

# BY-LAWS OF THE heiTEST COORDINATION OFFICE OF HEIDELBERG UNIVERSITY

The senate of Heidelberg University decided on the establishment of the heiTEST coordination office and adopted the following by-laws for it in its meeting of 27/09/2023 in accordance with § 19 (1), sentence 2, nos. 7 and 10 LHG.

## § 1 Assignment and definition

- (1) The heiTEST coordination office is a facility in accordance with § 15 (7) LHG and § 23 of the constitution of the University, assigned to the medical faculty of Heidelberg University, responsibly managed by its dean. In this context, the heiTEST coordination office shall work in a science-oriented manner and has a service mandate to provide competence-based procedures for the aptitude and selection of suitable applicants, in particular for degree programmes with nationwide admission restrictions. The dean shall be responsible for official supervision of the facility.
- (2) The former TMS coordination office of the Medical Faculty Heidelberg shall be merged into the heiTEST coordination office. The heiTEST coordination office shall thus take over all previous tasks of the TMS coordination office, including any rights and obligations from agreements made with other university facilities and third parties.

## § 2 Tasks

- (1) Coordination and implementation of procedures in different formats for orientation, aptitude assessment, and selection of applicants. These include nationwide aptitude tests such as the test for medical degree programmes (*Test für Medizinische Studiengänge*; TMS) and test procedures for study orientation such as the Baden-Württemberg orientation test [was-studiere-ich.de](http://was-studiere-ich.de) or interview procedures for assessment of socio-communicative skills in medicine (interactional skills in medicine – *Interaktionelle Kompetenzen Medizin*; IKM).
- (2) The central task of the heiTEST coordination office shall offer the test procedures for applicants in a low-threshold, legally secure and transparent manner while maintaining adequate economic conditions, to ensure ongoing quality assurance of the procedures at the highest level and to advance the scientific monitoring and further development of the procedures together with various project partners state- and nationwide.
- (3) The heiTEST coordination office shall provide advisory structures for Heidelberg University, for universities in Baden-Württemberg as well as potential nationwide partners for the networking, content-related implementation and execution of local, university-owned selection procedures, thereby also supporting visibility of individually developed procedures. The heiTEST coordination office thus contributes to ensuring fair, diversified, and equitable allocation of university places and supports individual decision-making paths on the way to a university place.

- (4) The heiTEST coordination office shall act as a part of Heidelberg University in all areas of responsibility and shall work closely with the respective responsible facilities of the university and University Hospital, as well as any external university partners.

### **§ 3 Management and boards**

- (1) The heiTEST coordination office is headed by a managing director. They shall manage the day-to-day business and are responsible for the preparation and implementation of aptitude procedures directly assigned to the heiTEST coordination office. They shall be the superior or supervisor of the employees of the heiTEST coordination office. In particular they shall decide on use of the resources assigned and received within the scope of the applicable, in particular budget-related, provisions, and compile the budget. In any other respects, decisions in budgetary, economic, and personnel matters shall be the responsibility of the dean's office of the medical faculty and, if applicable, the Rectorate.
- (2) The heiTEST coordination office shall report to a steering committee. The steering committee may invite (permanent) guests for consultation, e.g., representatives of the MWK or the medical faculty association. It shall comprise one representative each from the Rectorate of the university and the Medical Faculty Heidelberg and one expert for each test procedure. It shall be chaired by the dean of the Medical Faculty Heidelberg of Heidelberg University.

The steering committee shall perform the following tasks in connection with the heiTEST coordination office:

- accompanying development of the strategic orientation of the heiTEST coordination office and implementation of the operational goals.
  - supporting the heiTEST coordination office in continuous quality assurance of the procedures used.
  - responsibility for development of the science-supporting programme (accompanying research) of the heiTEST coordination office as well as its coordination and agreement with the partners involved.
  - assistance in supervision of budget issues.
- (3) An Academic Advisory Council with proven experts in the field of aptitude testing and admission procedures shall support the heiTEST coordination office and advise its office as well as the steering committee on strategic questions in the field of development, testing, and implementation of selection procedures. The members of the advisory council shall be appointed by the dean's office of the Medical Faculty Heidelberg for a term of 5 years at the suggestion of the steering committee. Re-appointment shall be possible.

### **§ 4 Administration/finance**

The heiTEST coordination office shall be financed by fee income from test takers, by contributions from the universities and facilities using the test procedures, by third-party

funding, and by resources allocated by the state of Baden-Württemberg, other states, and the federal government, if applicable. It shall stipulate all administrative tasks that are part of its area of responsibility, in particular use of resources within the scope of the applicable budgetary regulations, and shall prepare financial plans. In any other respects, decisions in budgetary, economic, and personnel matters shall be the responsibility of the dean's office of the Medical Faculty Heidelberg and, if applicable, the Rectorate.

### **§ 5 Partnerships and right of use**

- (1) The test procedures are available for use as a criterion for student selection by all universities/faculties/institutions statewide and nationwide. This requires the conclusion of a network and cooperation contract with the heiTEST coordination office, which regulates the details of the cooperation, in particular the rights to use the tests.
- (2) The heiTEST coordination office may restrict use of its services in terms of time and subject matter. It shall levy fees and charges for its work. The fees and charges shall be subject to the statutory value-added tax, if applicable. in all contracts and schedules of fees and charges.
- (3) The heiTEST coordination office can enter into state and national research partnerships and perform projects for the further development and quality assurance of student selection procedures or participate in relevant scientific consortia.

### **§ 6 Supplementary provisions**

The provisions of the university's rules of procedure, as amended from time to time, shall apply in addition to these by-laws.

### **§ 7 Entering into effect**

These by-laws shall enter into effect on the day following their publication in the Rector's Gazette of Heidelberg University.

Heidelberg, 29 September 2023

Prof. Dr. Dr. h.c. Bernhard Eitel  
Rector