

Timetable Coordinators (SPK)

- are appointed as representatives of their faculties by the dean of studies and are involved in the working group on teaching room management at the TU Wien. It is within the SPK's authority to intervene in bookings that:
- have booked a total of time slots that are significantly (>30%) above the calculated space requirement
- do not adhere to the time slots (time raster)
- block other bookings by deviating from the usual time grids
- are responsible for coordinating online and on-site appointments

Time raster

- all bookings should start and end at full hours
- the first 15 minutes are used as switch time, so that the course booked from 10 to 12 o'clock actually takes place from 10:15 to 12:00 o'clock

Semester lecture hall

- Lecture hall for students of a specific study programme and semester, in which all mandatory courses take place.
- reservations are coordinated primarily by SPK and ZLLRM
- marked in TISS with the short form of the study programme

Reactivated reservation

- after the end of Phase I, lecturers at the institutes themselves can reactivate their courses (which have not yet been reactivated by the SPK for the coming academic year) or create new courses if required. Reservations from the previous academic year can be taken over for the coming academic year as part of the reactivation in phase II.

Reoccurring course

- a reoccurring course is a series of appointments that are necessary for a course to be held in its entirety. It is not relevant how these appointments are organised in the semester or how they are booked in TISS. It can be a series of single appointments, blocked appointments or a series of weekly appointments.

Parallel course

- should be booked by the SPK in Phase I if possible
- examination dates or courses that take place in parallel in several lecture halls

Collective course

- courses held at the same time and combined for several study programmes

Collective examination date

- examination dates held simultaneously for several study programmes.
- all examination dates are booked in red in TISS

Group date

- appear in green in TISS
- group dates are to be booked as such and not entered as courses.
- these appointments are only visible to students in the timetable as group dates for the relevant group.

General reservation (excluding SPK reservations)

- grey reservations have the lowest priority, except for those with the prefix SPK
- are often placeholders for exams or internal meetings

Institutes and organizations

- are booked in TISS in purple
- internal or external events
- must be booked via event service
- conferences, meetings, external lectures