



## INSTRUCTIONS

COMMUNITY is intended as a helpful and positive experience for all of its users. Use of COMMUNITY is subject to some rules and principles to ensure this.

Please contact the team within the Central Student Advisory Office that supervises COMMUNITY at any time if you have any questions or feedback about the platform: [COMMUNITY@zuv.uni-heidelberg.de](mailto:COMMUNITY@zuv.uni-heidelberg.de)

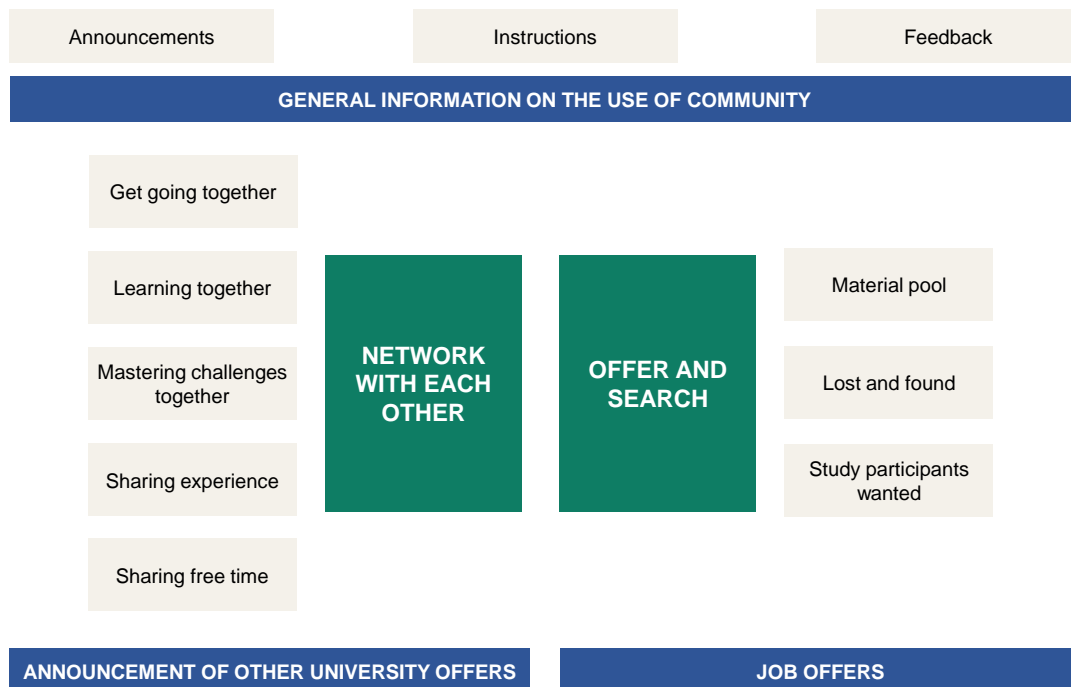
### The goal of COMMUNITY

The goal of COMMUNITY is supporting active exchange among students – across departments and semesters. COMMUNITY makes it possible to find like-minded people and contacts on various subjects by posting in subject-specific forums. Direct contact is then possible via the message function implemented in Moodle.

### Target group

COMMUNITY is targeted at all students (including doctoral candidates, exchange students) at Heidelberg University.

### Structure of COMMUNITY



## Use of COMMUNITY

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You have a specific <b>request</b> that you would like to network about.	<i>E.g., looking for a learning partner for statistics for social scientists</i>
Look for the <b>matching category</b> in which to post your contribution. A PDF document with instructions for use is linked in each category. Check whether your subject fits the category there. If you are unsure, send us a message.	<i>In the example: "Learning together"</i>
<b>Write your post.</b> The linked PDF document contains some suggestions on how to structure your post for each category.	
We will check every post for <b>compliance with the rules</b> . We are going to delete the post and ask the creator to revise it if the rules are violated.	
Your post can be <b>read</b> by all users.	
If someone has a <b>query</b> regarding your post, they can either ask you directly using the message function or by replying to the post (maybe someone else had a similar question and will also profit from clarification).	<i>In the example: "I am interested in the study group you describe, but I only have time for meetings in the evenings due to a job. Would that generally work for you?"</i>
You can then reply <b>to follow-up questions</b> .	<i>In the example: "Thank you for your interest! Yes of course, any time before 9 pm is good for me."</i>
If someone resonates with your post and is interested, that person will contact you <b>directly via the message function</b> .	<i>In the example: "Hello, I read your post about finding a study group on statistics. I would be very interested in it! [...]"</i>
Then you can organise the <b>further exchange</b> (appointments, etc.) between yourselves. Please contact us if you encounter any issues. We will try to mediate.	
<b>Delete</b> your post from the list if your request has been dealt with and you are not looking for any more responses.	

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### Posting under real names

All posts must be placed under real names. Please ensure that no one else posts any content on COMMUNITY on your behalf.

### Diligence and clarity

All posts should be diligently and considerately worded.

We have created documents with instructions on how to use the respective categories for each category. They contain examples of the subjects for which posts can be published there. We have also created templates on how posts should be structured. In order to ensure consistency and clarity and make it possible to find your post quickly, we ask you to structure your post based on the template.

### Respectful handling

Never insult, discriminate against, or devalue any other users or specific groups of people.

**Willingness to be contacted**

By posting an offer, you agree that interested persons may contact you via the message function in Moodle.

You can arrange a meeting between yourselves. Then you can determine whether you want to continue your exchange. Sometimes, the first meeting makes clear that you “just don’t vibe”. That is also fine and should be respected by everyone involved. If any issues arise when establishing contact or even after establishing a tandem/group, please feel free to message us.

**Editing posts in a trackable manner**

You can edit your posts at any time. Any changes to the content (i.e., anything that goes beyond corrections to spelling and grammar) need to remain trackable. Therefore, we ask you to edit your posts including a note that reflects the type of change made. *E.g., “Edit: Changed the size of the learning group sought”*

**Deleting posts that are no longer needed**

Please delete your post once your request has been dealt with and you are no longer interested in any further responses. This maintains clarity and ensures that only current posts will be visible.

**Only free offers (exception: category “Material pool”)**

Only offers that are free of charge may be posted. An exception is the “Material pool”, where working materials may be given away for free or sold.

**No advertising for non-university facilities**

Advertising for non-university commercial facilities (e.g., special restaurants) is not permitted. This is to be distinguished from non-university cultural events (e.g., municipal cultural programme) or non-profit associations. These may be named explicitly.

**No harmful links**

Links that lead to any harmful pages (e.g., Trojans) will be removed immediately after they are reported.

**Maintaining copyright**

Quotes or third-party text passages must always be identified as such, including the source.

**No illegal content**

It is forbidden to post any illegal content (incitement to hatred, incitement to crime, pornographic content, cyberbullying).

**Moderation**

COMMUNITY is supervised by the Central Student Advisory Office.

We will review all posts for violations of the rules and reserve the right to hide questionable posts and to ask the creators to edit them.

If any violations of the rules are threatening, we will intervene in the thread with a reminder.

**Reporting questionable posts**

If you notice any questionable posts beyond this, please bring them to our attention.

**Feedback function**

We are interested in using your feedback to continuously optimise and expand our offer.

The last category on the homepage gives you the opportunity to give anonymous feedback on COMMUNITY.

**Revision of the rules**

As we keep on optimising COMMUNITY, we reserve the right to introduce new rules or revise existing ones as necessary. Adjustments that go beyond optimisation of individual phrasings will be announced in the announcement forum.

**Consent:**

By using COMMUNITY, you agree to be bound by the rules and to comply with them to the best of your knowledge.