

## GUIDELINES FOR ROOM BOOKING

Approved by the University College Director 15.04.2016

1. VUC have:

- Lecture rooms
- Specialist rooms – rooms adapted to suit special teaching arrangements for various student groups and which are at the disposal of the faculties
- Group rooms – students can make reservations for these via a website

2. Updated room overview [here](#)

3. VUC uses TimeEdit software for the booking of lecture and group rooms.

4. The plan for the overall room schedule is drawn up by a central room booker. All room requirements must be registered at [rombooking@hivolda.no](mailto:rombooking@hivolda.no) within the stated deadlines.

- For the autumn semester the following deadlines apply:  
Requests for room requirements by 15 May.  
The overall room programme for the autumn semester is published on 15 June.
- For the spring semester the following deadlines apply:  
Requests for room requirements by 15 October.  
The overall room programme for the autumn semester is published on 15 November.

5. The rooms will be available for ad-hoc reservations in accordance with the following dates:

- For the autumn semester: 1 September
- For the spring semester: 15 January

After these dates the faculties are free to make reservations for vacant lecture rooms.

6. Key individuals in each faculty will have access to register the names of lecturers and other details throughout the academic year. After set dates, these key individuals may also alter room bookings and make ad-hoc reservations for both the autumn and spring semesters.

7. Major annual college events such as Forskningsdagene, Utdanningsdagene, Karrieredagene, examinations and large-scale seminars and conferences under the auspices of VUC have first priority when it comes to the use of rooms, but the reservations must be made in collaboration with the faculties involved.

8. Room booking must be made in two-hour units, starting at 08.15 or 10.15, 12.15 etc

- Regular teaching starts at 08.15.
- Day-seminars and lecture programmes that last more than 7 hours (including lunch break) may be reserved from 09.15.

9. Reservations that it is clear are not going to be used must be deleted immediately.

10. Only genuine lecturing and teaching sessions can be booked – no reservations shall be made if they do not involve genuine teaching programmes – this applies also to possible lunch breaks.

11. Lecture rooms must only be reserved for teaching purposes, not for group work.

12. When a room is booked, the normal procedure is to use the name of the course in question (not the activity and/or the name of the lecturer). Students are linked to courses, not activities. Students must be able to download their teaching plan via websites or as an app.