



Module Booking from the Fall Semester 2022

Information for UZH Students of English

This document provides information on the new UZH module booking system for students of English. It presupposes that you are familiar with the **general information** available at: <https://www.zi.uzh.ch/en/support/geschaeftsapplikationen/sapplus/bookingmodules.html> and <https://www.phil.uzh.ch/en/studium/studentenservices/module-pruefungen.html>.

The **deadlines** are indicated at https://www.students.uzh.ch/en/booking/fristen_hs.html. Please take particular note of the fact that there are different deadlines for the three module types.

Module Booking for Exchange Students

The module booking process for exchange students is **different** from the process for UZH students.

Exchange students should consult the information provided in the [Inbound Students](#) section of our department website (or contact the Stay Abroad Coordinator, Nathalie Meyer: studyabroad@es.uzh.ch).

Introduction

The new module booking system introduces some major improvements (e.g. in many modules, places will be assigned on the basis of student preferences). Nevertheless, as with any new system, there may be some teething problems.

Please contact the Study Advisor, Dr. Martin Mühlheim (englishstudies@es.uzh.ch), if you encounter any such problems. We may not be able to solve all issues, but

- we will do our best to help you solve as many of these as possible; and
- we will strive to prevent the same problems from reoccurring in future semesters.

In other words, all members of staff (at the English Department, in other institutes, and at Faculty level) will be doing their best to help you navigate a booking system with which they, too, are not yet familiar: the system is new for everyone, and we depend on your patience, goodwill, and constructive feedback to be able to improve it.

Types of Modules

As of the Fall Semester 2022, there will be three different categories of modules in the booking process at UZH:

1. Booking Modules (*Buchungsmodule*)
2. Request Modules (*Anfragemodule*)
3. Application Modules (*Bewerbungsmodule*)



Below, you will see which modules offered by the English Department belong to which of these three categories. Note that **modules offered by the English Department start with the code 440** (e.g. the module code for “Introduction to English Linguistics” is 440-010; sometimes the code appears as 06SM440-010, with 06 standing for ‘Faculty of Arts and Social Sciences’ and SM standing for ‘Studienmodul,’ i.e. study module).

Cross-listed modules – i.e. modules that do not start with the code 440 but can nevertheless count toward any of the study programs offered by the English Department – are not included in the lists below. If you want to find out to which module booking type a cross-listed module belongs, you can consult the UZH course catalog. If the entry for a module mentions a “Booking period,” it is a Booking Module; if it mentions a “Request period,” it is a Request or Application module (see Fig. 1 and 2).

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Hindi Language Course I (06SM330-002)

Description Courses Requirements **Organization** Component

ORGANIZATION

Offered in: 1 Semester (Every Fall Semester)

Booking period: from We 17.08.2022 10:00 to Tu 11.10.2022 24:00

Cancellation period: from We 17.08.2022 10:00 to Tu 11.10.2022 24:00

Organization: [Asien-Orient-Institut](#)

Module Coordinator: [Angelika Malinar](#)

Fig. 1: The module “Hindi Language Course I” can count toward the Transferable Skills module group in the Bachelor and Master Major in English. However, the module code starts with 330, which means that it is a cross-listed module. Under “Organization,” one can see which institute is responsible for this module. The term “Booking period” indicates that the module “Hindi Language Course I” is a Booking Module.

Type 1: Booking Modules

At the English Department, the following modules – including all [first-year modules](#) – are Booking Modules (*Buchungsmodul*):

Bachelor

- [Introduction to English Linguistics](#)
- [English Literature: Textual Analysis](#)
- [Language Skills and Culture: Introduction](#)
- History of the English Language, Part 1: Focus on Old English
- History of the English Language, Part 2: Focus on Middle English
- Literature in Context: History and Theory*
- Writing Skills and Media Analysis
- Writing Skills and Media Analysis: Focus
- Writing Skills and Media Analysis: Explorations
- Bachelor Thesis
- all 3-ECTS lecture courses*



Master

- Methods and Theories in English Linguistics
- Readings in Literary and Critical Theory
- Writing Skills and Popular Culture
- Master Thesis
- all 3-ECTS lecture courses*

In the case of Booking Modules, **you are guaranteed a place in the module** because there is no cap on the overall number of participants for the module. However, except for those modules marked with an asterisk (*) in the list above, there will be a **cap on the individual seminar groups** (i.e. you are guaranteed a place in the *module* but may not be able to get a place in the preferred *seminar group*).

In the case of Booking Modules, places will be allocated on a first-come-first-serve basis. There are no waiting lists for Booking Modules. To switch groups within a module, you have to cancel and re-book the module. (Of course, it is only possible to switch to a group with free places.)

Type 2: Request Modules

The following modules are Request Modules (*Anfragemodule*):

Bachelor

- all Bachelor Seminars in English Literature
- all Bachelor Seminars in English Linguistics
- all colloquia (in Literature, Linguistics, and Language Skills and Culture)

Master

- all Master Seminars Literature
- all Master Seminars Linguistics
- all colloquia (in Literature, Linguistics, and Language Skills and Culture)

In the case of Request Modules, there is a cap on the number of students who can participate in the module (i.e. places are restricted). During the Request and Withdrawal Period, you can submit and prioritize requests for these types of modules. Note that the requests are not separated by program, i.e. you will be requesting and prioritizing the modules from your Major and Minor in one single list.

The best way to illustrate the basic logic is to use an example. Let’s assume your Major is English and you do not need any Request Modules from your Minor. You have decided that, this semester, you would like to attend three Bachelor Seminars: **two in Literature** and **one in Linguistics**. In this case, it would be wise not to request just two and one seminars, respectively, but to request a place in more seminars than you actually want or need to attend (i.e. that potentially suit your timetable). For example, you might consider requesting a place in say, four Bachelor Seminars in Literature (**LitA, LitB, LitC, LitD**) and three in Linguistics (**LingA, LingB, LingC**). You would then submit a request for these seven modules, ensuring that you place them in the order of your preference:

1. LitA
2. LingA
3. LitB
4. LingB
5. LingC
6. LitC
7. LitD

Procedure assignment:
During the allocation of places, the priorities defined by the students will be taken into account.

Procedure assignment:
manual place allocation

Fig. 2: The entry under “Procedure assignment” in the module description helps you distinguish between Request Modules (allocation by “priorities”) and Application Modules (“manual”).



After the end of the Request and Withdrawal Period, the places will be ‘distributed’ automatically based on an algorithm that takes into account the preferences indicated by the each student. The result will appear in the My Modules app (Fig. 3). In our example, the outcome might be as follows:

1. **LitA** → no place; waiting list
2. **LingA** ✓
3. **LitB** ✓
4. **LingB** → no place; waiting list
5. **LingC** ✓
6. **LitC** ✓
7. **LitD** ✓

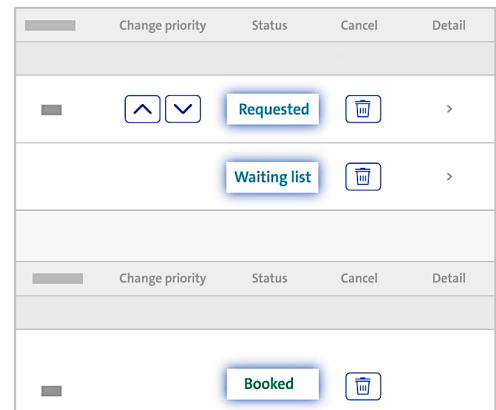


Fig. 3: The status of modules can be found in the My Modules app.

In other words, you would have received a guaranteed place in **two Linguistics seminars (LingA and LingC)** and also a place on the waiting list for the third (**LingB**). However, as you only wanted to do one Linguistics seminar, and as you would in fact have received a place in your preferred seminar (**LingA**), you would now cancel the other two, to free up the places for other students who, after all, might be waiting for them (i.e. it is important that you cancel the modules as soon as possible).

In our example, the situation in **Literature** would be a bit more complicated. On the one hand, you would have a guaranteed **place in three of the four requested seminars (LitB, LitC, LitD)**, of which you’d only need two. You could thus cancel the least favored seminar class (**LitD**), once again freeing up a place for other students. On the other hand, you yourself would also be on the waiting list for a class that you would actually prefer to **LitB and LitC** (i.e. **LitA**). **Note that you will receive an email if the status of one of your modules changes** (i.e. make sure to check your UZH email address). If, at any point during the Waiting List Progression Period, you were to receive a place in **LitA**, you would then cancel **LitC**. By contrast, if by the end of the Waiting List Progression Period you still have not received a place in **LitA**, then you’d have to stay in **LitB and LitC** (provided, of course, that you still want two Literature seminars).

Note:

- While this example uses Bachelor Seminars to illustrate how the system works, the same basic logic applies to all other Request Modules offered by the English Department. By contrast, the caveat in the next section applies to Bachelor Seminars only.
- **If a group in a Request Module has free places after all the Requests have been allocated (i.e. when there are no longer any students on the Waiting List), then the remaining places become freely bookable, until the end of the Waiting List Progression Period.**

Important Caveat for Bachelor Seminars (Literature and Linguistics)

As the name suggests, **Request Modules are requested as modules**, not as individual courses. At the English Department, this has important implications for Bachelor Seminars, due to the way in which these modules are structured.

Once again, the easiest way to explain this is by giving a concrete example. In any given Fall semester, the following Literature modules are offered as Bachelor Seminars. In the example below, each of these modules contains two themed seminar groups (i.e. there are ten courses, distributed across five modules):



Literary Histories: Renaissance and Early Modern Period

- Group 1
- Group 2

Literary Histories: The Long Nineteenth Century

- Group 3
- Group 4

Literary Histories: The Long Twentieth Century

- Group 5
- Group 6

Literary Histories: Cultural Contexts

- Group 7
- Group 8

Literary Histories: Genres and Themes in Literary and Culture

- Group 9
- Group 10

Now, let's assume that you would like to put in a Module Request for Group 1, Group 5, and Group 6. You would then have to bear the following in mind:

- **Group 1 – your first choice – is in the same module as Group 2, which you do not actually want to book at all. Still, because these two groups are in the same module (i.e. “Literary Histories: Renaissance and Early Modern Period”), you cannot request Group 1 without also requesting Group 2.** You will, however, be able to prioritize the requests, i.e. you can indicate which of the groups you prefer. Nevertheless, you may end up *not* getting a place in Group 1 (which is the one you wanted), while being allocated a place in Group 2 (which you never wanted in the first place). Should this happen, you would have to cancel the place in Group 2, thus freeing it up for others who may be waiting for it. Note that you will not be able to reapply for the module, i.e. you will definitely not get a place in Group 1.
- **Group 5 and 6 are both groups you would like to attend, but they are part of the same module. This means that you may either get a place in Group 5 or a place in Group 6, but definitely not in both groups.** In other words, even though you will be able to apply for both groups, you have to bear in mind that you will only get a place in one or the other.

This may sound a bit complicated, but **the important points to keep in mind** are:

- (a) before the Request Period starts, decide how many seminars you want to attend;
- (b) browse the course catalog to find out which seminars you like most, and then add one or two more that you would also be willing/able to attend (in case you don't get a place in the preferred seminar(s));
- (c) check if the groups you have chosen are in the same or in different modules, and remember that you can only get a place in one group per module;
- (d) during the Request Period, submit your Module Requests, in order of preference (i.e. prioritizing the modules, from most preferred to least preferred, and also prioritizing the groups within each module);
- (e) during the Waiting List Progression Period, check your UZH email to see if there have been any status changes to your module bookings, and cancel any that you do not want (i.e. you may receive more places than you need and/or places in groups that you never wanted).



Type 3: Application Modules

The following modules are Application Modules (*Bewerbungsmodule*):

Bachelor

- Guided Reading in Literary Studies
- Stay Abroad Portfolio
- Excursions (usually)

Master

- Documented Independent Project
- Excursions (usually)
- Independent Reading: Critical Debates
- Language Skills for Teachers
- Short Internships
- Stay Abroad: Research-Based Report

In the case of Application Modules, submitting a Module Application involves uploading some additional material (i.e. when selecting the module via the Noted Items & Module Booking app, you will also have to upload a PDF document). What exactly you have to upload is specified in the UZH course catalog; each Application Module has its own requirements, so you have to make sure that you submit the correct PDF document when applying for any of these modules.

As usual, it helps to look at concrete examples:

- In the case of “Guided Reading in Literary Studies” you will have to upload a written confirmation by a professor (e.g. email) which states that they are happy to be your examiner.
- In the case of “Language Skills for Teachers” you will have to upload a PDF that documents your current enrolment status and which states which of the two classes you would prefer to take. Students who are already enrolled in the *Lehrdiplom* will be given priority over Master students (i.e. the – limited – places will first be assigned to the *Lehrdiplom* candidates; only if there are places left will Master students be admitted as well).

Who to Contact?

As noted earlier, the module booking system is new for everyone, so please do not hesitate to ask for advice – prior to the Booking / Request Periods, if you feel that this would help, or later, if you encounter any problems along the way. We will do our best to help, as far as is possible.