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CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



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Dear colleagues,

It is a great joy to be able to send you this issue of Caroline, the first in my term of office. As always, you will find an overview of important and interesting topics from the administrative area of the university.

In traditional fashion, I would like to continue using this information channel to pass on news about important developments and projects from the administration or other areas of university life.

Beyond that, this issue is a good opportunity to introduce myself. So I can refer you to my video greeting of 30 September, which is available to you for streaming.

On various occasions I have had the pleasure of getting to know some of you personally. Many more meetings are planned for the coming weeks and months so that I can look forward to plenty of interesting, exciting encounters and conversations with you. I want to use this time to get to know the university with all its special features and connections. After that, I'll get together with the senior administrative staff to work on plans for future developments.

In the past I was privileged to hold the office of Kanzler in several organizations and at different locations, most recently at the University of Duisburg-Essen. Now I am looking forward to contributing my experience and ideas to Heidelberg University, and also to working together and exchanging ideas with you!

Yours sincerely

Jens Andreas Meinen, Kanzler

KANZLER

Jens Andreas Meinen

Kanzler's video greeting

In a live video address on Monday 30 September the new university Kanzler, Jens Andreas Meinen, spoke to the employees in the administration and interested participants in the institutes and faculties, as well as to staff councils. With the event, the Kanzler aimed to present himself to an extensive group of employees and, at the same time, to offer a platform for specific questions to him. During the greeting, Jens Andreas Meinen introduced himself personally and described his professional background. Further, he presented his initial rough ideas about the university, but also referred to the first 100 days in which he would like to start by taking enough time to familiarize himself with the university and its institutes and facilities. He was particularly grateful to Rector Frauke Melchior, who took part in the event and in her address enlarged on the special features and current challenges facing the university.

The Senate and University Council elected Jens Andreas Meinen as the new Kanzler of Ruperto Carola last March and he took up office on 1 September. In his video greeting he said how happy he had been when he was approached to take up the office of Kanzler at the oldest university in Germany, and one of its most prestigious academic institutions. What primarily fascinated him was the challenge of further developing the university with the employees and, together with many actors here in Heidelberg and in the Carolinum, offering his support in the field of academic excellence, research and teaching. Jens Andreas Meinen is no stranger to the Kurpfalz and the city of Heidelberg thanks to past connections, not least because of his partner's personal link with this city and region, which is another reason to be glad about the present opportunity to work and live here.

For all employees and interested persons who were not free to view the live event, or were prevented from attending for other reasons, Jens Andreas Meinen has provided a link to stream the video:

- <https://heicast.uni-heidelberg.de/login.html;jsessionid=node01xgev3duimtrp4xx0e621w7wp19631013.node0>

heiCO | Regular operations and further development

heiCO's transitional phase having turned into regular operations, Heidelberg University has reached an important milestone in its currently biggest digitalization project. The campus management system known as heiCO now combines all processes of the student life cycle in a web-based system and is designed to assist students to organize their study courses.

heiCO makes it possible for students to deal online with administrative tasks such as enrolling for classes and examinations, as well as retrieving certificates by themselves. The application "Mein Studium" offers a structured overview of the whole degree course and contains an integrated calendar app. The university's course handbook is also publicly accessible and can be filtered according to various criteria.

Independently of the completed launch, heiCO is continually being expanded. New courses and functions, such as the link to the major international mobility programs, are already being planned for the near future, as is the integration of the central research institutions and the doctoral students. A support desk gives backup to all user groups in the case of questions.

- www.uni-heidelberg.de/de/heico-info-hub

Stabsstelle Heidelberg Campus Online (heiCO)

Head
Jessica Rink

FINANCE DIVISION

Head
Tim Krützfeldt

Simplifying the accounting procedure after excursions

To reduce the amount of paperwork and in the context of constant efforts to reduce bureaucracy, the accounting procedure after excursions has been simplified.

You can find detailed information on the new accounting procedure within Services A-Z under the entry "Excursions" and on the service page under "Mixed financing of excursions through participant contributions and other funds".

- <https://www.uni-heidelberg.de/en/node/42266/excursions>

New automated forms/applications for e-invoicing

Financial Accounting has revised and updated its forms and applications in a drive to optimize processes. The process optimization involves an automated selection procedure to direct the data submitted with the forms and applications into further digital systems.

In order for the process innovation to run smoothly, participants must only submit the new versions of the forms and applications.

Automated selection reduces the manual feed-in and hence contributes to faster processing of the cases, which leads to distinct improvements for all those participating in the process.

- www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads

Streamlining and adapting forms in Financial Accounting

The forms headed Order to Pay (FIBU 1 and 2), Acceptance Order (FIBU 5) and Rebooking Order (FIBU 3) are being adapted with the goal of removing unnecessary details and expressing the essential data more precisely. Another reason is to reduce the need for clarification between the institutes/facilities and Financial Accounting and the Department for Tax Issues. After the recent inspection by the regional tax authorities (OFD) the Inventory Withdrawal Order (FIBU 19) will unfortunately have to be slightly adapted.

- www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads

Fault-free data collection with PDF forms

In many areas of the administration, PDF forms are important instruments of data exchange.

When using PDF forms, please note the following important points when processing:

- PDF forms only function properly when they are opened and processed with an up-to-date PDF reader.
- If PDF forms are opened in the browser (this is an individual browser setting), errors may, for example, occur with font formatting, numeral formats and automated calculations. These avoidable sources of error will possibly lead to procedural faults and additional need for correction.

In order to inform users about the correct way to handle the forms the Financial Accounting office has posted appropriate guidance on the websites where it provides forms to download, under the heading "Download, open and process".

- www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads

FINANCE DIVISION

Head
Tim Krützfeldt

Abolition of printed carbonless sets of forms

In addition to the digital PDF document to be filled in, the forms used by Financial Accounting have so far provided carbonless sets of forms as paper records. The use of these carbonless sets is strongly declining and currently extremely infrequent. For that reason, and also as part of our sustainability efforts, the Financial Accounting office will now no longer provide any carbonless sets of forms.

Shortly, you will receive a circular email officially informing you about the above changes. From then on, you will be able to access the forms, explanations and assistance for completion, plus a comparison of the old and new procedures, via the following link:

- www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

Extended duration of telework

As of 1 August 2024, telework arrangements at Heidelberg University can be agreed for a significantly longer period – until then only a maximum of 12 months was possible. This change allows for agreements on "Regular telework" and "Provisional telework" now to be directly agreed with a maximum duration of up to three years. Due to the positive experience since the introduction of the new service agreement on telework in September 2022, the Rectorate and Staff Council are in agreement that they would like to make it easier for all concerned to plan for a longer period.

Based on this change, it is necessary to only use the new versions of the forms for the agreement. This and all required information is, as usual, found on the webpage about telework at Heidelberg University:

- www.uni-heidelberg.de/de/telearbeit

The Personnel Development Department is at your service if you have any questions: telearbeit@uni-heidelberg.de

New contract travel agency as of 1 January 2025

The state of Baden-Württemberg has concluded a new master agreement for travel bookings with the City Air Terminal Reisebüro (CAT), Lufthansa City Center, Terminal 1, Stuttgart Airport. This agreement will replace the previous contract travel agency GBT as of 1 January 2025.

Further information about booking and processing will be available shortly at:

- www.uni-heidelberg.de/de/beschaefigte-in-wissenschaft-verwaltung-und-technik/service-a-z/dienstreisen

heiTRACKS I Management program "Towards a Professorship" goes into the next round

The management program "Towards a Professorship", part of the university's heiTRACKS career promotion, is meant for post-doctoral researchers from all faculties pursuing an academic career. Those interested can apply up until **13 November 2024**. The next program year starts in February 2025.

The goal of the management program is to prepare researchers with doctorates for leadership tasks at the university, to support them with their personal career planning and to enable the build-up of an interdisciplinary network.

The program consists of three seminar modules. Additional options are individual coaching and advice from colleagues. Further information on heiTRACKS and the management program "Towards a Professorship" are to be found on:

- www.uni-heidelberg.de/weg_zur_professur

RESEARCH DIVISION

Head
Dr Frank Fischer

Südwestmetall advancement prize for 2024/2025

The association of the Baden-Württemberg metalworking and electrical engineering industry is calling for interest in the Südwestmetall prize to support young researchers at the state's nine universities. The nine advancement prizes, each endowed with 5,000 euros, are awarded to particularly outstanding dissertations relevant to employment in the world of industry and/or its sociopolitical conditions.

Internal procedure

Please send your proposal with the required nomination documents by **8 January 2025** to:

Sebastian Wallenstein
Tel. + 49 6221 54-12626
sebastian.wallenstein@zuv.uni-heidelberg.de

The following documents are requested:

- a copy of the dissertation
- the opinion of the supervisor and the second expert opinion
- a detailed curriculum vitae of the candidate

The prize winner selected must declare in advance that they agree to their name, CV and research field description being made public both by the association of the Baden-Württemberg metalworking and electrical engineering industry and by Heidelberg University.

INTERNATIONAL RELATIONS DIVISION

Head
Dr Alexander Au

New director of Department 7.1



Since 1 April 2024, Dr Mark Fischer has been director of Department 7.1 "Study Abroad, Exchange Programs and International Cooperation" in the International Relations Division. Prior to that, Dr Fischer was from 2021-2024 the office manager and personal assistant in the Rector's Office of the previous Rector Prof. Dr Eitel and the current Rector Prof. Dr Melchior. He earned his doctorate in 2022 at Heidelberg University's Faculty of Philosophy with a dissertation in the field of philosophy of science and epistemology. Mark Fischer spent research leave at the universities of Vienna (Austria) and Cambridge (UK).

Besides heading the department, his present work focuses on linking up all the university units involved in the cross-sectional task of internationalization. His responsibilities also include the administrative coordination for Heidelberg University of the German-Japanese consortium HeKKSaGOn and coordinating student exchanges with India and Singapore.

Dr. Mark Fischer
Tel. + 49 6221 54-12730
mark.fischer@zuv.uni-heidelberg.de

Responsibilities and contact persons in Department 7.1 – Study Abroad, Exchange Programs, International Cooperation:

- www.uni-heidelberg.de/einrichtungen/verwaltung/internationales/d7_3.html

INTERNATIONAL RELATIONS DIVISION

Head
Dr Alexander Au

DAAD Prize for International Students | Call for interest

Every year Heidelberg University receives funding from the German Academic Exchange Service (DAAD) to award the DAAD prize for international students. The prize is worth 1000 euros and is intended for an international student of Heidelberg University who has stood out through their special academic achievements and likewise notable societal or intercultural engagement.

Students cannot apply for the prize themselves; they have to be proposed by a member of the faculty or of a university-related institution. The prize is granted by the Vice-Rectorate for International Affairs and Diversity. Proposals can be submitted up until **18 November 2024**. Please make direct contact with:

Ulrike Riedling
Tel. + 49 6221 54-12720
ulrike.riedling@zuv.uni-heidelberg.de

Further information:

- www.uni-heidelberg.de/de/studium/service-beratung/angebote-fuer-internationale-studierende/daad-preis-fuer-auslaendische-studierende

DIVISION FOR FOUNDATIONS AND ASSETS

Head
Jochen Ridinger

Hella Bühler Prize | Call for interest 2025

From **15 October 2024 up to 31 January 2025** applications can again be submitted for the Hella Bühler Prize awarded by Heidelberg University. It has existed since 2004 and, coming with 100,000 euros, is one of the most valuable prizes in the field of cancer research. The award stems from the dentist Dr Hella Bühler, who left her fortune to the university on condition that return on investment should be used for a prize in cancer research.

Who can apply?

Eligible to apply are young researchers at Heidelberg University and their cooperation partners, who have already given proof of outstanding work in the area of cancer research but have not yet been appointed to a tenured professorship; they can submit a clinical or non-clinical project in the area of cancer research. The prize money can be used freely within the project.

What does the application involve?

When submitting your application documents, please send

- your curriculum vitae mentioning your exact positions (e.g. junior research group leader)
 - a project outline including project title (max. 3 pages) stating the planned use of the prize money
 - a brief description of academic achievement
 - a list of your main publications, as appropriate
 - confirmation by the head of the cooperation unit that the research project is at least 50% based at Heidelberg University,
- either by mail or by email by **31 January 2025** to

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

Further information:

- www.uni-heidelberg.de/en/hella-buehler-preis

UNIVERSITY COMPUTING CENTRE (URZ)

Head
Prof. Dr Vincent Heuveline

CENTRAL AREA NEUENHEIMER FELD (ZNF)

Head
Dr. Moritz Bosse Biskup

Automated cost offsetting of University Computing Centre

An automated offsetting procedure is in operation for the University Computing Centre (URZ) in order to facilitate payment transactions. This affects recent contracts with URZ, for example, orders for licenses, telephony or storage places in which this offsetting procedure was explicitly agreed.

The automated invoice processing is fundamentally visible, first, through the following note printed on the invoice: *Der Rechnungsbetrag wird dem o. g. Kontierungsobjekt belastet. Das Ausstellen einer internen Auszahlungsanordnung ist nicht mehr notwendig.*

Second, this is also directly visible on the order forms or contracts, as well. If the automated offsetting procedure is agreed, the person placing the order will be asked to apply for it.

In these cases of internal cost allocation, you no longer need to present Financial Accounting with an order to pay.

Website relaunch | CENTRAL AREA Neuenheimer Feld

The website of the CENTRAL AREA Neuenheimer Feld (ZNF) has been integrated into the new corporate design of Heidelberg University in consultation with Communications and Marketing.

In the process, the content of the new pages has been reworked and it is now better structured.

Content has in many cases been supplemented by several links in order to increase user satisfaction. This has made it considerably easier to find information.

Important innovations at a glance:

- the main menu is clearly structured
- all services are included in the overview
- contact persons in departments can be found quickly and conveniently

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Tel. + 49 6221 54-16801
sekretariat@znf.uni-heidelberg.de

■ www.znf.uni-heidelberg.de/de

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