

Weekly bookings

You can make a reservation on a weekly basis. Reservations are open every Monday until Wednesday to attend lessons throughout the week after (e.g. bookings can be made from the 12th to the 14th of October for the lessons taking place October 19 to 24, and so on).

At the time of booking, lessons are automatically booked up in advance for the same course taking place throughout the same week (for example, if the *History* course is held on Mondays, Wednesdays and Fridays, students are booked up in advance for those three dates). The booking system assigns a seat in the classroom up to the maximum number of seats available (i.e. between 40% and 60% of the ordinary capacity). Once the reservation is made, students will receive a confirmation e-mail. In case of full booking, students will have the chance to reserve a place for the week after on a priority list. They have to do nothing but confirm their interest and they shall take priority over other requests and everybody else on the list.

Cancellation

It is highly advisable to cancel your reservation if you are not sure that you will attend classes. This will allow other students, who may be interested, to make a reservation too and, in the event of contagion, will also allow public health authorities to carry out contact tracing in a more focussed and efficient manner. Should a lesson be cancelled, students will receive a confirmation e-mail.

When booking a seat for a lesson, students declare under their own responsibility not to be thereby restricted or prohibited by law from attending classes in line with national legislation and international guidance on Covid-19. If any event discouraging students' participation should occur from the time of booking to when the lesson does actually take place, (flu, contacts with infected people, travel, etc.), students are required to formally restrain themselves from entering classrooms.

Erasmus Students are not requested to make a reservation. They have dedicated seats and they are requested to inform Dr. Gemma if they want to attend in remote modalities