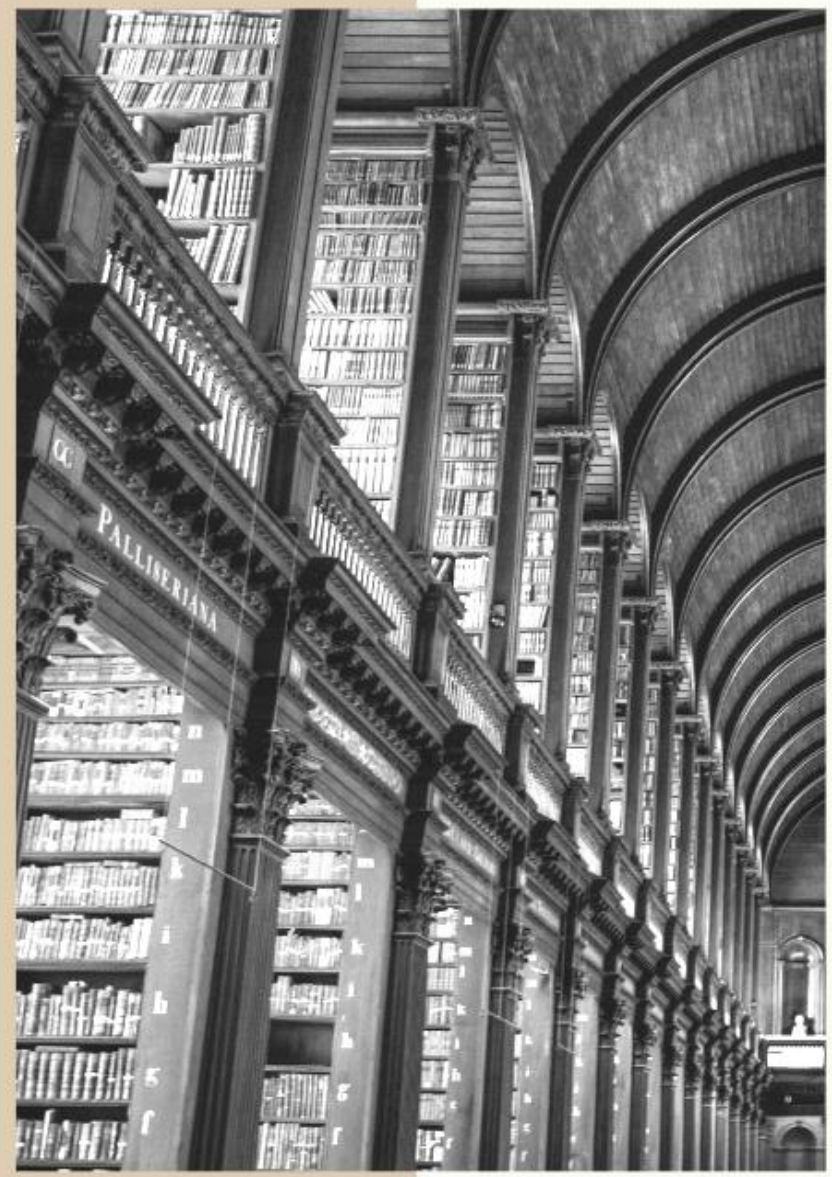


ROOM BOOKING WORKSHOP

Office of the Registrar

ITEMS FOR DISCUSSION

PLAN FOR THE MEETING

- Introduction
- How can I book? (Instructions)
- Can I see bookings?
- Room Booking Guide or Rules for room reservation
- Problems and Recommendations to solve them
- Academic Space Allocation Committee
- Discussion



CENTRALIZED ROOM BOOKING

AIMS TO USE THE CAMPUS ACADEMIC SPACE IN A PROPER AND CONSISTENT MANNER MAKING IT AVAILABLE FOR ALL THE MEMBERS OF NU COMMUNITY.

- It is a home-built system for an online room reservation on campus, applicable to academic space.
- Established in 2019 as a centralized booking system upon the President decision
- 101 – Lecture rooms
- 48 – Individual study rooms and Tutorial rooms
- 30 – Computer labs
- 78 – Labs

7 - Halls and 2 – Ball Rooms

HOW CAN I BOOK?



Log in My NU portal

Access to the class booking

Send a request

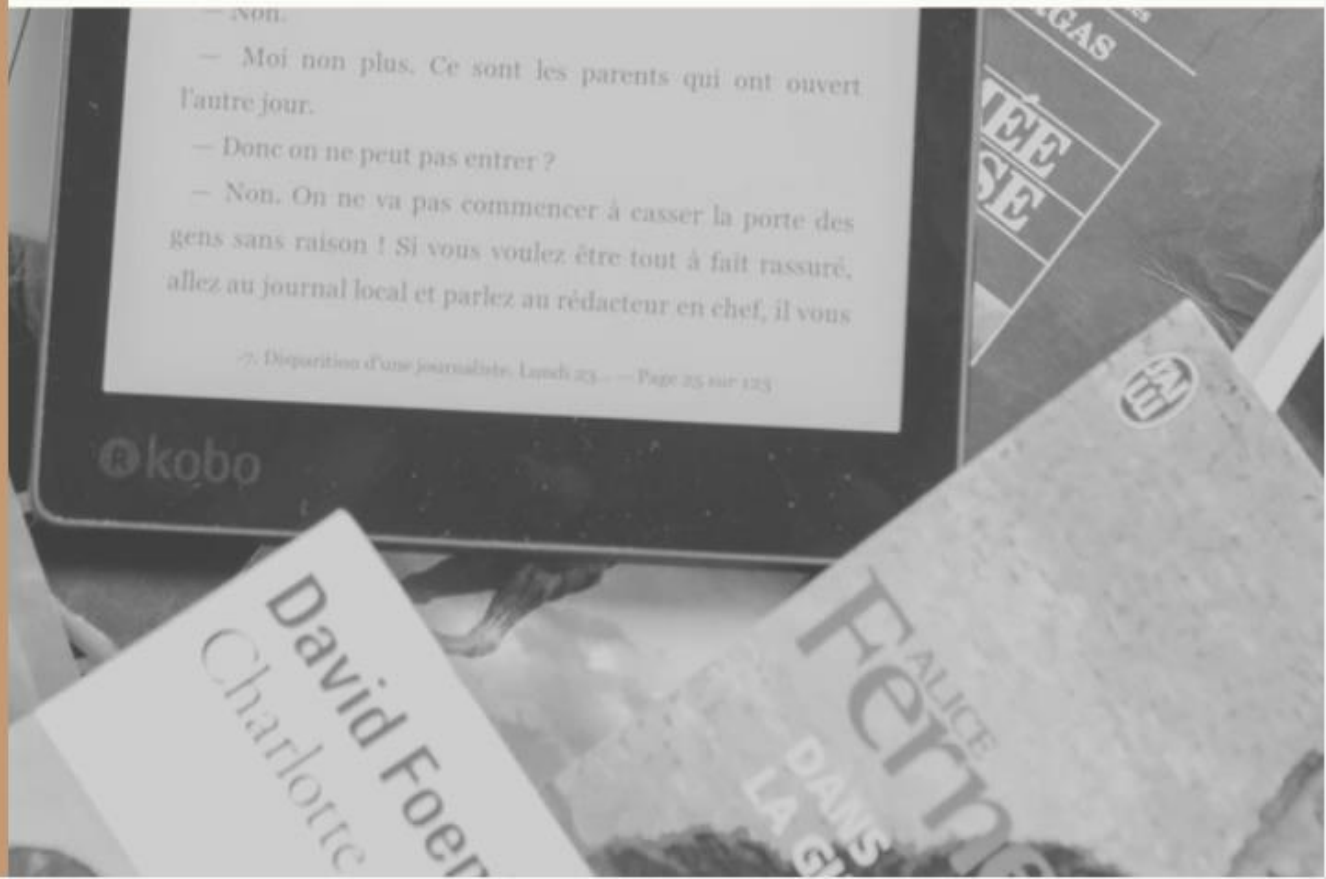
Receive a confirming email

INSTRUCTIONS FOR BOOKING

ROOM BOOKING VIEW GRID

LOG IN
WWW.REGISTRAR.NU.EDU.KZ
–> ROOM RESERVATION –>
CLICK THE ROOM IN THE
LIST AND CHOOSE THE DATE







RULES FOR ROOM RESERVATION

ROOM BOOKING GUIDE

- During the first two weeks of semester, OR does not fulfill requests for non-course events because this period is always a critical time of shifting enrollments for courses.
- Reservations are limited to 4 hours per person per day. Special arrangements may be possible depending on the reservation purpose.
- Main Hall is reserved by writing a Memo to EVP in Directum.
- Rooms can be booked up to one month
- Individual study rooms can be booked up to one week following the request.
- Using computer labs remotely requires the room booking team's confirmation
- Due to the nature of study programs and events conducted in Block C3 by relevant graduate Schools, the first priority is given to their faculty and graduate students
- Individual study rooms in the Library extension can be booked up to 3 hours per day. Library individual study rooms are available for booking from Monday to Friday during 9.00 am and 5.00 pm.

Penalties

Anyone who shows disregard to these instructions is subject to the following measures

. Oral or written warning	*Black listed until further notice*	*Disciplinary action as per clause 32*

Using the rooms for any purposes breaching Student Code of Conduct and NU Ethics Policy are subject to non-academic disciplinary case reported by a member of NU community including security, staff, etc

Problems and Recommendations to solve them

PROBLEMS

- Keys of the rooms
- Changing the order of the furniture in the classroom
- Students caught in inappropriate action
- Prepare the room for the lesson

RECOMMENDATIONS

- Keys are always available at the reception desk at the entrance to the Block. Everybody can pick them up
- It is advised to hang notices on the wall stating this
- Student ID should be submitted when taking the keys .
  Light in the corridor turned on until the last reservation finishes.
  Doors should be kept unlocked
- School managers or TA prepare the room before the start of the lesson



Academic Classroom Allocation and Monitoring Committee of the Academic Council of the autonomous organization of education Nazarbayev University

ACADEMIC CLASSROOM ALLOCATION AND MONITORING COMMITTEE

- *The Committee is a standing body of Academic Council that monitors academic classroom spaces, and provides a formal process for interaction between independent units of the University in order to improve the allocation of classroom space and contribute to the achievement of University strategic objectives*

- Co-Chairs: Rebecca Lee Carter and KipshakovArgin Myktybayevich