

**Allocating Rooms to Departments**

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*American University of Armenia*

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Allocation of rooms for department's usage is carried out in a manner to optimize proximity and logistics. Allocations may be adjusted periodically, as individual rooms are not permanently assigned to specific departments. The Administration is responsible for final decisions concerning space allocation and changes, taking into account all requests and demands made by departments. Heads of departments make decisions concerning space allocation for department employees.

Requests for reservation of administrative and faculty offices/space should be sent to the Director of Administration.