



Guidelines for facility booking 1 (2)

Faculty of Medicine/Meilahti Campus

Discussed by the senior leadership of the degree programmes in October 2024 and the Faculty management group on 23 October 2024

Guidelines for facility booking at the Faculty of Medicine

1.1 Background

Ground rules for facility booking on Meilahti Campus were drawn up in 2017. As the Faculty's field of education expands, the number of teaching sessions is growing, while the number of teaching facilities is decreasing as a result of reforms. At the same time, teaching is becoming increasingly diverse through a range of teaching methods founded on web-based learning. These guidelines elaborate on and update the previous rules.

The Faculty's goal is to reduce facility costs, and compliance with common guidelines enables efficient facility use.

The guidelines for facility booking will be reviewed in autumn 2024 by the degree programme leadership and the Faculty management group, after which staff will be informed of them.

The Faculty of Medicine has drawn up [guidelines for timetabling](#), which include templates and the schedule for timetabling as well as instructions for distributing information on timetable changes.

1.2 Overview

From the perspective of facility booking, all degree programmes are equal. The programmes must be flexible in terms of facility booking and comply with jointly agreed guidelines.

Teaching is primarily organised on Meilahti Campus. If necessary, teaching can also be organised on other campuses.

Facility booking prioritises teaching over other facility use. Bookings for teaching facilities are made before access to the facilities is granted to other internal users or external parties. This practice supports the provision of high-quality teaching.

Kommentoimut [LV1]: Tulkitsin näin, onko oikein?

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1.3 Guidelines

- a) All degree programmes are equal in terms of facility booking.
- b) All campus facilities are utilised for teaching.
- c) Facilities meeting specific needs must be provided for teaching with special facility requirements (e.g., manual skills or laboratory instruction).
 - i. Special facilities are booked in cooperation with course and education coordinators, taking the needs of all degree programmes into account.
 - ii. The timetables for teaching that requires special facilities must be delivered as early as possible to timetabling officers.
- d) Teaching bookings can and should take advantage of the full opening hours of the building (not only between 8.00 and 16.00).
- e) Short two-hour sessions should be scheduled in the following slots:
 - i. 8.00–10.00
 - ii. 10.00–12.00 NB! Students must have time for lunch.
 - iii. 12–14 or 13–15 NB! Students must have time for lunch.
 - iv. 14.00– or 15.00–

Teaching should not be scheduled to begin or end at half past the hour (e.g., 8.30–10.30), since this will incur facility costs for three hours, while also hindering the organisation of other teaching. This does not apply to reservations made for exams.
- f) Teaching facilities must be booked in proportion to the number of participants.
 - i. Group size information must be correctly indicated in connection with timetabling.
- g) If a suitable/agreed teaching space cannot be found, in exceptional cases, you can inquire about available spaces from HUS through the academic affairs coordinators.
- h) When facility-related challenges arise in the planning and implementation of teaching, consider whether teaching can be organised online instead of on site, provided that it makes pedagogical sense and no suitable facilities are available.
- i) Organising full-day teaching sessions on other campuses must be considered.
 - i. Avoid the need to travel from one campus to another between shorter teaching sessions.
- j) Cancellations must be made without delay.
- k) Facilities must not be booked 'just in case'.
- l) If parties with overlapping facility needs cannot reach an understanding, the vice-dean for academic affairs will decide on their prioritisation.