Rules regarding the Simulation Lab.

The CCC-UAM has a simulation lab with 19 PCs and an electronic board. This capacity must be taken into account by the teachers so as to not make classes unteachable for space issues.

The opening hours of the room is, exclusively, working days from 9:00 to 16:00, from Monday to Friday.

The simulation lab can be reserved by any professor or PAS of the Universidad Autónoma de Madrid or associated Centers, only with academic purposes.

The academic level for which the lab is dedicated is exclusively third-cycle, or, if justified enough, lower cycles for which it can be proved that the usual computer rooms of the UAM can not be used. Courses to form UAM or associated center’s staff can also be taught, if the conditions of said courses require so.

UAM users must request the reservation of the room with no less than 10 working days before the course’s starting date. For this reservation it is needed to fill a form in our webpage.

Sending said form does not mean the acceptance of the course: the request will be evaluated by the direction of the CCC-UAM, and then communicated to the solicitant. Once accepted, any modification with respect to the reservation must be communicated with no less than ten working days before the start of the course. The CCC-UAM is not responsible for the inconvenients derived from not complying with this term.

If the course would no longer take place, it is the solicitant’s duty to communicate it to the CCC-UAM before the course’s starting date. Not complying with this rule might be a cause for denying future requests.

The installation of any software may be requested, as long as it does not violate any rights acquired by the owner of said software, having to provide the CCC-UAM the documents in relation to the right to install it. The aforementioned software will be installed if and only if there are ten working days for its installation prior to the beginning of the course. Any further modifications must be accepted by the direction of the CCC-UAM.

Any additional request related to teaching, not having to do with installation of computers must be indicated to the person responsible for the room, at least fifteen days before the course starts.

The teacher will be responsible for the appropriate usage of the room, identifying those students misusing either the equipment or the facilities. This includes actions against IT equipment of the UAM or external. Given the complexity of discerning whether a student is perpetrating a computer attack, the professor will need to know at every time which student is using which computer, to demand suitable actions.

The CCC-UAM will take responsibility for the installation of the requested programs, and will notify the teacher if any circumstances were impeding it. It is the teacher’s responsibility knowing how these programs work. Here it is included from the ofimatic to scientific, videocalls, etc. The CCC-UAM will not be responsible for external elements such as wireless networks, operative systems not often installed by the CCC-UAM, etc.

Any damage caused or detected in the room must be communicated to the person responsible of the room, as soon as possible, so that it can be fixed.

The appropriate usage of the videocall, microphone or electronic whiteboard will be responsibility of the professor, who will be shown how to use them when needed.
Installing or modifying any component of the room without authorization is not allowed. In particular, no hardware configuration of the equipment is to be modified. In this sense, it is not permitted the connection of external equipment to the UAM data network, unless authorized by the person in charge of the room.

The teacher in charge of the course must notify the students that computers might be reinstalled without notice, so that students store their data in external resources (pendrives, cloud accounts, etc).

Opening the room will take place, under request of the responsible teacher, between ten minutes before the class and 5 minutes after it.

The teacher in charge will communicate the person responsible for the room the expected break times. During these breaks, if both the students and the professor will leave the room, its door must be closed. The person responsible for the room will have to open it upon coming back from the break.

Under no circumstances the key to the room will be handed to the professor.

Upon finalizing the class, the professor in charge will notify the person responsible so he/she can close the room.

For energy saving purposes, computers must be turned off after finishing every class, unless the contrary is asked, in which case the CCC will not be responsible for the damage caused by the open session, or their misuse.