

Administration and Usage Regulations

Mannheim Center for Translational Neuroscience (MCTN) of the Medical Faculty Mannheim of Heidelberg University

The Senate of Heidelberg University adopted the following amended administrative and usage regulations for the Mannheim Center for Translational Neuroscience (MCTN) in Mannheim on 19 March 2024 in accordance with § 19 (1) sentence 2 no. 10 LHG.

I. Administrative regulations

§ 1 Legal status, assignment, and tasks

(1) The Mannheim Center for Translational Neuroscience Mannheim (MCTN) is a scientific facility of Heidelberg University in accordance with § 15 (7) LHG, assigned to the Medical Faculty Mannheim. The MCTN is subject to the official supervision of the dean of the Medical Faculty Mannheim of Heidelberg University.

(2) The MCTN has the task of intensifying neuroscientific research at the Medical Faculty Mannheim in research, leading it to excellence and ensuring its regional, national, and international visibility. The MCTN cooperates closely with the Central Institute for Mental Health Mannheim.

(3) The MCTN supports collaboration of its members with the other research focuses of the Medical Faculty Mannheim, with the existing life science research institutions of the Heidelberg University, and with the non-university research institutions in the Rhine-Neckar metropolitan region. In particular, close collaboration is to be established with the Interdisciplinary Centre for Neurosciences at Heidelberg University and the Centre for Psychosocial Medicine at Heidelberg University Hospital and the Medical Faculty Heidelberg.

(4) The MCTN supports junior researchers with special programmes for doctoral candidates in cooperation with the university's Graduate Academy, as well as for junior researchers and doctors in continuing education, in particular if pursuing academic careers.

(5) The MCTN participates in the teaching obligations of the Medical Faculty Mannheim of Heidelberg University within the scope of its spatial, technical, and personnel resources.

§ 2 Structure and membership

(1) The MCTN is divided into an institutional Core Faculty and an Adjunct Faculty. Members in the Core Faculty of the MCTN are the departments of the Medical Faculty Mannheim of Heidelberg University headed by full professors, who are assigned to the MCTN by the faculty council on the recommendation of the dean. Additionally, full professors of the faculty may be accepted as personal members of the Core Faculty of the MCTN by the faculty council upon recommendation by the dean or the executive director of the CPD; the clinics, institutes, and departments of the Medical Faculty Mannheim of Heidelberg University, of Universitätsklinikum Mannheim GmbH, or the Central Institute of Mental Health Mannheim (ZI) that are headed by these members will not be members of the MCTN. The members of the Core Faculty of the MCTN are included in a list to be decided by the faculty council of the Medical Faculty Mannheim of Heidelberg University following any changes, to be submitted to the Rectorate for approval.

(2) Heads of departments or scientific research groups from other facilities of the Medical Faculty Mannheim, the University Hospital, and the ZI, as well as other faculties of Heidelberg University and other scientific facilities of the Rhine-Neckar metropolitan region that cooperate with the MCTN, may become associate members of the MCTN by resolution of the

governing body upon application. Such memberships are usually granted for 3 years and can be renewed upon reapplication. A current list of associate members shall be kept by the executive director (§ 4).

(3) In addition, independent junior research groups may be included in the institutional Core Faculty of the MCTN. The governing body (§ 3) shall generally decide with a simple majority of its voting members on the inclusion of junior research groups at the MCTN upon the proposal of the executive director of MCTN. As far as inclusion of junior research groups is relevant for the budget beyond the funds allocated to the MCTN or its departments in the faculty's business plan, approval by the dean, the faculty board, and the faculty council shall be required.

(4) Members of the MCTN shall further include all scientific and other staff members with an area of work assigned to the MCTN.

(5) All members shall be required to name the MCTN as (an) affiliation in their scientific publications.

§ 3 Governing body of the MCTN

(1) The professors in the Core Faculty of the MCTN (§ 2 (1)) shall form the MCTN's governing body and be entitled to vote in it. Apart from this, the plenary assembly (§ 5) shall elect three professors of the Medical Faculty Mannheim from the Adjunct Faculty (§ 2 (2)) as further voting members of the governing body for a period of 3 years. Re-election shall be permitted.

(2) The governing body shall be convened at least twice a year by the executive director (§ 4). It shall decide on any matters concerning the MCTN as far as these are not stipulated by law, the university's constitution, or other boards.

(3) The members of the governing body who are also members of another facility of the Medical Faculty Mannheim, Universitätsklinikum Mannheim GmbH, or the ZI must disclose any conflict of interest in decisions that may constitute a conflict of interest in light of their other institutional memberships and abstain from voting in such cases. If there is any doubt, the governing body shall decide whether there is any reason to suspect bias in a specific individual case.

(4) The plenary assembly (§ 5) shall elect a representative of the heads of junior research groups as well as a representative of the academic staff of the departments of the faculty in the Core Faculty of the MCTN for advisory participation in the governing body. The terms of office of the advisory members shall be three years; re-election shall be possible.

§ 4 Executive director of the MCTN

(1) The executive director shall conduct the day-to-day business of the MCTN and shall implement the decisions and resolutions of the governing body in cooperation with their deputies. They shall represent the interests of the MCTN towards the faculty and the university. They shall be the official supervisor of all employees (except for professors in accordance with § 44 LHG) of the MCTN. This shall not affect the respective superior's authority to issue instructions in accordance with § 52 (2) LHG.

(2) The governing body shall elect an executive director and two deputies from among its voting members to serve as a directorate; members appointed to the governing body temporarily are not eligible for the office of executive director or deputy executive director. The executive director and their deputies shall be appointed by the Rector upon proposal of

the dean of the Medical Faculty Mannheim. The term of office of the executive director and their deputies shall be 3 years. Re-election shall be permitted. The executive director and their deputies may each be voted out of office by a majority of 2/3 of the voting members of the governing body.

§ 5 Plenary assembly

(1) The plenary assembly comprises the members of the institutional Core Faculty working at the facility as well as the associate members of the MCTN.

(2) The executive director shall inform the members of the MCTN of the conduct of office and the decisions of the MCTN's governing body within the scope of the plenary assembly, generally twice a year.

(3) The executive director shall also convene a plenary assembly if at least 1/3 of the voting members of the governing body demand this with their signatures. The plenary assembly must be convened no later than two weeks after the executive director has received the signatures.

§ 6 Academic Advisory Council (AAC)

(1) The Academic Advisory Council shall advise the MCTN on scientific and organisational matters. It shall evaluate its performance (§ 1) and make recommendations for future development. It shall deal with overall development of the MCTN, development of individual departments and research groups, and with fundamental questions of the centre's research alignment.

(2) The Academic Advisory Council shall comprise at least six internationally renowned scientists from Germany and abroad who are closely related to the subject. Their selection is to reflect the entire range of the MCTN to ensure that the translational alignment of the MCTN is reflected in the Academic Advisory Council. The members of the Academic Advisory Council shall be appointed by the Rector of Heidelberg University for a period of six years upon the recommendation of the MCTN's governing body with the approval of the faculty board. Re-appointment shall be possible. The Academic Advisory Council shall meet at least every two years.

(3) The Academic Advisory Council shall elect a chair from among its members for a period of six years. The members shall be volunteers. Any expenses required for travel and accommodation shall be reimbursed. If a member resigns, a new member shall be appointed for the remaining term of office of their predecessor. The executive director of the MCTN and their deputies may participate in the meetings of the Academic Advisory Council of the MCTN as guests at the invitation of the chair of the Academic Advisory Council.

(4) The chair of the Academic Advisory Council shall inform the executive director of the MCTN and the faculty board of the Medical Faculty Mannheim in writing about the results of the meeting within two months after the meeting of the Scientific Advisory Board by sending the minutes of the meeting.

§ 7 Central administrative tasks, financial resources, and personnel

(1) The Medical Faculty Mannheim shall determine the total amount of funds for the MCTN, for the junior research groups, and for the central tasks of the MCTN, including administration of the central funds, investments, operating costs, and maintenance funds, in its plan upon the executive director's request.

(2) The governing body of the MCTN shall decide with a 2/3 majority of those entitled to vote on the proposal of the directorate on the specific use of the allocated funds, as far as these are not regulated by appointment or retention commitments of the professors appointed to the MCTN with the faculty or have been determined by budget resolutions within the scope of the business plan of the Medical Faculty of Mannheim. The endowments of professors stipulated there shall remain unaffected.

(3) The head of a department or junior research group shall decide on the use of its equipment.

II. Usage regulations

§ 8 Use, circle of users

All members are generally authorised to use the facilities of the MCTN in accordance with the applicable legal provisions, these administrative and usage regulations, and other university-internal by-laws, in particular the work placements and house rules. The executive director shall decide on permission of use in individual cases, in the event of necessary prioritisation or if any conflicts arise.

§ 9 Obligations

Users are obligated to use the MCTN and its facilities so that its mission can be fulfilled. In particular, they must show consideration for other users, use the MCTN and its facilities with care and consideration, report any damage or issues to the executive director without undue delay, and follow the instructions of the executive director or the competent personnel on the MCTN premises and when using the facilities.

§ 10 Exclusion from use

Users who repeatedly or severely violate the usage regulations and house rules or commit punishable acts in the course of use may be temporarily or permanently excluded from further use by the executive director in agreement with the Rector, stating the reasons in writing. The exclusion shall not affect any obligations arising from the user relationship. The user shall not be entitled to any claims for damages due to the exclusion.

§ 11 Entering into effect

The MCTN administrative and usage regulations shall enter into effect on the first day of the month following their publication in the Rector's Gazette. At the same time, the previous version of 08 February 2023 (MBI. No. 3/2023 of 27 February 2023 p. 79 et seq.) shall cease to be effective at the same time.

Heidelberg, 03 April 2024

Prof. Dr. Frauke Melchior

Rector