

Studiobooking Regulation Wintersemester 2017/18

BA Home Studio	US 11, US 10 and IKS 2
SODA Home Studio	US 8 and US 9
MAC Home Studio	US 12 and IKS 1
Free Studios (open for all programs)	US 3, SEM 2 and IKS 4

The so called 'free' Studios are for Students of all programs, if nothing different is written in its calendar.

These free studios can be booked by any HZT student, except for weeks where they are marked as Priority Studio for only one of the 3 study programs (for example; the MA programs get on top of their Home Studios additional Priority Studios before their final MA presentations or the BA program has extra priority studios before/ during their festival in April).

Exceptions for Wintersemester 2017/2018

	16. 10 till 21.10 (9am till 5pm)	22.10 till 31.10 whole day	23. Oktober till 17. December	01.11.2017 till 30.11.2017 whole day	6.11 2017 till 17.12.2017	16. November till 22. December	02.01.2018 till 31.01. 2018
BA						US 9, US 10 and IKS 2	
SODA			US 3, SEM 2 outside of classes, US 8, US 9		US 14	US 11, US 8	
MAC	US 15 Heizhaus, US12, IKS 1	US 15 (Heizhaus), US12, IKS 1		US 15 Heizhaus, US12, IKS 1		US 12 and IKS 1	US 6, IKS 1

These are the Studio Booking Rules. You can book:

- Your own programs Home Studios: Always
- Your own programs Priority Studios (when marked in the calendar): Always
- 'Free' Studios (HZT studios that are neither Home nor Priority Studios): Always
- Another programs Home or Priority Studio: only 7 days in advance
- Alumni can book any left over studio time only 3 days in advance

For the weeks that a studio is marked as Priority Studio for one particular study program, the booking rules are the same as if it was a Home Studio of that program.

Every studio booking that is not booked within these rules will be deleted from the calendar

Please remember to write down your first and surname and the year you are in (or Alumni) when you make a booking in the Google calendar.

If you have questions about studio booking, please send an email to:

studio_booking@hztberlin.de