

By-Laws for the Organisation and Use of the Department of Romance Studies

The senate of Heidelberg University passed the following by-laws on 26/09/2023 based on § 19 (1), sentence 2, no. 10 LHG.

Section 1:

ORGANISATION

§ 1

Legal status, assignment, and tasks

- (1) The Department of Romance Studies is a scientific facility of Heidelberg University that is part of the Faculty of Modern Languages.
- (2) The department serves research, teaching, and study in Romance studies as well as in the subjects of French, Italian, Portuguese, and Spanish (teaching degree for Gymnasium secondary schools). The department also takes care of the scientific cultivation of all Romance languages.

§ 2

Head of the Department of Romance Studies

- (1) The department is run by a directorate. The directorate shall decide on the fundamental matters of the department unless the decision is assigned to any other bodies, boards, or persons by law, the university's constitution, or these by-laws. All professors as well as any other university lecturers whose field of work is assigned to the department – the latter in an advisory capacity – are part of the directorate.
Two representatives of the scientific staff or their deputies belong to the directorate in an advisory capacity. Both representatives and deputies are elected by all members of the scientific staff whose area of work is assigned to the department. They have a term of office of one year and are eligible for re-election.

A representative of the students of Romance studies appointed by the students of the Faculty of Modern Languages or their deputy shall also be a member of the directorate in an advisory capacity. Participation shall not extend to personnel and person-related examination matters. They have a term of office of one year and are also eligible for re-election.

- (2) All voting members of the directorate shall take turns in management of the business. The deputy director shall be the executive director of the previous term of office.
- (3) The term of office of the executive director and the deputy director shall be one year each.
- (4) The directorate usually meets three times per semester during the lecture period. Any voting member may demand in writing that the directorate be convened, even unscheduled, with a period of notice of seven days in cases of cause.
- (5) The executive director will conduct the day-to-day business of the administration and is the spokesperson of the department in the faculty council. They shall implement the decisions of the directorate. In this context, only the chairperson is entitled to make decisions regarding the personnel, material, and financial resources allocated to the department (authority to issue orders). In particular, they shall request the employment, upgrading, contract extension, transfer, or dismissal of any adjunct professors assigned to the department, as far as they work full-time at the university and predominantly perform professorial duties, academic staff members within the meaning of § 5 no. 2 of the constitution of the University (GO), employees in administration and technology within the meaning of § 5 no. 4 GO, lecturers as well as scientific and student assistants.
- (6) The executive director is the superior of the academic staff assigned to the department within the meaning of § 5 no. 2 GO, employees in administration and technology within the meaning of § 5 no. 4 GO, lecturers as well as scientific and student assistants. This shall not affect the authority of individual professors to issue instructions, in particular in accordance with § 52 (5), sentence 2 LHG.
The dean of the Faculty of Modern Languages shall be responsible for official supervision of the Department of Romance Studies.
- (7) The executive director shall convene a meeting at least once per semester during the lecture period in which all full-time members of the department are entitled to participate and shall inform them about current business (§ 23 (7) GO).

- (8) The executive director supervises the department library and stipulates its organisation, use and opening hours within this scope, without any prejudice to the rights of the director of the university library.

§ 3 Resignation

The executive director must only resign for cause. The resignation shall be declared to the directorate in writing. If the directorate has any reservations about the cause asserted, the faculty council shall determine whether such cause is present. The dean must be informed of the resignation. The dean shall inform the Rectorate.

§ 4 Central service units

The department has the following central service units, which are assigned to the executive director:

- Library of the Department of Romance Studies
- Office of the Department of Romance Studies

All scientists working at the department and students of Romance studies subjects at Heidelberg University are entitled to use the library in accordance with § 6. The executive director shall decide on any competing applications for use. The services of the office are available to scientists working at the department.

§ 5 Central administrative tasks, financial resources, personnel

- (1) The department shall perform all administrative work arising for it, in particular the internal distribution of the personnel and material resources allocated to it. Funds shall be allocated in accordance with the provisions on the performance- and needs-based allocation of funds laid down by the university, as amended from time to time. The directorate shall decide on distribution of funds. Decisions on budgetary, economic, and personnel matters shall be the responsibility of the Rectorate apart from this. Transfer of responsibilities to the department shall be permitted; budgetary

provisions and provisions under the Higher Education Framework Act shall not be affected.

- (2) Applications for third-party funding must be reported to the executive director. The directorate must approve the application before it is countersigned by the executive director if a third-party funding application may lead to any significant consequential costs for the department.
- (3) The directorate shall decide on distribution of the staff positions and material resources as well as the rooms available to the Department of Romance Studies, under consideration of the appointment commitments of the Rectorate to individual professors and the participation rights of the professors working full-time at the Department of Romance Studies; this shall not include any donations by third parties and person-specific allocations of funds as well as any personnel financed from this. Existing legal obligations shall enjoy priority.

Section 2:

USE

§ 6

Use; group of users

- (1) Members (§ 9 (1) LHG) and affiliates (§ 9 (4) LHG in conjunction with § 4 (2) GO) of the university whose field of study, research, or work is assigned to the department, or who conduct research and teaching in Romance philology according to the function descriptions of their positions, are entitled to use the department according to the available material, financial and spatial possibilities. Use shall be free of charge for members of the university; the provisions of the law on secondary employment shall not be affected by this. The directorate may demand reimbursement of costs from members of the university.
- (2) Any other members and affiliates of the university may be admitted as users by the executive director, provided that this does not adversely affect the interests of the users referred to in paragraph 1. This shall apply accordingly to use of the department by members and affiliates of the university in the context of secondary employment. Use may be limited in terms of time and subject matter and may be made dependent on reimbursement of costs.

§ 7
Rights and obligations

- (1) The authorised users shall have the right to use the department and its facilities in accordance with the admission within the scope of these by-laws and, if applicable, house rules and existing other regulations (e.g., opening hours).
- (2) Users are obligated to use the department and its facilities so that its tasks can be performed.
In particular they must
 1. be considerate of the other users,
 2. use the facilities and objects of the department diligently and with care,
 3. report any damage or issues to the executive director without undue delay,
 4. comply with any instructions of the department personnel on the department's premises and when using its facilities.
- (3) The executive director shall be authorised to charge an appropriate deposit when rooms or equipment are made available to authorised users in order to secure any claims for damages.

§ 8
Exclusion from use

Authorised users who repeatedly or seriously violate these by-laws or other regulations of the department, in particular the house rules, or who commit criminal offences during use, may be temporarily excluded from further use by the directorate or, in urgent cases, by the executive director, stating the reasons in writing.

§ 9
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.

§ 10
Entering into effect/expiry

These by-laws shall enter into effect on the first day of the month following their publication in the Rector's Gazette. At the same time, their previous version of 10 February 2010 (MBI. no. 4 of 18 February 2010, p. 117 et seq.) shall cease to have effect.

Heidelberg, 29 September 2023

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Rector