

Guidelines for the “Room of Silence” at Pforzheim University

The Room of Silence, which opened in the winter semester 2021/2022 in the cafeteria building on Tiefenbronner Str. in Pforzheim, serves to promote the cultural and social interests of students as well as members of the university and the Student Services Association (including staff) in accordance with § 2 (2) and (5) of the Baden-Württemberg Student Services Act and § 2 (4) sentence 1 of the State Higher Education Act, and at the same time to the implementation of Art. 4 and Art. 140 of the German Basic Law. The Karlsruhe Student Services Association and Pforzheim University cooperate with regard to the Room of Silence in accordance with § 2a (1) of the Student Services Act.

§ 1 Scope

This guideline governs the use of the Room of Silence at Pforzheim University.

§ 2 Objectives and Principles of the Room of Silence

- (1) The Room of Silence serves as a place for reflection, tranquility, and retreat. It offers students, staff, faculty, and guests of Pforzheim University the opportunity to escape from everyday life, relax, unwind, find peace for a moment, and recharge their batteries.
- (2) It is also a place that brings to life the peaceful coexistence of different worldviews and religions in a democratic society, as is cultivated as a fundamental principle at Pforzheim University, a place of shared learning, teaching, and work.
- (3) Any form of discrimination against other individuals, groups of people, or beliefs, etc., will not be tolerated.

§ 3 Terms of Use

(4) BAFÖG counseling sessions and meetings of the cafeteria management take priority.

(5) Users are obligated to comply with the following:

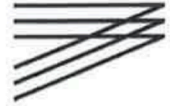
- The carpet must be walked on without shoes.
- Respect for the beliefs, feelings, and views of others is expected.
- Users must behave calmly, mindfully, and considerately.
- Consideration must be shown to other users; in particular, they must not be disturbed during their inner reflection or prayer.
- Electronic devices must be set to silent mode before using the room.
- Eating and drinking (with the exception of special events) is prohibited, as is



- Sleeping and studying are prohibited in the room.
 - The room must be restored to its original condition after use. It must be left clean and tidy. Any items used must be returned to the designated cabinet.
 - Anyone who feels disturbed and cannot resolve the conflict personally should contact raumderstille@hs-pforzheim.de via email or the administrative committee directly.
- (6) The quiet room is located on the ground floor of the cafeteria and is freely accessible during regular opening hours.
- (7) Operating hours are times during which
- a) an event is taking place or
 - b) the Room of Silence is reserved for ritual use by members of a specific religion.
- ²The duration of a single use under subparagraphs a) and b) should not exceed 45–60 minutes; longer durations are possible in individual cases. As a rule, a maximum of two events per day should take place.
- (8) Students, staff, and faculty members of Pforzheim University who conduct events directly related to the purpose of the Room of Silence are authorized to use the space for such events.
- (9) The events are open to the university community, provided that consideration is shown to the group currently using the space; disruptive individuals will be warned and may be asked to leave the room if this does not lead to a peaceful atmosphere.

§ 4 Management and Responsibilities

- (1) Responsibility for the Room of Silence lies with the management of the Karlsruhe Student Services. The duties referred to in sentence 1 include, in particular:
- a) deciding on the use of the Quiet Room -
 - b) closing the Quiet Room, e.g., for reasons of security and management.
- (2) The management of the Studierendenwerk consults with the Rectorate of Pforzheim University regarding fundamental decisions in accordance with § 2a(1) of the Studierendenwerk Act. It relies on the self-governing body under § 4 to address day-to-day matters but retains the final decision-making authority.



- (1)¹The Administrative Board represents the groups that wish to use the space in accordance with §§ 2 and 3 of these regulations.²All groups active at HS PF may apply to participate in the Administrative Board.
- (2) 1 The university's ethics officer appoints the members of the administrative committee.
2 In doing so, all groups active at the university—i.e., those that demonstrate reliability for a long-term presence at the university and that also adhere to the core principles in § 2 and agree to the terms of use in § 3—are entitled to appoint a member to the administrative committee.
- (3) ¹The administrative committee is responsible for organizing the day-to-day management of the space. ²To this end, it appoints—usually for a limited term—two persons who carry out the specific tasks of space allocation (para. 6) and make the necessary decisions in this regard.
- (4) If anyone disagrees with a decision made in this manner, they may request that the Administrative Committee as a whole resolve the disputed issue for future cases.
- (5) §4(1) remains unaffected: The Student Services Association may assume responsibility for the decision and shall then have the final say.
- (6) The tasks referred to in paragraph 1 include, in particular:
 - a) Deciding on operating hours, including decisions regarding the use of facilities for events.
 - b) promoting dialogue in the handling of conflicts and dispute resolution
 - c) Deciding on restrictions on use
- (7) Currently, the administrative committee consists of one representative each
 - from the MfG (Mr. Korkmaz)
 - the KfG (Mr. Pastoral Advisor Glatthaar)
 - the SFC (Mr. Nathan Miller)
 - the Evangelical Church (Rev. Springhart)
 - the Old Catholic Church (Mr. Deacon Christoph Lichdi)

The persons named here may each appoint a representative.

§ 6 Events

- (1) A request to use the Room of Silence for events must be submitted in writing to the Administrative Committee (raumderstille@hs-pforzheim.de), specifying the purpose of the event, its duration, the name of the organizer, the expected number of participants, and a general outline of the event schedule, generally no later than one week before the scheduled event date. The Administrative Committee decides whether the Room of Silence will be made available for an event.
- (2) If there are valid requests for the same time slot, the Administrative Committee shall, in making its decision,



- administrative body to take the following criteria into account in particular:
 - a) For individual events (occupying a few regular lecture days in a semester): date of receipt of the application,
 - b) Number of members/affiliates for whom an event is to be held,
 - c) Number of times rooms have been made available to the applicants in the past twelve months.
- (3) The event calendar is regularly updated by the administrative committee. It is posted at the entrance to the room.

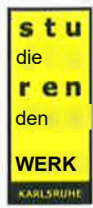
§ 6 Exclusion from Use

Users and applicants may be temporarily or permanently restricted from using the Quiet Room (restriction of use) or excluded from it (ban) if they

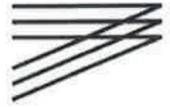
- culpably violate these usage guidelines or the regulations of Pforzheim University
- commit or intend to commit criminal acts in connection with the use of the Quiet Room.

§ 7 Liability

- (1) The Studierendenwerk and Pforzheim University assume no special liability for damage to or loss of personal property; the general statutory provisions apply.
- (2) The general statutory provisions apply to damage to the premises and furnishings. Damage must be reported immediately to raumderstille@hs-pforzheim.de.



HS PF



Section 8 Entry into Force

This policy shall enter into force on the date of publication.

Pforzheim, October 21, 2021

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