FZA User Guide

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Preamble

The Research Center is designed as an open, interdisciplinary and transdisciplinary space for communication, available to scholars involved in African studies. In particular, the open workspaces on the first and second floors (Open Creative Labs, OCL) underscore the importance of exchange and cooperation among researchers in African studies: By moving away from conventional offices, the aim is to foster collaboration and discussion across disciplinary, subject-area, and career-status boundaries. However, these are workspaces intended for academic staff, not for students. An exception applies to students writing a master's thesis on an Africa-related topic at the university; upon request by their advisors, they may also work in the OCLs. Additionally, office workspaces are available for the research support staff of the IAS and its units.

Lockers in the OCLs

Lockers are available for OCL users. A locker key can be picked up at the secretariats in exchange for a deposit of €30.00. When picking up the key, you must provide the rental period and your contact information. After the rental period expires, the key must be returned to the appropriate secretariat; the deposit will be refunded upon return.

For more information, scan the QR code on the lockers or visit the IAS website directly.

1. Rooms in the FZA

For users in the field of African studies, the FZA offers Open Creative Labs (OCLs). In addition, the building includes seminar rooms, a conference room, and numerous functional spaces (copy rooms, kitchens, coat check, etc.).

1.1. Open Workspaces at the FZA

Researchers on Africa and students writing a master's thesis on an Africa-related topic at the university can use the OCL workspaces. The open layout is designed to encourage interaction, exchange, and collaborative work, but it also offers opportunities for focused work in quiet areas. For this reason, there are OCL zones for quiet work and others designated for group work. The central areas around the open staircase are designed as a meeting place and lounge area. The different zones are marked with signs. Adherence to the guidelines regarding the various permitted work styles ensures that everyone can work in the way they prefer. Seating in the OCLs is on a first-come, first-served basis; reservations are not required.

1.2. Scholar Offices for Researchers

The Scholar Offices offer additional quiet workspaces and quiet retreats. The Scholar Offices are available upon request for the entire duration of one's stay at the University of Bayreuth. The target group includes IAS/Cluster guests, BIGSAS Junior Fellows, Cluster Fellows, project staff funded by third-party grants, and visiting scholars involved in African studies.

1.3. Reservations for Scholar Offices 2.05, 2.06, and 2.07

Workstations in one of the Scholar Offices are assigned upon written request to FZA_Booking@uni-bayreuth.de.

Depending on availability, offices 2.05 (Scholars – Silent Room) and rooms 2.06/2.07 (Scholars – Focus Rooms) may be used. There is no fixed seating assignment. Workstations must be kept clean to ensure they are available for use by subsequent users at any time.

1.4. Booking a Deep Writing Office

A workspace in a Deep Writing Office is assigned upon request, provided a justification for the need for FZA_Booking@uni-bayreuth.de is provided. The Deep Writing Offices serve as spaces for periods of intensive writing (e.g., the final phase of a research paper) and can be reserved for 6 months, with the option to extend for a maximum of 3 additional months.

1.5. Offices for IAS Research Support Staff

The FZA also has conventional office workstations designated for research support staff of the IAS and its units.

1.6. Internal meeting rooms 0.22 / 1.06 / 1.21 / 2.04 / 2.19

The internal meeting rooms are booked by the secretariats.

1.7. Seminar Rooms S145–S147

Before the start of a semester, the IAS and its units are given the opportunity to book the aforementioned seminar rooms in advance. The IAS will send an email request for desired bookings to all colleagues at the FZA in due course.

Once the internal request has been forwarded to the room allocation office, the seminar rooms can be booked exclusively via raumvergabe@uni-bayreuth.de.

1.8. Conference Room with Coat Check, U.01

The conference room is allocated for large events and can be booked up to 12 months in advance. Requests for this room should be directed to raumvergabe@uni-bayreuth.de. All additional requirements regarding the conference room (lighting and sound equipment, IT, etc.) must be coordinated directly with the relevant university departments (Central Technical Services, ITS, etc.). The IAS and its units cannot provide support in this regard, as these facilities are managed centrally by the University of Bayreuth.

1.9. Mailroom, 0.01

The FZA's central mailroom is located in Room 0.01. This is where the mailboxes for all FZA staff members are located. Mail forwarding to BIGSAS Junior Fellows, Academy Fellows, and visiting scholars must be arranged through the respective unit.

Mail distribution takes place between 11:00 a.m. and 12:30 p.m. The time may vary depending on staffing levels at the ZUV's main post office.

1.10. Kitchens / Kitchen Use

The FZA has 3 kitchens (ground floor, 1st floor, 2nd floor). The kitchens on the 1st and 2nd floors are intended for users of the 1st and 2nd floors.

The kitchen on the ground floor can be reserved through the room reservation system upon request when a seminar room is booked or when events are held in the conference room

that require catering. Activation of the transponder must be requested from Central Technical Services, specifying the event dates.

1.11. Balconies

The FZA has a balcony on each floor (north side on the 2nd floor / south side on the 1st floor). Furniture from the offices and OCLs may not be placed on the balconies. The balconies are smoke-free zones.

1.12. Copy Rooms / Office Supplies

The copy rooms on the ground floor, 1st floor, and 2nd floor are freely accessible. The rental copiers are operated using the Campus Card. The university printer driver can be downloaded from the Q-Pilot website (https://print.uni-bayreuth.de/#/login). For the installation and setup of cluster PCs and laptops, please contact Mr. Daniel Arslan at kadir.d.arslan@uni-bayreuth.de.

Office supplies are procured by the individual secretariats as needed.

1.13. Storage Room U.10

Room U.10 is available to IAS staff and staff of its units for the temporary storage of work materials and personal items.

Bicycles or other personal items may not be stored in this shared basement room. The basement must be kept tidy at all times. Items stored without authorization will be disposed of.

1.14. First Aid Room

First Aid Room No. 1.05 is freely accessible. A defibrillator is located outside the entrance to the first aid room.

1.15. Parent-Child Room

To use the Parent-Child Room, please register at FZA_Booking@uni-bayreuth.de. Transponders are issued by Ms. Löwinger in Room 2.23.

1.16. Exhibition Room (Iwalewahaus)

The FZA has an exhibition room that is stocked and managed by the Iwalewahaus. For inquiries, please contact Manuela.Pape@uni-bayreuth.de.

1.17. Restroom Facilities

The FZA has wheelchair-accessible restrooms on all floors, including women's and men's restrooms—each equipped with a floor-level toilet and a shower hose—as well as a foot washbasin on the ground floor and a unisex restroom with a shower on the ground floor.

1.18. Studio AV, U.04.1

The studio space is designed for film and video production. Use of the studio requires training in the operation of lighting and camera equipment provided by the team in the Department of Media Studies. The Department of Media Studies cannot guarantee continuous technical support; project-specific support is required.

1.19. Sound Studio Recording Room, U.06

The recording room is designed for the production of audio formats. To use this facility, you must first receive instruction on how the audio equipment works from the media studies

team. The media studies team cannot guarantee ongoing technical support; support from the project team is required.

1.20. Control Room, U.05

The control room provides access to both the recording room and the AV studio and allows for the recording and post-processing of signals. Use requires instruction on how the equipment works from the media studies team. The media studies team cannot guarantee continuous technical support; project-side support is required.

1.21. Digitization, U.07

Analog video and audio media can be digitized at two workstations equipped with high-quality technology. Various playback devices are available. To use these facilities, you must receive instruction on how the equipment works from the media studies team. The media studies team cannot guarantee continuous technical support; support from the project team is required.

1.22. Editing / Post-Production / Graphics, U.04

The room features two editing stations, one color grading station, and one graphics workstation. To use these facilities, you must receive instruction on how the equipment works from the media studies team. The media studies team cannot guarantee ongoing technical support; project-side support is required.

2. Room Reservations

2.1. "Scholar Offices" and Meeting Rooms

Bookings for workstations in a Scholar Office are made by the IAS upon request to FZA_Booking@uni-bayreuth.de (see 1.4).

Meeting room reservations are handled by the administrative offices of the IAS and its units (see 1.5)

2.2. Media Lab

Rooms in the Medialab are booked via an internal booking system; access is granted after the media studies team provides instruction on the relevant technology.

Media studies contact:
Paul.Hadwiger@uni-bayreuth.de
Alan.Fabian@uni-bayreuth.de

3. Transponder Order / Activation

To order a transponder, we need your name and the duration of your stay.

To add a transponder, please provide the transponder number and the desired room number.

In both cases, please contact Daniela.Loewinger@uni-bayreuth.de. The transponders will be added to the corresponding key list.

Any lost key poses a potential security risk. In the event of a loss, please notify Daniela.Loewinger@uni-bayreuth.de immediately and also file a lost key report with Central Technical Services.

4. Security and Emergencies

If you notice any unusual activity on campus, please notify the FZA management and IAS management, with the IAS in cc.

In urgent security-related emergencies, please contact the Campus Security Service at the following number: +49 921 55-3333.

Alternatively, contact the police (9-110), emergency medical services (9-112), or the fire department (9-112).

In cases of harassment and/or sexual assault at the University of Bayreuth, please (also) use the Ayuda app.

For specific medical emergencies, the phone numbers of the responsible physicians can be found on the posted red emergency sheets.

In case of technical malfunctions (water, gas, electricity, ventilation, heating, elevators), please contact the Central Technical Services control room (24/7) at +49 921 55-2117.

5. Miscellaneous

5.1. Repairs and Building Cleaning

For any repairs or inquiries regarding building cleaning, please email daniela.loewinger@uni-bayreuth.de.

5.2. Building Defects

Building defects can be reported to ias@uni-bayreuth.de.

5.3. Hours

The building's hours of operation are Mon–Thu 7:30 a.m.–8:00 p.m., Fri 7:30 a.m.–6:00 p.m.

5.4. No Smoking

Smoking is prohibited throughout the building and on the balconies. Please use the designated smoking areas in front of the building.

5.5. Questions / Additional Information

If you have any questions or would like to request additional information, please feel free to contact FZA@uni-bayreuth.de.