

Instructions on time slot bookings through ILIAS (students):

Before entering one of TH Köln's buildings, all students need to book a time slot through ILIAS. This is to be done in addition to a possible registration for a specific class. This also includes students on TH Köln's Leverkusen Campus.

How to book a time slot:

Log in to ILIAS and go to the tab »Magazin«, then select »Magazin-Einstiegsseite«. Under the header »Services« you will find the section »Zugangsbuchungen Gebäude«. Find your campus, then select the building for which you want to book a time slot. Click on »Aktionen«, then select »Buchen«. You can then select as many 60-minute time slots as you need to cover the time you are planning to spend in the respective building. Click on »Buchung vornehmen« to confirm your selection.

The following buildings are assigned to the respective campuses:

Deutz Campus

Altbau

Entrance Northern hall (*Halle Nord*)

Southern / Eastern Hall (*Halle Süd/Ost*)

Western hall (*Halle West*)

Main Building (*Hochhaus*)

Kalk: Robertstraße 2

Computer work stations in the computer lab (*Hochhaus*)

Mülheim Site

Schanzenstraße 22

Schanzenstraße 28

Gummersbach Campus

Main building A

Building B

Building LC4 (Library)

Building LC6

Rospestraße 1a

Metabolon (Lindlar)

Metabolon

Leverkusen Campus

TH Köln's rooms at Chempark

Südstadt Campus

Claudiusstraße 1

Maternusstraße 23

Sachsenring 2-4

Ubierring 40

Ubierring 48

Ubierring 48a

Once you have booked your time slot and the confirmation is displayed, take a **screen shot or photo or print the page**. Make sure that your name, the building and the time slot are visible. When inside the building, you need to be able to present this document upon request.

Date: October 2020

Additional information

- Please note that you are only allowed to book time slots **for yourself** and for the times you are planning to spend on campus. In addition, you are required to provide information on the reason of your presence inside the buildings (e.g. which classes you are attending, work as a student assistant etc.) upon request. If asked, please also state in which room you will be spending the majority of your time on-campus.
- Please note that bookings are only possible until shortly before the beginning of the respective hour of the day.
- **It is not allowed to enter a building without a booked time slot.** Specially trained guides are present in the buildings to ensure that regulations concerning **face masks** and physical distancing are observed. These guides are also entitled to verify if you have a valid booking. Upon request, please show your ILIAS booking which is available in the »Reservierungen« tab. While on TH Köln's premises, please carry this document as well as your **MultiCa** with you at all times.
- For study or work spaces in the library or computer lab, an additional booking is necessary.
- **Terms of Privacy:** Any information provided in ILIAS will be deleted after four weeks.
- **Legal basis:** German Infection Protection Act (Bundesinfektionsschutzgesetz) as amended on May 19, 2020, sect. 10 of the Infection Protection and Authorization Act of North Rhine-Westphalia (Infektionsschutz- und Befugnisgesetzes des Landes NRW) of April 14, 2020 and the Coronavirus Protection Regulation of North Rhine-Westphalia (Coronaschutzverordnung des Landes NRW) as amended on October 17, 2020.



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