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CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



Content

University operations

Blanche Brinken back again

New head of division for Student Affairs and Teaching

Brexit – Effects on members of the university

Digital congresses

DFG – Instructions for Project Proposals Restructured and Updated

Alexander von Humboldt Foundation – Henriette Herz Scouting Programme

Volkswagen Foundation – Funding offer “Artificial Intelligence”

Berlin-Brandenburgische Academy of Sciences – Academy Award 2022

Further information



Dear Colleagues,

Warm greetings to you all! I hope you have kept well during the last weeks and months.

You can find current information around corona regulations at the university on the homepage, on the websites of the administration units and you can pose your questions and place suggestions via the corona hotline.

Projects that had to be paused due to external conditions around corona such as heiCO (Heidelberg Campus Online) or the introduction of eRechnung will now pick up speed again as well as new projects around digital teaching.

An important personnel issue could be clarified: the management of the Division of Student Affairs and Teaching could be filled with Ms. Kramer.

I wish you and us a good restart, stay healthy!

Best wishes,

Dr. Holger Schroeter, Kanzler

DER KANZLER

Dr. Holger Schroeter

University operations

Since 20th April, university is in restricted presence operation. The dynamic developments against the background of the coronavirus pandemic require continuing adaptations around the theme complexes teaching, research and administration. The university's central website informs about the respective valid university specific rules and processes. The distance and hygiene rules must continue to be complied with. The respective documents can be found on the website of work safety. Besides these and the additional ways of communication, university administration keeps on providing the service portal corona for you. Here, your current questions and concerns in the context of the corona virus are answered or forwarded to responsible contact persons.

Service portal corona

Mon to Thur 8a.m. to 4 p.m.

Fri 8a.m. to 3 p.m.

Phone +49 6221 54-19191

service.corona@uni-heidelberg.de

Information concerning corona and the current university operation

■ www.uni-heidelberg.de/en/newsroom/information-about-coronavirus

Information concerning work safety in view of the corona pandemic

■ www.uni-heidelberg.de/arbeitsicherheit-corona

LAW AND COMMITTEES DIVISION

Head
Cornelia Stöcklein

Blanche Brinken back again

After her parental leave, the Law and Committees Division welcomes Blanche Brinken in its team again. Blanche Brinken is deputy head of the department Legal Affairs.

Her area of expertise is copyright law. As a special project, she supervises (legally and contractually) the masterplan in the Neuenheimer Feld. On top of that, contract reviews, statutes and single cases belong to her field of work.

Overview of employees of the department 1.1 Legal Affairs

■ www.uni-heidelberg.de/institutions/administration/law/d1_1.html

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Birgit Kramer

New head of division for Student Affairs and Teaching



Since July 2020, Birgit Kramer, Diplom-Verwaltungsfachwirtin, has taken over the management of the Division of Student Affairs and Teaching. Hence, she has succeeded Dr. Verena Schultz-Coulon. The division with its five departments and four staff units offers prospective students and students a wide range of services around studies and teaching. Birgit Kramer has been a long-term employee at Heidelberg University and last managed the department 2.1 Student Administration.

Contact

Seminarstraße 2, Raum 163

69117 Heidelberg

Phone +49 6221 54-12200

birgit.kramer@zuv.uni-heidelberg.de

Overview on tasks and employees of the division Student Affairs and Teaching

■ www.uni-heidelberg.de/institutions/administration/education/index.html

HUMAN RESOURCES DIVISION

Head
N.N.

Brexit – Effects on members of the university

With the expiration of 31st January 2020, the United Kingdom left the European Union (EU). Due to the agreed transition period, nothing will change up until 31st December 2020, for during this time, the United Kingdom will still be treated a member state of the EU. However, from 1st January 2021 onward, British citizens need a residence permit for longer stays in Germany. For this purpose, a registration at a registration authority that is responsible for the place of residence (residence registration) as well as a registration at the relevant immigration authority is necessary. Further information on this topic is provided by the local immigration authorities, the British embassy in Berlin as well as the British Consulates General in Düsseldorf and Munich. The conditions for travels from the EU to the United Kingdom are currently in negotiation. As soon as there are updates, these will be provided on the university administration's website business travels / news.

Information of the Federal Ministry of the Interior, Building and Community

- www.bmi.bund.de/EN/topics/constitution/brexit/brexit-artikel.html

Electronic Government Service of the United Kingdom

- www.gov.uk/transition

Information of the City of Heidelberg

- www.heidelberg.de/hd,Lde/-/Lebenslagen/;leb5001649

Information of Heidelberg University

- www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html

RESEARCH DIVISION

Head
Dr. Sigurd Weinreich

Digital congresses

The corona-related change to digital formats affects as well the congresses supervised by UniKT. In Marsilius-Kolleg, the infrastructure is currently expanded. So, hybrid formats, meaning mixed forms consisting of presence and digital courses, can be conducted in a better way and speakers or participants can be connected via video. Thereby, possibilities of registration as well as participant and finance administration are provided for digital courses in various forms by UniKT as well.

Congress and conference management

- www.uni-heidelberg.de/institutions/administration/research/unikt.html

DFG – Instructions for Project Proposals Restructured and Updated

The Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) has responded to increasing requirements in recent years and has structurally adapted its instructions for project proposals. The changes affect the project description in proposals relating to individual research grants, the Emmy Noether Programme, Research Units, Clinical Research Units and Priority Programmes. As a transitional arrangement, proposals in line with the previous structure will be accepted until 30th October 2020. Other programmes will be successively updated and the relevant forms made available online.

Further information can be found on the website of DFG

- www.dfg.de/en/research_funding/announcements_proposals/2020/info_wissenschaft_20_24/index.html

RESEARCH DIVISION

Head
Dr. Sigurd Weinreich

Alexander von Humboldt Foundation – Henriette Herz Scouting Programme

By introducing the Henriette Herz Scouting Programme, the Foundation is opening up a new way of accessing the Humboldt Research Fellowship in parallel with the standard application procedure. It will allow selected hosts to recruit suitable candidates from abroad as Humboldt Research Fellows by means of a direct award procedure. Every year, the foundation will grant up to 100 additional research fellowships in this way. Everyone holding a professorship or a comparable management position in Germany, being able to prove visible scientific successes, being internationally well connected and operating career promotion of young researchers successfully can apply as a scout.

Further information can be found on the website of the Humboldt foundation

- www.humboldt-foundation.de/web/henriette-herz-scouting-programme.html

Volkswagen Foundation – Funding offer “Artificial Intelligence”

The initiative “Artificial Intelligence – its effects on the society of the future” focuses on joint, integrative research approaches in the social sciences and the engineering sciences. Against the background of the current and emerging developments in the field of “Artificial Intelligence” the Foundation wishes to support projects dealing with the development of new perspectives and insights with a view to shaping the future of society as well as technology. The aim is to enable novel project constellations and interdisciplinary cooperations in a scientific and socially highly topical area through a shift in thinking towards new perspectives and solutions.

Further information can be found on the website of the Volkswagen foundation

- www.volkswagenstiftung.de/en/funding/our-funding-portfolio-at-a-glance/artificial-intelligence-and-the-society-of-the-future

Berlin-Brandenburgische Academy of Sciences – Academy Award 2022

The Academy Award of the BBAW (Berlin-Brandenburgische Academy of Sciences) includes prize money of 50,000 Euros and may be awarded biennially for outstanding scientific achievements in the areas of Humanities and Social Sciences, Maths and Natural Sciences, Biosciences and Medicine as well as Technical Sciences. Scientists whose research achievements open new horizons, should be awarded with this prize. Appropriate suggestions can be handed in directly to the BBAW by 31st October, self-applications are not possible. In case of an application, the Research Division asks for a short note via email to Dr. Günther Mittler: guenther.mittler@zuv.uni-heidelberg.de

Further information can be found on the website of the BBAW

- www.bbaw.de/en/the-academy/awards/prizes/academy-prize

Further information that is only available in German

Campus-Management-System – the next steps

- www.uni-heidelberg.de/de/serviceportal-lehre/einfuehrung-campus-management-system

Online module “Study skills” published

- www.uni-heidelberg.de/slk

Revision of the forms for payment and acceptance orders

- www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/
- www.uni-heidelberg.de/universitaet/beschaefigte/service/gesamt/rundschreiben/rs_2019.html
- www.uni-heidelberg.de/universitaet/beschaefigte/service/gesamt/rundschreiben/rs_2020.html

New framework agreements

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/Wasserspender_Wasserflaschen.html
- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/ventilatoren.html
- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/uebersicht/kaffeeautomaten.html
- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/mietwagen.html

Project status eRechnung: Start in October 2020

- www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/eRechnung.html

New forms for the travel expense report

- www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html
- www.uni-heidelberg.de/md/zuv/personal/formulare/abrechnungsfomulardienstreise_08.01.2020.pdf

DFG – New usage guidelines for special research areas

- www.dfg.de/download/pdf/foerderung/programme/sfb/1912_hinweis_wbs_sfb.pdf
- www.dfg.de/formulare/5_01/5_01.pdf

Technology transfer – Office hours concerning Intellectual Property

- www.uni-heidelberg.de/de/transfer/service-transfer/ip-sprechstunde

Imprint

Universität Heidelberg
Kanzler

Seminarstraße 2
69117 Heidelberg
kanzler@uni-heidelberg.de

All issues of the Caroline
■ www.uni-heidelberg.de/en/newsletter-caroline