



AFFILIATION POLICY OF HEIDELBERG UNIVERSITY

- I. PREAMBLE**
- II. THE POLICY'S SCOPE OF APPLICATION**
- III. RULES FOR STATING AFFILIATION**

I. PREAMBLE

Heidelberg University defines itself as an internationally active research university and is recognised worldwide for its (research) achievements. Its reputation depends directly on the visibility of the findings of its scientists and scholars and the published results. In order to guarantee that Heidelberg University is nationally and internationally perceived to be an attractive location for research and study, it is essential for the accomplishments of its researchers to be unambiguously attributed through the university's appropriate statements of affiliation. A standardised statement of affiliation is, moreover, a key to successful placing both in national performance surveys and in international university rankings. With their statement of affiliation, the researchers show that they belong to Heidelberg University. Through observing this policy, all academics at the university contribute to enhancing the national and international influence not only of their own (research) achievements but of Heidelberg University itself.

The affiliation policy is particularly important for doctoral candidates. It is intended to contribute to the corporate spirit and visibility of the research generated at the academic institutes and departments. Cases in which the university trains doctoral candidates to become researchers in cooperation with non-university research institutions will call for a joint affiliation statement.

II. THE POLICY'S SCOPE OF APPLICATION

§ 1 SCOPE OF APPLICATION

- (1) This policy is mandatory for everyone engaged in scholarly work at Heidelberg University, whether permanently, temporarily or as visiting scholars, including doctoral candidates and students.
- (2) The policy provides for the statement of affiliation with Heidelberg University in connection with all publications of research results, in the field of transfer, with applications for third-party funding and for any form of external communication (e.g. presentations at conferences).
- (3) The appointment of professors to Heidelberg University also provides for a mandatory statement of affiliation (see also § 5(2)).

§ 2 AFFILIATION TO NON-UNIVERSITY INSTITUTIONS

- (1) Scientists within the meaning of § 1 who also work at other research institutions shall state all the institutions to which they are connected.
- (2) Scientists appointed jointly pursuant to § 48 a State Higher Education Act (LHG) may, in the context of the Jülich Model, name the external institution first. Scientists appointed according to the Berlin Model must, in principle, first name the institution at which they are employed to the greater extent; if the percentage of work in their contracts is distributed equally they shall first name the institution at which the research result mainly originated.
- (3) Scientists also working in the area of health care at the University Hospital always conduct their research at the Medical Faculty of Heidelberg University. Consequently, here too, Heidelberg University must be named as the first affiliation.
- (4) Doctoral candidates who are employed at non-university research institutions but have been accepted as doctoral candidates at Heidelberg University shall give Heidelberg University and the respective faculty as their first or second affiliation. The order of the stated affiliations shall be based on the extent of the (research) work carried out for the respective situation (e.g. publication, grant application, etc.) at an institution.
- (5) All persons engaged in research at non-university institutions who are also doing research at Heidelberg University (e.g. in the context of cooptions, cooperation agreements, etc.) must give Heidelberg University as their affiliation. The order is generally based on the extent of (research) work performed at an institution for the respective situation. This also applies to temporary affiliations with Heidelberg University, e.g. in the context of stays by visiting scholars, as long as a substantial amount of (research) work was done at Heidelberg University.
- (6) An honorary professor appointed by Heidelberg University under § 55 LHG must, on the basis of the public-service relationship to the university created by the honorary professorship, state an affiliation both with Heidelberg University and with the institute where the honorary professorship is located with respect to work performed in the framework of this relationship.

§ 3 CHANGE OF AFFILIATION

Persons formerly employed at the university who publish research results based on scholarly work done at Heidelberg University shall be obliged to state this affiliation as set out below.

III. RULES FOR STATING AFFILIATION

§ 4 NAME OF THE UNIVERSITY

(1) The name of the university is:

— Universität Heidelberg

(2) The following variation is admissible:

— Ruprecht-Karls-Universität Heidelberg

The hyphens must be used.

(3) The official English name for Universität Heidelberg is:

— Heidelberg University

(4) Translations into other languages should be avoided; in such cases we recommend the use of the German name.

(5) If the number of characters is limited, only the following acronyms or abbreviations are admissible:

— Uni Heidelberg

— Uni HD

— UHEI

— UHD

§ 5 STATING THE INTRA-UNIVERSITY LEVELS OF ORGANISATION

(1) In the context of affiliation, Heidelberg University must be named first unless publishing houses or donors impose other binding requirements or faculty regulations provide otherwise in the case of degree theses. The scholar must list any further affiliation in second place. In the case of the Medical Faculty, this will be the faculty and, as appropriate, the institute; in all other areas it is generally the institute/department or the central academic facility. It is admissible, but not essential, to state additional subunits (e.g. divisions, research groups). The terms are each taken from the official glossary of institutes and facilities (German/English) of Heidelberg University (see appended list of links).

a) Example 1 (for institutes and departments):

[Name]

Heidelberg University

[Name of institute/department]

[Name of subunit], as appropriate

[Address], as appropriate

b) Example 2 (for central research institutions):

[Name]
Heidelberg University
[Name of central research institution]
[Name of subunit], as appropriate
[Address], as appropriate

c) Example 3 (for the Medical Faculty)

[Name]
Heidelberg University
Medical Faculty [location]
[Name of institute]
[Name of subunit], as appropriate
[Address], as appropriate

(2) If a researcher belongs to several intra-university institutes, they must first mention the one at which the greatest part of the (research) work takes place.

§ 6 STATING THE ADDRESS

(1) The address to be given is either that of the university institute where the academic is primarily based, or where they do most of their research, or the address of the university. Private addresses, or office addresses that do not correspond to the address of the institute, are inadmissible.

(2) The address of the university is:

Universität Heidelberg
Grabengasse 1
69117 Heidelberg

(3) The email address must be given in accordance with the email rules of Heidelberg University in their latest valid version.

§ 7 UNAMBIGUOUS IDENTIFICATION OF RESEARCHERS

(1) Authors must be careful to use standard spelling of their own name in all academic publications and in their digital profiles, in order to guarantee a full, correct attribution. This primarily concerns names with umlaut marks, "ß", double names, several first and last names, and name affixes.

(2) Establishing an Open Researcher and Contributor ID (ORCID) and stating it in all publications is strongly recommended. The ID is an unambiguous identifier of academic authors and clearly attributes their (research) work to them. Many publishing systems and bibliographical databases include incomplete information, if any, about authors and affiliation when the authors do not use this service for unambiguous identification.

§ 8 SOCIAL MEDIA

In social media the university's official handle must be used in connection with research, teaching or transfer at Heidelberg University. Using social media in the university context must take place in keeping with the instructions on the relevant websites of Heidelberg University in their respective latest versions. The university's name shall appear as set out in § 4.

§ 9 EXAMPLES AND FURTHER LINKS

A list of examples and further links shall be appended to this affiliation policy wherever it is posted, in order to support the correct use. This list will be regularly updated and supplemented.

§ 10 TAKING EFFECT

This policy shall take effect on the day of its announcement in the Bulletin of the Rector of Heidelberg University.

Heidelberg, 13 July 2023

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

FURTHER LINKS FOR THE AFFILIATION POLICY OF HEIDELBERG UNIVERSITY.

1. Official designation of the institutes at Heidelberg University

German: <https://www.uni-heidelberg.de/de/einrichtungen/einrichtungen-suchen>

English: <https://www.uni-heidelberg.de/en/institutions/institution-search>

2. University bibliography heiBIB

The University bibliography heiBIB is the university's central evidence of publication, which systematically documents the publications of its academics and makes them visible to the outside world. Starting from heiBIB, it is possible to integrate dynamic literature lists simply into websites, [CVs, project applications, literature management etc., thereby saving the effort of manually updating publication lists. In order to guarantee the completeness of the bibliography, the University Library should be notified of new publications.](#)

[heiBIB website: http://heibib.uni-hd.de](http://heibib.uni-hd.de)

Simply email details of new publications to biblio@ub.uni-heidelberg.de.

3. Information about ORCID

The Open Researcher and Contributor ID (ORCID) is an internationally valid, non-commercial and freely obtainable code enabling the unambiguous attribution of publications and other research outputs to their authors. The number is independent of the platform and will accompany authors throughout their whole career. Heidelberg University Library is a member of the German consortium ORCID DE. A technical interface makes for optimum data exchange between ORCID and the university bibliography heiBIB.

ORCID website: <https://orcid.org/>

University Library webpage with information:

<https://www.ub.uni-heidelberg.de/service/openaccess/orcid.html>

4. Heidelberg University guides to the university's social media channels:

— Advice on using Twitter: <https://www.uni-heidelberg.de/de/hinweise-zur-twitter-nutzung>

— Advice on using Instagram: <https://www.uni-heidelberg.de/de/hinweise-zur-instagram-nutzung>

— Advice on using Facebook: <https://www.uni-heidelberg.de/de/hinweise-zur-facebook-nutzung>

— Advice on using YouTube: <https://www.uni-heidelberg.de/de/hinweise-zur-youtube-nutzung>

5. Further policies of Heidelberg University

— Stewardship policy: https://www.uni-heidelberg.de/md/zuv/recht/mitteilungsblatt/mtb_04-23.pdf#page=197

— Good scientific practice: <https://backend.uni-heidelberg.de/de/dokumente/satzung-zur-sicherung-guter-wissenschaftlicher-praxis-und-zum-umgang-mit-fehlerverhalten-in-der/download>

— Open Access policy: <https://www.uni-heidelberg.de/de/universitaet/das-profil-der-universitaet-heidelberg/gute-wissenschaftliche-praxis/open-access-policy>

— Research Data policy: <https://www.uni-heidelberg.de/de/universitaet/das-profil-der-universitaet-heidelberg/gute-wissenschaftliche-praxis/research-data-policy>

— Rules for use of emails: <https://backend.urz.uni-heidelberg.de/de/dokumente/e-mail-nutzungsordnung-der-universitaet/download>