

Administrative policy and user rules of the Institute for Mathematics (IMa)

On 28 February 2023, the Heidelberg University's Senate adopted in accordance with point (10) of the second sentence of Art. 19(1) of the Baden-Württemberg Act on Higher Education [LHG] the following Administrative policy and user rules of the Institute for Mathematics (IMa):

Art. 1 Position and purpose

- (1) The Institute for Mathematics (IMa) represents a scientific institution within the meaning of Art. 15(7) of the LHG and Art. 23 of the University's Constitution and is attached to the Faculty of Mathematics and Computer Science. Administrative supervision shall be exercised by the dean.
- (2) The purpose of the IMa is to conduct research and provide education in the field of mathematics.
- (3) The institute is divided into sections according to mathematical disciplines (Art. 4).

Art. 2 Members

- (1) IMa's membership is granted to Heidelberg University's professors, junior professors and lecturers, academic staff as well as administrative and technical staff, if the person's main work remit is at the IMa.
- (2) The dean of the Faculty of Mathematics and Computer Science may, on the recommendation of the Directorate (Art. 3(1)), grant IMa's *associate membership* to Heidelberg University's full-time professors and junior professors teaching in the field of mathematics but not working mainly at the IMa. Associate membership is granted either permanently or temporarily. The temporary membership usually ends after four years. This does not affect any other existing memberships in the respective faculty or institute. Admitted members may terminate their membership before its end date by submitting a written notice to the Managing Directorate. The latter informs the Faculty accordingly. Upon request of the Directorate, the Faculty may furthermore revoke membership if there are serious grounds.

Art. 3 Management

- (1) The IMA is led by the *Directorate* which comprises as voting members all full-time professors employed permanently at the IMA. Full-time professors and junior professors employed temporarily at the IMA as well as IMA's associate members shall participate in the Directorate in advisory capacity. Upon Directorate's resolution, other IMA's members admitted in accordance with Art. 2(1) and Art. 2(2) may be included to participate either in Directorate's specific meetings or as permanent members with advisory capacity.
- (2) The Directorate decides on all matters concerning the IMA, unless otherwise provided for in this Administrative policy and user rules, other university's by-laws or any overriding law. In particular, the Directorate establishes the budget and decides on the use of central funds as well as on allocation of material and personnel resources to the institute's sections in cases where such funds and resources were not defined by appointment commitments. The Directorate may at any time be required to provide information to the dean and the rectorate. The Directorate shall meet at least once per semester.
- (3) From among its voting members, the Directorate selects a *Managing Director*, who is then appointed by the rector. In addition, the Directorate selects one member from each of the institute's sections, except for the section to which the Managing Director belongs, as a deputy for the Managing Director. The respective Section Conferences (Art. 4) have the right to recommend their candidates for this purpose. The Managing Director and the deputies together form the *Managing Directorate*. The Managing Directorate is responsible for the preparation and implementation of the decisions made by the Directorate. The term of office of the Managing Directorate is two years. If a member leaves the Managing Directorate before the end of term of office, another member, recommended by the respective section, is elected to serve the remainder of the term. Re-election of members is possible. The Managing Directorate, or individual members thereof, may be voted out of office by a two-thirds majority of all Directorate's members. The dean shall be informed of the respective motion and the Directorate's decision.
- (4) The Managing Director manages IMA's ongoing activities and represents IMA in the committees and in relationships with other institutions of the university. The Managing Director is the supervisor of the employees assigned to the Institute, except for professors, junior professors and lecturers. This does not affect Art. 11(5) and the second sentence of Art. 52(5) of the LHG. The Managing Director shall be represented by the other members of the Managing Directorate and, in consultation with them, determines the order of representation. The Managing Director may make an arrangement with the deputies that certain administrative tasks are handled continuously by specific deputies under their own responsibility.

Art. 4 Sections

Each institute's section is led by a *Section Conference*, composed of all professors with managerial authority who are members of that section. The Section Conference decides on all matters concerning the section, in particular on the use of material and personnel resources allocated to the section by the Directorate (in accordance with Art. 3(2)), except in cases where other regulations or agreements apply. From among its members, the Section Conference selects a *Section Head* who manages ongoing activities of the respective section and chairs the Section Conference. The term of office for the Section Head is two years. The decision as to which section a professor is attached as IMA's member in accordance with Art. 2(1) shall be made by the Directorate.

Art. 5 Administration/Finances

The IMA manages all of its administrative tasks, in particular internal allocation of the resources provided to it (material and personnel resources, premises). The allocation of resources follows the rules for resource distribution set by the university. Apart from that, decisions on other budget, household and personnel matters shall be under responsibility of the rectorate.

Art. 6 Users

- (1) IMA's members in accordance with Art. 2 as well as doctoral candidates and students whose research or study area is assigned to the IMA may use the IMA's facilities within existing material, financial and space limits for the purpose of professional activities, doctoral and university studies. This does not affect Art. 6(4).
- (2) Other members and affiliates of the university may be admitted by the Managing Director as users, provided that the interests of the users specified in Art. 6(1) are not impaired by this.
- (3) External users may, as far as this is legally permissible and feasible within the scope of available resources, be admitted by the Managing Director as users, provided that the interests of the users specified in Art. 6(1) and Art. 6(2) are not impaired by this.
- (4) In justified cases, the Managing Director may limit the use in scope and in time, or make the use subject to reimbursement of costs, or impose fees for the use.

Art. 7 Obligations of users

(1) Users are obligated:

1. to be considerate of other users;
2. to treat IMA's facilities and items carefully and without causing damage;
2. to report damages or disruptions promptly to the Managing Director;
4. to comply with the instructions of IMA's personnel in the premises of IMA and when using its facilities.

(2) When premises or equipment are made available to users, the Managing Director may collect an appropriate deposit in order to secure any claims for damages.

(3) Users who repeatedly or seriously violate these rules or disrupt the IMA's operation in any other way may be excluded from further use. An exclusion from use exceeding a period of 7 days requires written justification and is to be pronounced by the rector.

Art. 8 Supplementary provisions

The university's rules [Verfahrensordnung] shall apply in their respective valid version in addition to this Administrative policy and user rules.

Art. 9 Entering into effect

The Administrative policy and user rules shall enter into effect on 01 April 2023. At the same time, the previous Administrative policy and user rules of the Mathematical Institute dated 01 June 1993 (Bulletin No. 5/93 of 23 July 1993, p. 97) as well as those of the Institute for Applied Mathematics (IAM) dated 25 November 1993 (Bulletin No. 1/94 of 24 January 1994, p. 23) shall cease to be effective.

Heidelberg, 03 March 2023

Professor Dr. Dr. h.c. Bernhard Eitel

Rector

**This document is a non-binding translation of the original document
in the German language.**