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Dear Colleagues,

Warm greetings to you – after a longer break, I am glad to be able to send you a Caroline with news that I hope you will find interesting.

The service agreement on telework has been finalised; recommendations on handling it were sent to the heads of institutes/facilities and the employees, so that the instrument can be used successfully.

Currently (before and after the summer vacation) I am visiting all faculties to inquire about possible challenges in our cooperation and ask about needs or wishes with respect to the services provided by the administration. In my view, we have to communicate actively, transparently and professionally again, particularly after the Covid-19 phases.

I am happy to welcome Dr Alexander Au on board in the administration. Since 15 July, Dr Au has been the new director of the International Relations division, the successor of Dr Joachim Gerke who has retired after many successful years at Heidelberg University.

Wishing you and your loved ones a healthy, refreshing summer vacation,
Yours,

Dr Holger Schroeter
Kanzler

**LAW AND COMMITTEES
DIVISION**

Head
Cornelia Stöcklein

The challenge of export control



Daniela Fabian took charge of the newly established export control staff unit on 1 February 2022. A graduate in administration, she started her career in the department of building and real estate at Heidelberg University back in 1992. After supervising various construction measures and projects, she became head of the internal auditing staff unit in 2010. In 2015, she became managing director of the University Computing Centre.

The export control staff unit is subordinate to the Law and Committees Division within the university administration. It considers itself a service provider for scientists in any matters of admissibility and implementation of export processes. In addition to physical export and transfer of listed dual-use items, this includes the (electronic) export of software and technologies, including technical support.

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Tasks of the export control staff unit

- www.uni-heidelberg.de/einrichtungen/verwaltung/recht/d1_exportkontrolle.html

**DIVISION OF STUDENT
AFFAIRS AND TEACHING**

Head
Birgit Kramer

New head of department 2.3



Christoph Schlomach took over as the new head of the Central Student Advisory Office on 15 January 2022. He succeeds Hedi Blumer, who retired after many years of work. Christoph Schlomach holds a degree in political science and had already been working at the university in various functions for more than a decade. Most recently, he was an academic staff member at the Institute for Political Science, where he actively supported the introduction of the heiCO campus management system in the study and examination rules and regulations subproject. Together with his team and other parties, he is going to reorganise the Central Student Advisory Office as a visible point of orientation for prospective and current students, and to develop it further in a forward-looking manner.

On 1 August 2022, Mr Schlomach also became the new advisor for disabled and chronically ill students at Heidelberg University.

Information and contacts at the Central Student Advisory Office

- www.uni-heidelberg.de/institutions/administration/education/d2_3.html

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Birgit Kramer

heiCO project status

The introduction of Heidelberg University's new heiCO campus management system is making progress. All 13 faculties have now been informed about the upcoming work by the responsible Vice-Rector for Student Affairs and Teaching, Prof. Dr Senz, and the project management. Central research institutions are going to follow. Conversations regarding examination rules and regulations, applicable rights/roles, and room allocation practices with all subjects are taking place. Modelling of the examination rules and regulations in the natural sciences is largely complete, while that of the faculties of medicine and humanities is currently underway.

Other milestones

- More than 12,000 employees are being synchronised with the various personnel systems (SVA, SAP, etc.) on a daily basis.
- Remapping of the entire university organisational structure with approximately 850 registered units has been performed.
- About 19,200 rooms are continuously synchronised with heiCO via the CAFM interface.
- Tests to migrate student performance data are conducted on an ongoing basis.
- The application procedure for admission-restricted Master's programmes in higher academic semesters was successfully performed in heiCO in the summer semester of 2022.

Goals and status of project implementation

- www.uni-heidelberg.de/de/serviceportal-lehre/heidelberg-campus-online

DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Master plan Im Neuenheimer Feld (INF)

The university has been processing the INF master plan together with the lead partners, the city, and the state for about four years in order to secure development perspectives in terms of building law and urban planning for the science facilities at the site, the university hospitals and the urban institutions (including sports facilities and the zoo) until 2050.

The Heidelberg City Council approved the master plan approach on 17 March 2022. Among other things, it will allow institutions to erect buildings for a total of 868,000 square feet (GFA) in the next few years. The Hühnerstein is to be preserved as a long-term building land reserve. The planning goal for the campus under consideration of sustainability aspects is the principle of internal over external development. This will increase building density on the existing areas. The INF master plan also intends for improved accessibility to Neuenheimer Feld, e.g., by shifting car traffic to a new northern road between Im Neuenheimer Feld and Klausenpfad, and by building a streetcar line to operate as "campus streetcar". Further review requests were submitted for the proposed location of the hospital expansion and the location of the pedestrian and bicycle bridge as a western connection (Wieblingen campus).

Goals and status of the project

- www.masterplan-neuenheimer-feld.de/informationen/meldungen/projekttraeger-stellten-ihre-einschaetzungen-vor-gute-perspektive-fuer

FINANCE DIVISION

Head
Tim Krützfeldt

Raising the minor-claims threshold for supplies and services

So far there has been no requirement to undertake a market survey or documentation when placing direct orders below the minor-amount threshold of 500 euros (net) for reasons of cost-efficiency and economy. On 1 September 2022, this minor-amount threshold will be raised to under 1,000 euros (net). That means that a market survey and documentation are not required up to an order value of 999.99 euros (net).

The minor-amount threshold raised as of 1 September 2022 to under 1,000 euros (net) will also apply in future to freelance services in the context of fee or work contracts. In these cases, too, it will not be necessary to survey the market or carry out documentation. Likewise, it will no longer be necessary to conclude a formal fee or work contract, so that the relevant payment can take place on the basis of an invoice from the service-provider. Depending on the individual case, this will possibly be subject to respecting additional preconditions.

Direct purchase with market survey from 1 September 2022

- www.uni-heidelberg.de/einrichtungen/zuv/finanzen/beschaffung/vergaberecht.html#1.2.1%20Direktauftrag%20mit%20Markterkundung

Value limits for procurements from 1 September 2022

- www.uni-heidelberg.de/einrichtungen/zuv/finanzen/beschaffung/wertgrenzen.html

Instructions for freelance services, fee or work contracts from 1 September 2022

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/honorarvertragswesen.html

Ukraine conflict: Price rise for current supply and service contracts

The price of certain products and raw materials is, in some cases, rising considerably at present, due to the acts of war in Ukraine. Budgetary and contracting law requires the verification of whether a contractual amendment is justified in individual cases. Should parties to a contract intend to make a contractual amendment, the contract award office of Heidelberg University is ready and willing to help with any queries and advice needed.

Contact person in the procurement section

- www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/d4_1.html#anker_SachgebietBeschaffung

Submission of invoice documents

Vendor invoices and credit memos, as well as all other types of receipts (payment requests for travel expenses, expense reimbursements, etc.) must be scanned within the scope of electronic invoice processing. This measure is to reduce paper-based document storage and to file invoices and related documents exclusively digitally in the future. The division requests that university employees submit invoices in directly readable and scannable quality and that they do not submit any stapled, overlapping, or carelessly pasted documents as far as possible for them to facilitate proper and audit-proof digitisation.

“Document dispatch and preparation” instructions

- www.zuv.uni-heidelberg.de/md/zuv/finanzen/buchhaltung/anleitung_belegversand_und_belegvorbereitung_1.5.pdf

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

Introduction day: Welcoming the new employees

Following a two-year break required by the coronavirus, the introduction day for new employees could once again be held on 1 July 2022. The Kanzler welcomed more than 170 participants who had taken up work at Heidelberg University in the last few weeks and months in the Great Hall of the New University building. Under the direction of Oliver Orth, the human resources development department put together an extensive programme of lectures to give participants insights into various work areas and their processes, and to familiarise them with the legal and organisational framework of the university. Participants also had the opportunity to get to know teaching staff from other university departments.

Participation in the introduction day is mandatory for new employees. It will next be held in the Great Hall of the New University building on 18 November 2022.

Introduction events at Heidelberg University

- www.uni-heidelberg.de/universitaet/beschaefigte/karriere/neue_mitarbeiter/einfuehrungstag/

New team structure in department 5.1

Department 5.1 is newly established. Since April 2022, the wide range of tasks has been organised in two areas: The human resources service team for civil servants and appointments (administrative support) is managed by the deputy head of department Katrin Kiermeier. The team for student and graduate assistants, travel management, teaching assignments, and guest lectures will be headed by Stephan Heinz in future. Responsibility for personnel budgeting, position management, special and ancillary areas, as well as for management and control tasks, is going to remain with head of department Karin Leyer.

Tasks and responsibilities in division 5.1

- www.uni-heidelberg.de/institutions/administration/hr/d5_1.html

The heiTRACKS mentoring programme enters its second round

The heiTRACKS mentoring programme once again offers access to an individual advisory service from experienced mentors and an accompanying networking and qualification programme to about 15 junior researchers with doctorates this year. The year-long promotion is open to junior researchers at Heidelberg University who are pursuing an academic career. Interested parties were able to apply until 30 June 2022. The programme round is going to commence on 25 October 2022. Information events for junior researchers and mentors for the 2022/2023 programme round will be held in spring 2023.

Career support for junior researchers

- www.uni-heidelberg.de/university/staff/career/postdocs/mentoring.html

RESEARCH DIVISION

Head
Dr Sigurd Weinreich

New funding database Pivot-Research Professional

Researchers, students, and employees of Heidelberg University (except for the medical faculties) now have free access to the funding database Pivot-Research Professional Pivot-RP via their Uni-ID. The browser-based online database for researching calls for proposals in the area of research funding helps users find precisely fitting funding options for their own research.

Pivot-RP log-in

- <https://pivot.proquest.com/session/login>

RESEARCH DIVISION

Head
Dr Sigurd Weinreich

ERC Grants: Provisional dates

The **European Research Council (ERC)** supports researchers in basic research, in advancing visionary projects, and in opening up new interdisciplinary fields of knowledge. The promotion is going to follow four lines:

- **Starting Grants** (up to EUR 1.5 million, max. 5 years): Funding for promising junior researchers within 2 to 7 years of acquiring their doctorates.
Deadline: 25/10/2022
- **Consolidator Grants** (up to EUR 2 million, more than 5 years): Funding for excellent junior researchers within 7 to 12 years of acquiring their doctorates.
Deadline: 02/02/2023
- **Advanced Grants** (up to EUR 2.5 million, more than 5 years): Funding for outstanding and already-established researchers.
Deadline: 23/05/2023
- **Synergy Grants** (up to EUR 10 million, more than 6 years): Funding for pioneering research projects that, due to their complexity, are processed by research groups (2 to 4 researchers and their teams).
Deadline: 08/11/2022

Further information on the funding lines

- www.uni-heidelberg.de/en/research/research-service/european-union/erc-grants

INTERNATIONAL RELATIONS DIVISION

Head
Dr Alexander Au

New head of International Relations Division



Dr Alexander Au became the new head of the International Relations Division on 15 July 2022. He succeeds Dr Joachim Gerke, who has advanced Heidelberg University's international relations for more than twenty years. Dr Au worked at the German Academic Exchange Service (DAAD) for more than ten years, in positions such as head of division for Mexico, Venezuela, Central America, and the Caribbean and as director of the DAAD Mexico and Central America Field Office. Most recently, he headed the internationalisation programmes for German universities, where he was responsible for strategic planning and content as well as for financial management of some of the currently largest mobility funding programmes (PROMOS, STIBET,

ISAP) for German universities. As an alumnus of Ruperto Carola, Dr Au plans to advance Heidelberg University even further in its strategic efforts of successful and sustainable internationalisation.

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Tasks and contacts of the International Relations Division

- www.uni-heidelberg.de/institutions/administration/international/

DIVISION FOR FOUNDATIONS AND ASSETS

Head
Jochen Ridinger

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

Volunteer supervisors of the university museum

The university museum in the Old University building offers visitors some insights into the long history and current activities of Heidelberg University and its cooperation partners. Volunteers have been involved since 1996 to approach people from around the world, impart interesting facts about Heidelberg University, and supervise the changing museum exhibitions.

The university museum would like to offer its guests more generous opening hours. Therefore volunteers are urgently needed.

Contact
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Advertisement "Volunteer supervisors at the Heidelberg university museum"

■ <https://backend.uni-heidelberg.de/de/dokumente/universitaetsmuseum-ehrenamtliche-betreuer-gesucht/download>

Information on the university museum

■ www.uni-heidelberg.de/en/institutions/museums-and-collections/university-museum

KidsBox – mobile childcare

As a family-friendly university, Heidelberg University is expanding its range of flexible childcare services for children aged 1.5 to 7 years. The folding and rolling KidsBox (120x123x66 centimetres) contains a travel cot (also suitable as a playpen), a folding mattress and thermal mat for crawling and playing on the floor, a stool and table for larger children, a changing pad, a disinfection and first aid kit, hygiene products, and a clamp seat that can be docked to the desk in addition to some toys and colouring supplies.

Heidelberg University has two KidsBoxes available for loan: one in the Old Town and one on the Im Neuenheimer Feld (INF) campus. Employees of the university administration and staff in the closer vicinity can borrow the KidsBox from department 1.3 managing officer – internal services. Employees at the INF campus may contact the Children's House Office to borrow the box.

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Contact Lending Campus INF
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KidsBox information

■ www.uni-heidelberg.de/einrichtungen/kinderhaus/index_en.html