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# CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386



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## DEAR UNIVERSITY MEMBERS,



The latest issue of our newsletter "Caroline" provides information on current developments and new services of the university administration.

We hope that you had a great start into the new year and wish you a pleasant semester break.

Dr. Angela Kalous  
Vice-President Finance and Personnel

**LAW AND COMMITTEES  
DIVISION**

Head  
Cornelia Stöcklein

## **TUITION FEES FOR INTERNATIONAL STUDENTS AND SECOND DEGREES**

The state of Baden-Württemberg plans to introduce tuitions fees for international students and students obtaining a second degree. The draft law has been proposed as the government of Baden-Württemberg has imposed financing conditions to continue to achieve a balanced budget. It provides that international students will have to pay 1,500 euros per semester, of which 300 euros will be retained by universities. Students doing a second degree will have to pay 650 euros per semester. Both fees will only be payable by students starting a new degree from winter semester 2017/18.

Statements on the draft law could be given until 13 January 2017. The Ministry of Science, Research and the Arts (MWK) will now analyse these statements, review the draft law and then submit it to the State Parliament. The law is expected to be passed by summer 2017.

Website of the Ministry of Science, Research and the Arts (In German)

- [beteiligungportal.baden-wuerttemberg.de/de/kommentieren/lp-16/studiengebuehren-fuer-internationale-studierende-und-das-zweitstudium/](http://beteiligungportal.baden-wuerttemberg.de/de/kommentieren/lp-16/studiengebuehren-fuer-internationale-studierende-und-das-zweitstudium/)

## **AVAILABILITY OF COPYRIGHTED MATERIALS ON E-LEARNING PLATFORMS (§ 52A COPYRIGHT ACT)**

In terms of making available copyrighted materials on e-learning platforms and on the intranet for research groups, the German Rectors' Conference (HRK), the Conference of Education and Culture Secretaries (KMK) and collecting society VG Wort have agreed on a transitional period until 30 September 2017. During this transitional period, the previous rules remain in place, i.e. it is still allowed to make available copyrighted materials on e-learning platforms and the intranet. A joint working group will put forward a new nationwide scheme for compensation for copyright claims arising from use pursuant to § 52a Copyright Act. The scheme is to be implemented by 1 October 2017.

Further information (in German)

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/recht/urheberrecht.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/recht/urheberrecht.html)

**DIVISION OF PLANNING,  
CONSTRUCTION AND  
SAFETY**

Head  
Alexander Matt

## **SAFETY INSPECTIONS**

The department for work safety will regularly carry out safety inspections in all university and university clinic facilities from 2017 on to assess safety in the workplace. The intervals between inspections are based on hazard potentials. Facilities in the humanities will be inspected every five years, while scientific and medical facilities will be inspected every three years. The dates for all inspections will be announced at the start of each year on the department's website.

Further information (In German)

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/sicherheit/begehungen.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/sicherheit/begehungen.html)

**HUMAN RESOURCES  
DIVISION**

Head  
Senni Hundt

**RESEARCH DIVISION**

Head  
Dr Sigurd Weinreich

**DIVISION FOR  
FOUNDATIONS AND  
ASSETS**

Head  
Jochen Ridinger

**LAW AND COMMITTEES  
DIVISION**

**DIVISION OF PLANNING,  
CONSTRUCTION AND  
SAFETY**

## SERVICE AGREEMENT ON TAKING SPECIAL LEAVE

A new service agreement on taking special leave pursuant to § 28 of the collective agreement ("TV-L") has entered into force on 1 November 2016. As § 28 does not specify compelling reasons to take special leave, the service agreement specifies that compelling reasons are care for or supervision of at least one child under 18 or another family member in need of care as stated in a medical opinion. The service agreement also determines when requests for extending special leave have to be filed. This way both university institutions and the employees replacing colleagues on leave know early when those on leave will return.

Service Agreement (in German)

- [www.uni-heidelberg.de/md/zuv/personal/rundschreiben/dienstvereinbarung\\_uber\\_die\\_beanspruchung\\_von\\_sonderurlaub\\_gemass\\_ss\\_28\\_tv-l\\_ab\\_01.11.2016.pdf](http://www.uni-heidelberg.de/md/zuv/personal/rundschreiben/dienstvereinbarung_uber_die_beanspruchung_von_sonderurlaub_gemass_ss_28_tv-l_ab_01.11.2016.pdf)

## INNOVATION FUND FRONTIER

We are launching our 10th call for proposals for FRONTIER, our internal research funding programme within the Excellence Initiative. Successful applicants will receive the necessary seed funding to pursue completely new research ideas and develop them into proposals for third-party funding. The programme is open to all subject areas. So far, 161 applications have been selected for funding in this intra-university competition. The deadline for proposals is Tuesday, 2 May 2017.

Further information and proposal documents

- [www.uni-heidelberg.de/excellenceinitiative/institutionalstrategy/frontier.html](http://www.uni-heidelberg.de/excellenceinitiative/institutionalstrategy/frontier.html)

## TOURS OF THE OLD UNIVERSITY

Heidelberg University's Internal Training Programme now offers guided tours of the Old University, including the great hall, the student prison and the university museum to all employees. These tours (in German) will initially take place on two Saturdays (planned dates: 8 April, 7 October 2017) and are free of charge for staff members. For details and registration, please refer to the Internal Training Programme. If you would like to show the Old University to guests as part of your work, please note that groups have to register at least one day prior to visiting to be eligible for free entry. To register, please call 54-3593.

Details (In German)

- [adb.zuv.uni-heidelberg.de/info/INFO\\_FDB\\$.startup?MODUL=KURS&M1=1&M2=0&M3=0&PRO=29048&MODUS=](http://adb.zuv.uni-heidelberg.de/info/INFO_FDB$.startup?MODUL=KURS&M1=1&M2=0&M3=0&PRO=29048&MODUS=)

## CHANGES IN ADMINISTRATIVE PRACTICE

In 2017, committee elections for the group „students“ will take place from 20 to 22 June 2017.

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/recht/wahlen/index.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/recht/wahlen/index.html) (in German)

The senate meeting dates for 2017 and 2018 can be found under the following link.

- [www.uni-heidelberg.de/institutions/senate/index.html](http://www.uni-heidelberg.de/institutions/senate/index.html)

Requests for parking permits can now be submitted online.

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/parken/](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/parken/) (in German)

## RESEARCH DIVISION

Please note our updated information on the management of EU projects.

- [www.uni-heidelberg.de/research/service/eu/projectmanagement.html](http://www.uni-heidelberg.de/research/service/eu/projectmanagement.html)

The DFG has made its e-portal „elan“ available for applications of research trainings groups.

- [www.dfg.de/foerderung/info\\_wissenschaft/allgemeine\\_informationen/info\\_wissenschaft\\_17\\_05/index.html](http://www.dfg.de/foerderung/info_wissenschaft/allgemeine_informationen/info_wissenschaft_17_05/index.html) (in German)

Please note that new DFG projects funded from 1 January 2016 receive overhead funding of 22%. Please use the updated forms on the DFG website. Projects approved before 1 January 2016 receive overhead funding of 20%.

- [www.dfg.de/en/research\\_funding/forms\\_guidelines/index.html](http://www.dfg.de/en/research_funding/forms_guidelines/index.html)

Some of the forms for contracts for services have been updated. The forms are available from the following link.

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/ir/honorarvertragswesen.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/ir/honorarvertragswesen.html) (in German)

## INTERNAL AUDITING

## FURTHER INFORMATION WHICH IS ONLY AVAILABLE IN GERMAN

Freedom of Information Act Baden-Württemberg

- [www.uni-heidelberg.de/md/zuv/recht/lifg\\_2015-12-30.pdf](http://www.uni-heidelberg.de/md/zuv/recht/lifg_2015-12-30.pdf)

Service improvements in the division of planning, construction and safety

- [www.uni-heidelberg.de/einrichtungen/verwaltung/bau/](http://www.uni-heidelberg.de/einrichtungen/verwaltung/bau/)

Introduction of emergency mobile phones

- [www.sicherheit.uni-heidelberg.de](http://www.sicherheit.uni-heidelberg.de)

Further training on Genetic Engineering

- [www.uni-heidelberg.de/gentechnik](http://www.uni-heidelberg.de/gentechnik)

Application procedure for major research equipment

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/haushalt/forschungsgrossgeraete.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/haushalt/forschungsgrossgeraete.html)

Amazon orders paid by invoice are now possible

- [www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/sonstiger-bedarf/amazon.html](http://www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/sonstiger-bedarf/amazon.html)

Procurement of accounting software

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/)

New travel agency for official trips

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html)

German Ministry of Education and Research: 8th Round of “GO-Bio” competition

- [www.bmbf.de/foerderungen/bekanntmachung-1285.html](http://www.bmbf.de/foerderungen/bekanntmachung-1285.html)

German Ministry of Education and Research: Funding for projects on the future of work – working in hybrid value creation systems

- [www.bmbf.de/foerderungen/bekanntmachung-1268.html](http://www.bmbf.de/foerderungen/bekanntmachung-1268.html)

Children's University Heidelberg

- [www.kinderuni-heidelberg.de](http://www.kinderuni-heidelberg.de)

### Imprint

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