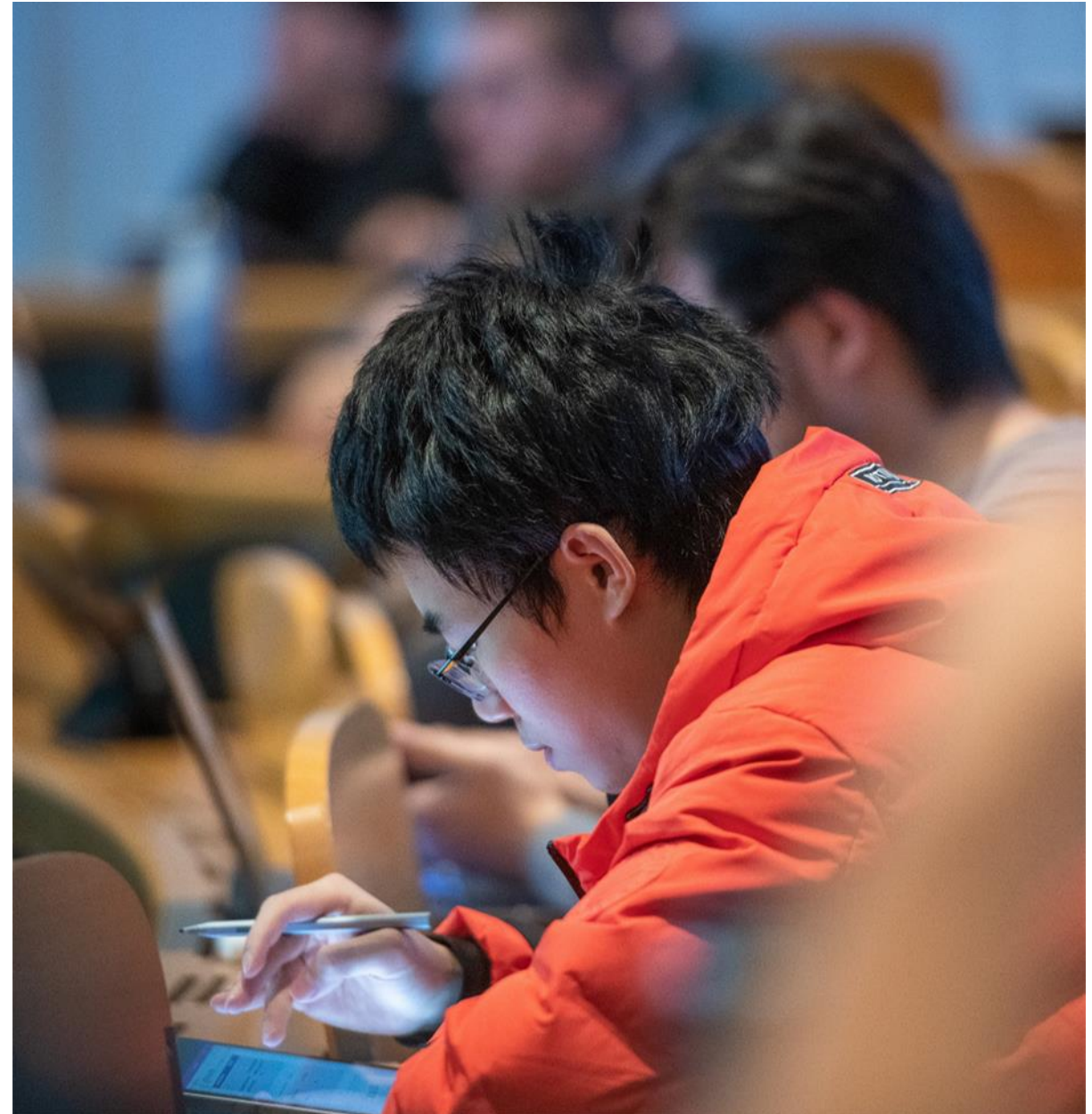
**Which modules are offered this semester?**

— See [Course catalogue](#)

**How do I book via the module booking tool?**

— [Overview](#)

— See detailed [step-by-step instructions](#)





# How to Avoid Pitfalls

- **Plan ahead! Read the course descriptions.**
- Start with your compulsory program in both major and minor (semester 1 & 2).
- Each compulsory module can only be repeated once.
- If you have been admitted with additional requirements, you must fulfil them within four semesters. Fulfil additional requirements even before compulsory modules first!
- No booking means no possibility to get a grade (no access to examinations!).
- Examinations: Remember to cancel courses. No show at examination means failed attempt.



## Information and Contacts



# Where to get information

## Regulations

- [Link](#)

## Website

- [oec.uzh.ch/en](http://oec.uzh.ch/en)
- All information on your studies
- The index links to all topics on the website

## Contact de Dean's Office

- [Dean's Office staff](#)



# Everything at a glance: Student Portal UZH

## Here you can:

- Access and **book your courses** in the course catalogue
  - Create your **personal schedule**
  - See your **exam results**
  - Download your **Transcript of Records**
  - **Withdraw from exams**
  - **Change your address**
- [Link to Student Portal UZH](#)

## Login Student Portal

The screenshot shows the UZH Student Portal interface. At the top, there is a blue navigation bar with the UZH logo and 'Home' text. Below this, a '1. Study' tab is highlighted. The main content area is a grid of service tiles. A red arrow points to the 'UZH Course Catalogue' tile in the top-left corner of the grid. The tiles include: 'UZH Course Catalogue' (with a list icon), 'Search UZH Course Catalogue' (with a magnifying glass icon), 'My Curriculum' (with a person icon), 'My Schedule Courses' (with a calendar icon), 'Noted Items & Module Booking' (with a person icon), 'My Modules' (with a book icon), 'My Transcript of Records' (with a document icon), 'My Bans' (with a person icon), 'My Documents' (with a document icon), 'OLAT' (with a document icon), 'MOOC' (with a document icon), 'Evaluation of Teaching' (with a document icon), and 'Study Progress / Restrictions' (with a document icon).

# Whom to contact first at the Dean's Office (1/2)

## E-Mail

Submission of documents and questions of all kinds:  
[deansoffice@oec.uzh.ch](mailto:deansoffice@oec.uzh.ch)

⇒ Always include your student ID number

## Telephone

Inquiries about studies (except for questions regarding Master's Admission and credit transfer and mobility programs):

+41 44 634 21 24

Mornings: Mon, Thurs, Fri, 9:30 – 11:30 am

At noon: Tue, 10:30 am – 12:30 pm

In the evening: Wed, 5 – 6 pm

## Dean's Office desk (KOL-G-207)

Opening hours Tuesdays, 2 – 4 pm

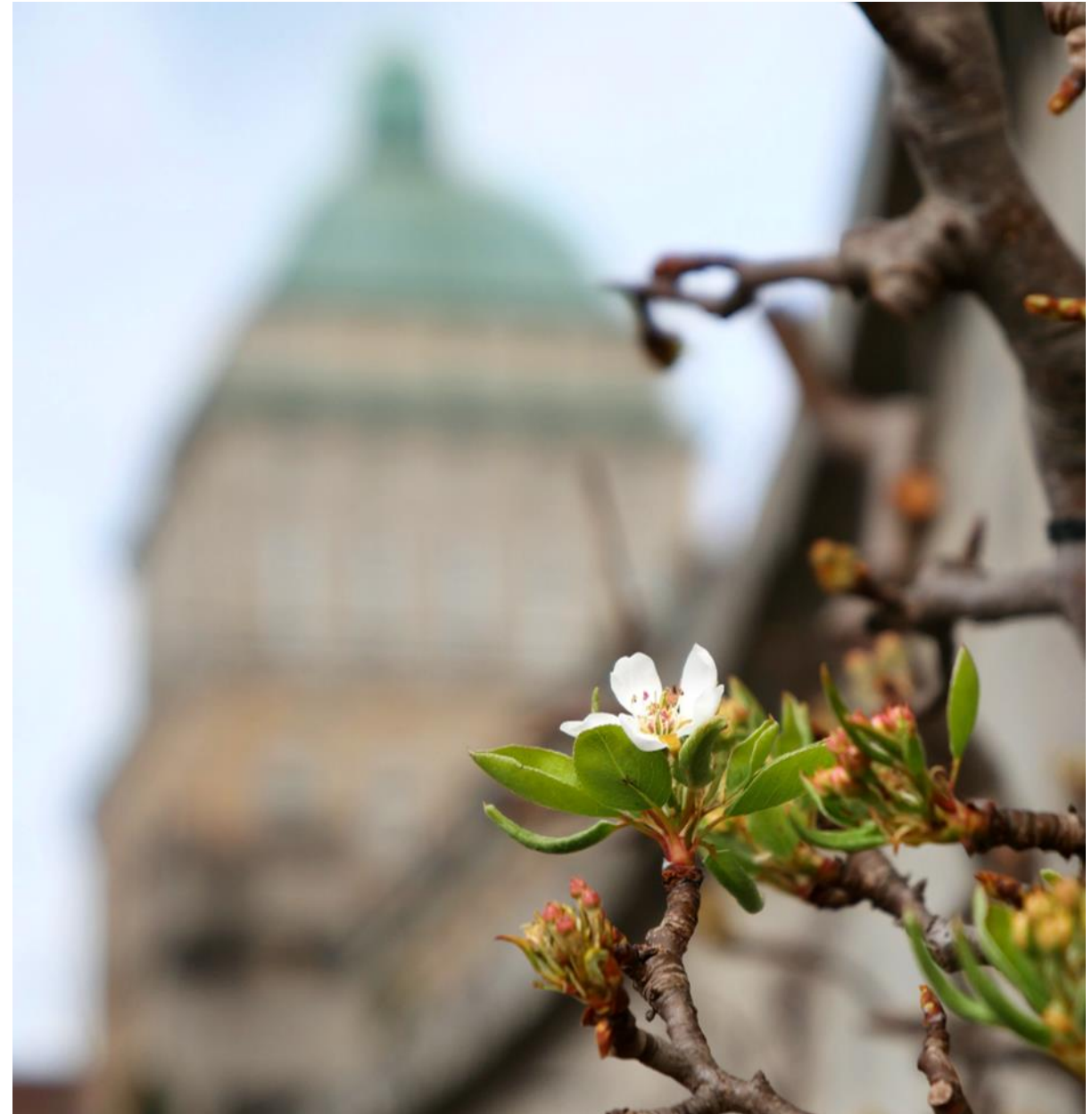


# Whom to contact first at the Dean's Office (2/2)

## Contacts (sorted alphabetically by student's surnames):

- **A to J:** Bea Girardet  
[bea.girardet@oec.uzh.ch](mailto:bea.girardet@oec.uzh.ch)
- **K to O:** Donata Mikosch  
[donata.mikosch@oec.uzh.ch](mailto:donata.mikosch@oec.uzh.ch)
- **P to S:** Richard Müller-Winter  
[richard.mueller@oec.uzh.ch](mailto:richard.mueller@oec.uzh.ch)
- **T to Z:** Susanne Erber  
[susanne.erber@oec.uzh.ch](mailto:susanne.erber@oec.uzh.ch)

⇒ Always include your student ID number



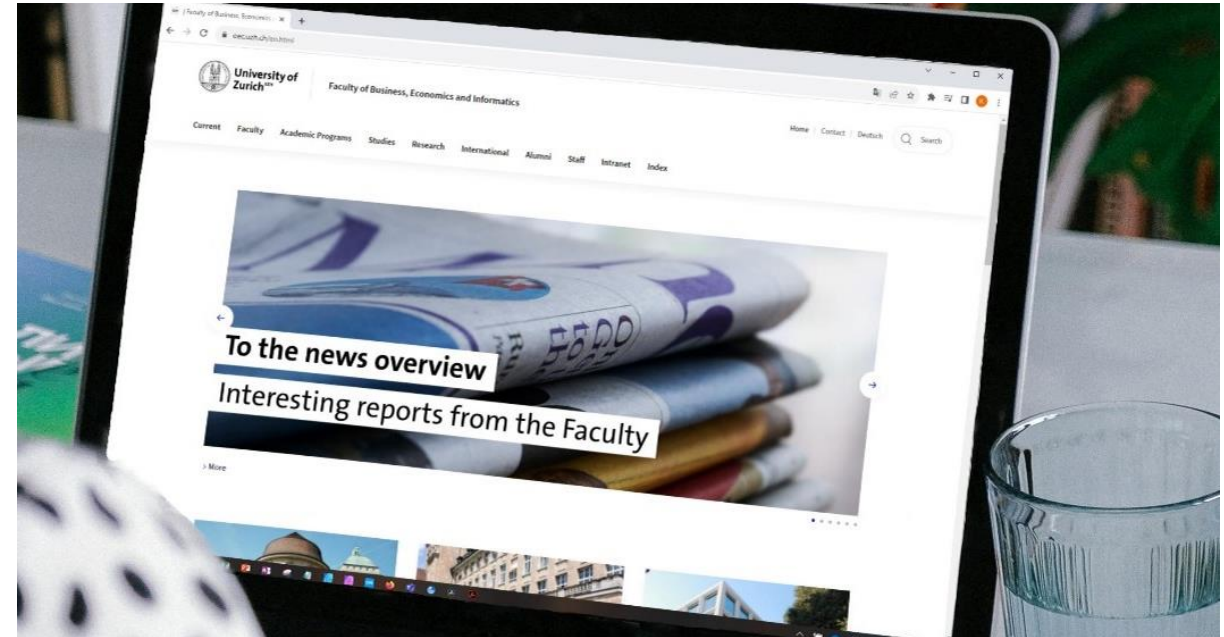
## Your UZH Mail-Account



You will regularly receive e-mails from the Dean's Office.

- E-mails are always sent to your UZH address:  
[firstname.surname@uzh.ch](mailto:firstname.surname@uzh.ch)
- Make sure you have a forward installed and check it once a week!

## Other sources of Information



- News feed and information on our website  
[www.oec.uzh.ch/news](http://www.oec.uzh.ch/news)
- Ask your fellow students, but make sure to verify rumors!





# Master Welcome Day 2024

- Meet you tutor right now
  - Campus tour
  - Lunch
  - Presentation
  - Group photo
- The event will end around 2.30 pm



# Be part of our community



All social media  
channels  
at a glance



Use **#oecuzh** to get featured



[Instagram.com/uzh.oec](https://www.instagram.com/uzh.oec)



[Linkedin.com/company/uzh-oec](https://www.linkedin.com/company/uzh-oec)

**UZH**

Download the UZH App from  
App Store / Google Play

**Questions?**

