

## Regulations: Room scheduling and administration Allocation of Rectorate rooms <sup>1</sup>

Cluster 1: Policies	
E	Standard situation: A course should take place in the same room over the entire semester.
E	Lecturers have no right to a specific room or a room in a specific building. If special equipment or infrastructure are required this will naturally be taken into account in room allocation.
E	Courses with large student numbers have priority with regard to large auditoriums. The Schedule Office has the right to change reservations without discussing this with lecturers first.
E	Courses with more than c. 350 participants have priority with regard to rooms equipped for video transmission, in case they require it.
E	During the semester teaching takes priority over other events (e.g. conferences). Reservations in connection with teaching will not be changed because of other events.  Exceptions to this are rooms specially designated for other events.
E	To optimise room use the Schedule Office retains the right to change course reservations in the planning phase and up to the end of the first week of the semester, if necessary and useful.
N	Every degree programme must plan large classes to take place from 16.00–18.00 once or twice weekly, in order to better utilise large-room capacity in the late afternoon.
N	Rooms will only be reserved for the actual teaching time. Any required preparation or wrap-up time must be planned during a 2-hour block. Exception: physics experiments
Cluster 2: Moving from one campus or building to another	
E	Moving from one campus or building to another: Primarily lecturers should move, not students.
E	Change of campus or building: A maximum of once per day  This is really steerable only during the first two years of study. After that it is generally not, due to the large number of electives.
N	Changing locations requires a 2-hour break or combination with a 1- or 3-hour class.
Cluster 3: Block on bookings to cover fluctuations at the beginning of the semester	
E	Non-course events (e.g. conferences) should not take place during the semester or during examination sessions.
N	After the semester programme has been published, a group of specially designated rooms will be made available from 16.00 onwards for internal events.
E	Block on bookings for individual reservations (courses and non-course events):  Semester:                      During normal teaching times (8.00–18.00): Reservations are blocked until the third week of the semester or 10 days before the event  Examination session:      No reservations are possible in rooms blocked for examinations until publication of the examination schedule

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Cluster 4: Regular versus irregular reservations	
E	<p>During the planning phase only regular reservations are permitted (special case: block courses), and no individual reservations.</p> <p>Special note: No circumvention of this rule by cancelling several individual reservations from a regular booking is allowed.</p>
E	<p>Individual reservations for block courses and full-day events: Will be made by the Schedule Office.</p> <p>Selected seminar rooms are available for block courses and half-day/full-day courses.</p>
E	<p>Rooms must be booked in as compact a way as possible. The Schedule Office or the schedule coordinators must look out for gaps with the intention of filling them by shifting courses, to free up large blocks of time for (e.g.) full-day courses or other events (conferences etc.).</p>
E	<p>Half-semester courses must be optimised by (for example) seeing that the classes of a course in the first half of the semester take place in the same room as the classes of another course in the second half of the semester. This is irrespective of whether these classes involve the same degree programme or the same lecturers.</p>
E	<p>Courses which take place every two weeks must be optimised by seeing that two courses take place alternately in the same room. This is irrespective of whether these involve the same degree programme or the same lecturers.</p>
N	<p>“Gap-filling” reservations for 2-hour courses at uneven times (e.g. 9.00–11.00, 13.00–15.00) are not permitted.</p>
N	<p>1-hour courses must take place in combination with a different 1-hour course within a 2-hour block.</p> <p>3-hour courses must take place either at the beginning of the day (8.00–12.00 / two 2-hour blocks) or at the end of the day (14.00–18.00 / two 2-hour blocks).</p> <p>1- and 3-hour courses must as far as possible be combined to fill two 2-hour blocks.</p>
Cluster 5: Distribution during the week	
E	<p>Courses must be distributed as evenly as possible over the week (per degree programme / semester). Completely filled or nearly empty days must be avoided.</p>
N	<p>Distribution and full capacity utilisation over all weekdays and half-days (Monday to Friday / mornings and afternoons)</p>
N	<p>Courses must begin at 8.00 or 10.00 and end at 16.00 or 18.00 with the aim of distributing lunch breaks during the day and optimising room capacity utilisation.</p>
Cluster 6: Lunch break possibilities	
N	<p>Lunch breaks with the chance of a warm meal must be made possible between 11.00 and 15.00.</p>
N	<p>In the first four semesters 6-hour blocks with no lunch break must be avoided.</p>
N	<p>In a department’s own rooms, e.g. where laboratory practicals are involved, a lunch break can be planned by deploying uneven hourly blocks.</p>

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