



Rules regarding the Simulation Lab.

The CCC-UAM has a simulation lab with 18 PC spots and an electronic whiteboard. The spatial capacity of the lab must be considered when requesting usage of the lab.

The business hours of the simulation lab are between 9:00 and 16:00, Monday to Friday. The simulation lab will be closed on holidays.

The simulation lab may be reserved by any PDI or PTGAS affiliated to the Universidad Autónoma de Madrid or one of its associated centers. The reservation is subject exclusively to teaching purposes.

Teaching in the simulation lab is exclusively dedicated to graduate education and superior. Exceptionally, it may be used for undergraduate teaching, provided that conventional computer labs in the UAM have been deemed unusable. Training courses for the UAM and associated centers personnel may also take place in the simulation lab when the conditions of the course require so.

The reservation must be placed at least ten working days before the course's starting date. The reservation form is available at the CCC-UAM web page.

The reservation form will be evaluated by the CCC-UAM direction, and the decision of acceptance or denial will then be communicated to the applicant. Once accepted, any modification to the characteristics of the lab must be communicated to the CCC-UAM at least ten working days before the course's starting date.

In the event that the course is no longer taking place, the applicant must communicate so to the CCC-UAM before the course's starting date. Non-compliance with this rule may entail the denial of service in future applications.

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 required software will be installed provided that there are at least ten working days to perform the installation. Any modification past that time must be accepted by the CCC-UAM direction.

Further needs unrelated to the computer status but regarding the teaching must be communicated at least fifteen working days before the course's starting date.

The applicant is responsible for the correct use of the simulation lab, identifying any person who misuses the computers or the facilities. This point regards any action taken against any computer system, being property of the UAM or external. Due to the complexity to recognize a hacking attack, the applicant must identify who is using the PC at each post at all moments, in order to take appropriate measures.

The CCC-UAM will be responsible for the installation of the requested software, notifying the applicant of any hindrance in the process. The responsibility of knowing the correct functioning of the programs lies with the applicant. This includes ofimatic



software, scientific software, videocalls, etc. The CCC-UAM will not take responsibility for external elements, such as wireless networks or operative systems not managed by the CCC-UAM.

Any damage caused or detected in the simulation lab must be communicated to the person responsible for the room as soon as possible in order to provide a solution.

The appropriate usage of the videocall system, the microphone or the electronic whiteboard will be responsibility of the applicant, who will be shown the correct way of functioning if required.

Any installation or modification to any component of the simulation lab is prohibited, except in the event that the CCC-UAM authorizes it. In particular, no modification to the hardware configuration of the systems will take place. No external system is allowed to connect to the UAM network, with the exception of those authorized by the CCC-UAM.

The teacher responsible for the course must notify the students of the impending restoration and reinstalling of the computers, so they are able to store their data in external services, such as external hard-drives, USB sticks or cloud platforms.

The room will be opened to the applicant in the lapse of time between ten minutes before the start of the course and five minutes after the start.

The teacher in charge will notify the CCC-UAM about the expected break times. If the simulation lab is left empty during these breaks, the teacher must leave the door closed and ask for it to be opened by the end of the break.

Under no circumstance the key to the simulation lab will be provided.

Upon the end of the session, the teacher in charge will notify the CCC-UAM in order to lock the simulation lab.

The computers must be turned off after the end of each session for energy saving purposes unless the opposite is requested. In this case, the CCC-UAM is exempt from responsibility for any damage or misuse of any open sessions.