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# CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386



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Dear Colleagues,

Autumn has arrived and brought a fresh breeze, so I am pleased to be able to send you the new issue of our newsletter Caroline. I hope the bouquet of topics is of interest to you at your institutes and various workplaces.

You will find information on our challenges around the new campus management system heiCO (Heidelberg CAMPUS-online), on the role of construction officers, on the Research Service, on new forms and much more.

With regard to the topic of heiCO, you are also very welcome to take part in our regular information events.

Last but not least, I would like to draw your attention to the administration management meeting with the institutes, which will take place on 8 December 2023, and I look forward to hearing your wishes, suggestions or questions, which we can then discuss together.

Stay healthy and cheerful

Sincerely

Dr. Holger Schroeter  
Kanzler

## PROJECT heiCO

Head  
Jessica Rink

### heiCO I News from the project

On 1 October 2023 the office of Vice-Rector for Student Affairs and Teaching passed from Prof. Dr Anja Senz to Prof. Dr Silke Hertel, including the role of heiCO project commissioner. Prof. Senz had intensively supported the heiCO team since 2019 and made a personal contribution to laying a strong, long-term foundation for introducing the new Campus Management System at Heidelberg University.

In the last few weeks and months, the implementation of heiCO has picked up speed and, with our colleagues in the subjects, we have reached important milestones in the project roll-out. Application and admission procedures have been carried out in heiCO since June 2023 and fee management has been implemented; the administration of lectures and classes for the subjects in roll-out phase 1 was also activated in mid-July 2023. Courses can now be entered in heiCO so that, as of the 2023/2024 winter semester, students will be able to register or deregister for them.

The next step is planned for mid-November and provides for importing the grades in these subjects into the heiCO system. As of then, all the functions in heiCO will be available to students of these courses.

In order to accompany the implementation in the subjects and faculties as well as possible, we continue to offer heiCO briefing sessions to provide information about the latest developments in the heiCO roll-out. We are happy to discuss them with anyone participating, or just interested, and to collect suggestions and impressions. Furthermore, we are currently planning additional information and support opportunities for users and interested persons in the subjects and faculties, as well as for our students. One of the first steps has been reviving the heiCO newsletter, which appears regularly and contains important information and advice for implementing heiCO. In addition, we are preparing a compilation of practical information, advice and instructions for the implementation and use of heiCO that will be posted on the heiCO website. And, finally, our heiCO guides are being trained and deployed in some subjects on a test basis; this is to enable them later to give the staff there broad-based assistance and support in importing the course grades (data migration).

#### Current newsletter

- <https://backend.uni-heidelberg.de/de/dokumente/ausgabe-1023-heico-newsletter/download>

#### Newsletter sign-up

- <https://listserv.uni-heidelberg.de/cgi-bin/wa?SUBED1=HEICO-NEWS&A=1>

#### heiCO website

- [www.uni-heidelberg.de/en/teaching-services-portal/heidelberg-campus-online](http://www.uni-heidelberg.de/en/teaching-services-portal/heidelberg-campus-online)

## LAW AND COMMITTEES DIVISION

Head  
Cornelia Stöcklein

### Students driving university service vehicles or hired cars

Excursions are a highlight in student life. If students drive service vehicles or hired cars during the excursion, this creates complex legal relations and risks of liability. It is therefore obligatory to make careful preparations and obtain the necessary information before the excursion in order to have optimum protection in the event of damage.

The Law and Committees Division will be pleased to give you information and advice in this topic area. A comprehensive information sheet can be found below and also in the Division's range of services.

Joachim Förster  
Tel. +49 6221 54-12113  
[joachim.foerster@zuv.uni-heidelberg.de](mailto:joachim.foerster@zuv.uni-heidelberg.de)

- [www.uni-heidelberg.de/md/zuv/recht/senat/haftung\\_von\\_studierenden\\_als\\_kfz\\_2023-08-30.pdf](http://www.uni-heidelberg.de/md/zuv/recht/senat/haftung_von_studierenden_als_kfz_2023-08-30.pdf)

## LAW AND COMMITTEES DIVISION

Head  
Cornelia Stöcklein

### DFG – election of review boards for 2023

Autumn 2023 will see the election of the review boards for the German Research Foundation (DFG). The central task of these voluntary review boards is to provide quality assurance for the DFG's funding decisions: They make a scholarly assessment of the applications and draft a recommended decision. The election this year takes place in the period from 23 October 2023, 2 p.m. until 20 November 2023, 2 p.m. Eligible to vote are all researchers who have passed the oral doctoral examination and professors, including junior professors.

Further information is available from the election office of Heidelberg University, Department 1.2 Committees and Elections.

Sandra Ott  
Tel. +49 6221 54-12120  
sandra.ott@zuv.uni-heidelberg.de

You can find out more about the election on the DFG website:

- [www.dfg.de/en/dfg\\_profile/statutory\\_bodies/review\\_boards/rb\\_election2023/index.html](http://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/rb_election2023/index.html)

## DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head  
Alexander Matt

### Responsibilities of construction officers within the faculties

New buildings and renovations at Heidelberg University are subject to the public conditions of state construction and are operationalised between the Mannheim-Heidelberg office of the state assets and construction company Vermögen und Bau Baden-Württemberg and the University Administration. Strict procedures and standards are required due to the use of tax money for the planning and building process.

The basis of any project planning is a usage requirement coordinated with the university department or institute in order, when planning, to take appropriate account of the functional requirements for academic use. This important process of cooperation and communication takes place between the colleagues of the Division of Planning, Construction and Safety and an especially appointed construction officer from the institute. Besides the surveyed area, the usage requirement represents an important basis for planning and calls for those involved to allocate sufficient time. But the construction officer also has other responsibilities in the building and operating context. For more clarity and quality assurance, these important tasks of the institutes have now been worked through and posted on the website.

For further information you can also approach Department 3.2, Construction and Real Estate.

Stephan Möller  
Tel. +49 6221 54-12320  
stephan.moeller@zuv.uni-heidelberg.de

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

## FINANCE DIVISION

Head  
Tim Krützfeldt

### Extension of the representation expenditure policy

As part of the university's representation policy, the options for hospitality expenses for the institutes and facilities have been expanded. It is now also possible to offer catered meals at graduation and alumni festivities. In view of the necessary respect for the principles of cost-efficiency and economy, the amount has been settled at a maximum of 25 euros (brutto) per person invited. The costs must be borne by the institutes and hosting bodies themselves.

A checklist for entertainment spending is available at:

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

## FINANCE DIVISION

Head  
Tim Krützfeldt

### Adaptation of important forms

In order to improve the coverage and handling of various processes, the following forms have been adapted:

Reimbursement of expenses for employees, reimbursement of expenses for non-employees, DR/DG reimbursement of expenses:

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

Application for discount/settlement of discount, application for advance payment/final invoice  
The latest versions and the individual changes are available on the website of Department 4.3 Financial Accounting and Payment Transactions:

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

Travel subsidy

The travel subsidy form is available for downloading on the webpage of the travel cost unit:

- [www.uni-heidelberg.de/einrichtungen/verwaltung/personal/formulare\\_personal.html#dienstreisen](http://www.uni-heidelberg.de/einrichtungen/verwaltung/personal/formulare_personal.html#dienstreisen)

## HUMAN RESOURCES DIVISION

Head  
Colin Morgenthal

### No advertising waiver when filling positions

The university's elected staff representative body has informed the office that, as of now, it should no longer accept any applications to waive the requirement to advertise a non-academic position. Institutes and facilities that expect to achieve an exception to this principle in dialogue with the Staff Council could waste more time by doing so than they would invest in issuing an only in-house advertisement with a short, e.g. two-week, deadline. In individual cases please approach the administrative assistant responsible for staff at your institute, in order to plan the best way forward.

### 32 new trainees and two DHBW students start their training

On 1 September 2023, 32 new trainees started their vocational training in the technical and trade field, as well as in administration at Heidelberg University. Two students from the Baden-Württemberg Cooperative State University (DHBW), which combines academic study with workplace training, started their practical phase at Heidelberg University on 1 October 2023. On the traditional Trainee Induction Day, we gave our trainees a lot of important information and get-together opportunities so that they could enjoy a comprehensive, interesting and appreciative initiation to working life. In addition, the Univital Team organised a Trainee Day on 7 September 2023 at the Institute of Sports and Sports Sciences. Under the heading "These things are cool – make them the rule" all the university's trainees were able to attend workshops around the topic area of a healthy and successful work environment.

At the same time, the trainee positions to be filled on 1 September 2024 by the upcoming group have already been advertised through various communication channels and at trainee fairs.

You can find out more about vocational training at:

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

## HUMAN RESOURCES DIVISION

Head  
Colin Morgenthal

### heiTRACKS management programme “Towards a Professorship” goes into its next round

In the context of the university's heiTRACKS career promotion, the management programme “Towards a Professorship” is meant for doctoral graduates from all faculties who are pursuing a career in academia. The next programme round begins in February 2024. Interested persons can apply by 8 November 2023.

The aim of the management programme “Towards a Professorship” is to prepare researchers with a doctorate for leadership tasks at the university, to support them in their personal career planning and to help set up an interdisciplinary network. The programme consists of three seminar modules. In addition, individual coaching and collegiate advice is available as an option.

You can find out more about the management programme at:

- [www.uni-heidelberg.de/university/staff/career/postdocs/towards\\_professorship.html](http://www.uni-heidelberg.de/university/staff/career/postdocs/towards_professorship.html)

## RESEARCH DIVISION

Head  
Dr Frank Fischer

### Restructuring responsibilities in the Heidelberg Research Service

The responsibilities of the research executive staff were restructured as of 1 October 2023. The aim was to adapt, and further optimise, the support and advice offered by the Heidelberg Research Service to the needs of researchers at Ruperto Carola. The previous priorities based solely on subject areas were abolished and there is now a higher accountability to funding providers.

In addition, the Heidelberg Research Service is expanding its presence at the Im Neuenheimer Feld campus, in order to be more easily reachable by the scientists located there. The research advisors will offer a regular service time for consultations at the hei\_INNOVATION HUB (Im Neuenheimer Feld 370). Please go to the website of the Research Division for details on the consultation hours at that campus.

The research advisors are available for any questions about obtaining funding and making grant applications.

You can find an overview of all the contact persons including the new structure of responsibilities at:

- [www.uni-heidelberg.de/institutions/administration/research/d6\\_2.html](http://www.uni-heidelberg.de/institutions/administration/research/d6_2.html)

### Review of the ERC information event in June 2023

A European Research Council (ERC) information session took place on 22 June 2023 at the invitation of the then incumbent Vice-Rector for Research Prof. Dr Jörg Pross and the Heidelberg Research Service (HRS). The event was meant for researchers in the humanities and social sciences at Heidelberg University, who received a comprehensive insight into the ERC Grant funding line from a lecture by Ms Randi Wallmichrath from the EU office of the Federal Ministry of Education and Research (BMBF).

Prof. Dr Stefanie Gänger from the Department of History, who was recently awarded an ERC Consolidator Grant, supplemented the lecture with personal experience relating to the application process and consequently gave the participants valuable advice.

ERC Grants are a funding programme of the European Research Council aimed at advancing basic research and opening up new areas of knowledge. The only higher criterion for receiving funding is scientific and scholarly excellence. Different funding lines – Starting, Consolidator and Advanced Grants – address researchers in specific career phases. This enables a maximum of independent, flexible research, as do the calls for interest without restriction of topic. Furthermore, the ERC Synergy Grant promotes scientific cooperation at different locations on a challenging topic.

– ERC Consolidator Grant, deadline: 12 December 2023

– ERC Synergy Grant, deadline: 8 November 2023

You can find out more about ERC Grants at:

- [www.uni-heidelberg.de/en/research/research-service/european-union/erc-grants](http://www.uni-heidelberg.de/en/research/research-service/european-union/erc-grants)

## RESEARCH DIVISION

Head  
Dr Frank Fischer

### **MWK – BEGIN: participating in major European projects and initiatives**

In order to continue to guarantee the top-level position of Baden-Württemberg in European research and innovation funding, the Baden-Württemberg Ministry of Science, Research and Arts (MWK) has launched the BEGIN call, which is designed to continue to boost the participation of universities in major EU research schemes. Participation is understood as both cooperating at the level of individual projects and contributing to decision-making and governance structures of large-scale projects; the latter are schemes that go beyond the level of individual projects and serve the strategic positioning of the institution with respect to networking or the possibility of influencing the choice of topics.

Firstly, applications may be to support a project that has already successfully received funding from an EU programme. In this case, as 'boosters', they are expected to support the implementation of projects in their starting phase.

Secondly, applications can be submitted for funding relating to an intended participation in significant large-scale EU projects. That is meant as support for an application if it is for a particularly relevant project from the state's perspective. Apart from that, to prepare for EU applications by a broad range of universities, the Baden-Württemberg Ministry of Science, Research and Arts still makes funds available for start-up financing.

The requested funding must total at least 100,000 euros per application and year, and may as a rule comprise up to a maximum of one million euros per application and year. Up to two million euros are available per year for the present call. The plan is to finance two to four projects.

The full text of the call is available on the MWK website:

■ [mwk.baden-wuerttemberg.de/en/home](http://mwk.baden-wuerttemberg.de/en/home)

#### In-house procedure

Applications must be submitted via the Rectorate with reference to the respective internal EU advice office. As of now, applications can be made continually up to **31 December 2024** (external deadline) and will be approved as they come in depending on the funds available.

Dr Günther R. Mittler  
Tel. +49 622154-12620  
[guenther.mittler@zuv.uni-heidelberg.de](mailto:guenther.mittler@zuv.uni-heidelberg.de)

## INTERNATIONAL RELATIONS DIVISION

Head  
Dr Alexander Au

### Advice and support with questions and problems relating to non-EU law

During their stay in Germany, students and researchers from non-EU countries are subject to strict requirements under immigration law that are not always easy to understand and are very often linked to other topic areas (enrolment, employment contract etc.). At the same time, the immigration authorities – which apart from receiving applications also give advice – have been noticeably understaffed for some time now. This may lead to much longer processing times, and occasionally individuals have had to wait six months until the authority dealt with their application for a residence permit to be issued or extended.

Here we would like to remind you that the International Relations Division provides services for international visitors to the university, and also offers advice and support with questions and problems relating to non-EU law to both students and researchers.

Enrolled students who have questions or problems in this regard, or who need what is called a “Studienstandsbescheinigung” (certificate of current course status) to renew their residence permit, should go directly to Gabriele Monzel with their concerns.

International researchers at the university (visiting scholars, doctoral research students and postdocs) can take their questions to the Welcome Centre run by Nicole Tsuda as their contact person. Here they will receive support and advice regarding their application, including a check on the documents they have to submit. Moreover, the Welcome Centre, before they begin their stay, is responsible for issuing the “Aufnahmevereinbarung” (hosting agreement), which is required to apply for a residence permit under §18d. Staff at the Medical Faculty Heidelberg should please go to the staff department of the University Hospital and employees at the Medical Faculty Mannheim should consult the management there.

You can find out more about this at:

- [www.uni-heidelberg.de/research/international/heidelberg/researchers\\_directive.html](http://www.uni-heidelberg.de/research/international/heidelberg/researchers_directive.html)

In particularly urgent cases, the Division is able to contact the surrounding immigration authorities directly and request more timely processing on behalf of students and researchers.

Students, researchers and staff of the faculties and central university facilities should take all their questions about residence permits to:

Contact for students:

Gabriele Monzel

Tel. +49 6221 54-12724

[monzel@zuv.uni-heidelberg.de](mailto:monzel@zuv.uni-heidelberg.de)

- [www.uni-heidelberg.de/en/study/advisory-services/advisory-service-for-current-and-prospective-international-students](http://www.uni-heidelberg.de/en/study/advisory-services/advisory-service-for-current-and-prospective-international-students)

Contact for researchers:

Nicole Tsuda

Tel. +49 6221 54-12721

[welcomecentre@zuv.uni-heidelberg.de](mailto:welcomecentre@zuv.uni-heidelberg.de)

- [www.uni-heidelberg.de/institutions/administration/international/welcomecentre.html](http://www.uni-heidelberg.de/institutions/administration/international/welcomecentre.html)

## DIVISION FOR FOUNDATIONS AND ASSETS

Head  
Jochen Ridinger

### Hella Bühler Prize | 2024 call

From 16 October 2023 to 31 January 2024 applications can be made again for the Hella Bühler Prize awarded by Heidelberg University. It has been awarded since 2004 and, worth 100,000 euros, is one of the most valuable prizes in the field of cancer research. The prize goes back to dentist Dr Hella Bühler, who bequeathed her fortune to the university stipulating that the return on investment should be used to award a prize for cancer research.

Who can apply?

Early-career researchers at Heidelberg University and their cooperation partners, who have already produced outstanding studies in the field of cancer research but have not yet been appointed to a tenured professorship, may submit a clinical or non-clinical project in this field to apply for the prize. The prize money can be used freely within the project.

What is the procedure for the application?

Please send your application documents (CV, project outline on a maximum of three pages, brief description of scientific achievement, list of main publications and, as appropriate, a confirmation from the cooperation unit that the research project is at least 50% based at Heidelberg University). The closing date is **31 January 2024** and the application may be made either in writing or by email, addressed to:

Heidelberg University  
Division for Foundations and Assets  
Department 8.2 Donor Relations and Guesthouses  
Seminarstraße 2 | 69117 Heidelberg  
dezernat8@uni-heidelberg.de

■ [www.uni-heidelberg.de/en/hella-buehler-preis](http://www.uni-heidelberg.de/en/hella-buehler-preis)

## UNIVERSITY COMPUTING CENTRE (URZ)

Head  
Prof. Dr Vincent Heuveline

### Introduction of multi-factor authentication (MFA) as the standard login procedure

In view of the increasing number of cyber attacks on public research-related centres, the current phishing campaigns, and new AI-controlled aggressive methods, it is clear that the demands on IT security at our university are constantly rising.

We intend to take hands-on action and set up additional barriers to illegal intrusion, in order to better protect the members of the university and their data. As part of this action offensive, multi-factor authentication (MFA) will be introduced as the standard login procedure. Having multiple factors for login (familiar, for example, in online banking) makes services more secure because it is much more difficult for unauthorised third parties to access user data and accounts. The first step will be to introduce MFA for logging into the virtual private network (VPN). VPN login happens in several steps:

1. through an individual Uni ID or project number and password (factor one)
2. with an additional token (factor two)

A token is an additional device that users must have in their possession. For example, this could be a smartphone with a corresponding authenticator app that generates time-based, one-time passwords, or it could be a hardware token.

Stepwise introduction:

In the transitional phase, which begins in October, employees and students can already set up their token. During the winter semester, the login to VPN with a second factor will become binding on all employees and students.

■ [www.urz.uni-heidelberg.de/en/newsroom/introduction-to-multi-factor-authentication-mfa](http://www.urz.uni-heidelberg.de/en/newsroom/introduction-to-multi-factor-authentication-mfa)

## UNIVERSITY COMPUTING CENTRE (URZ)

Head  
Prof. Dr Vincent Heuveline

### User certificates for secure and trustworthy communication via email

Employees can request and obtain S/MIME certificates to secure their email communications through the University Computing Centre (URZ). S/MIME is a global standard for signing and encrypting emails. S/MIME digital signatures provide authentication of the sender's identity and so provide effective protection, e.g. against phishing attacks.

Effective immediately, the URZ is offering a simplified process for requesting S/MIME certificates using the new university web portal, CertMine. Identity verification will be performed by the IT Service through a valid identification document and can also be done via heiCONF. Personal digital certificates confirm the authenticity of communication partners and therefore contribute to securing email communication. They can be deposited by default in many email clients (such as Outlook).

■ [www.urz.uni-heidelberg.de/en/service-catalogue/it-security/smime-for-email-communications](http://www.urz.uni-heidelberg.de/en/service-catalogue/it-security/smime-for-email-communications)

### Imprint

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■ [www.uni-heidelberg.de/en/newsletter-caroline](http://www.uni-heidelberg.de/en/newsletter-caroline)