

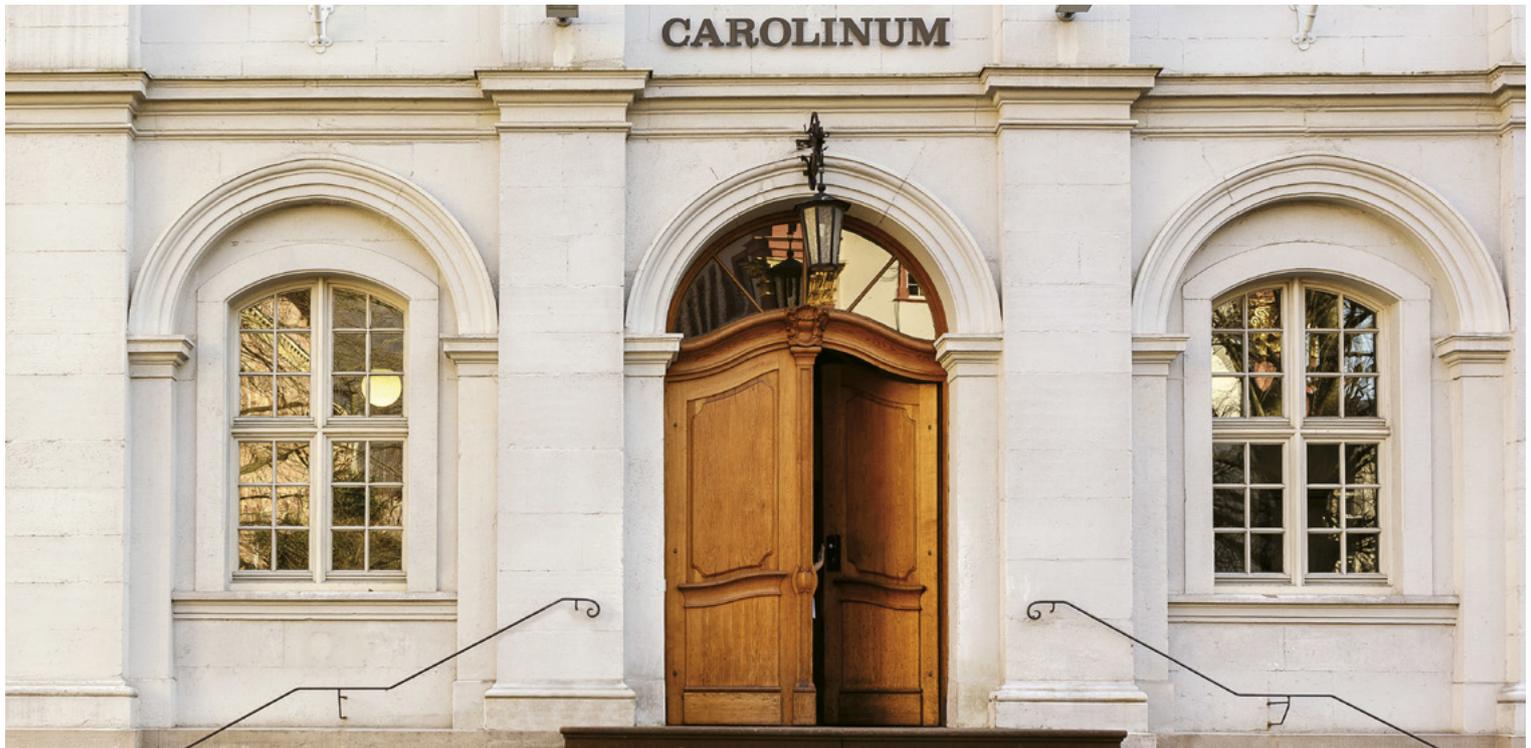
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CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



Content

University administration
"Coal holidays"

heiCO

Welcome Day

Special funds to mitigate pandemic-
related learning deficits

New management of the university
Procurement Office

Avoidance of reimbursement of
expenses

eBilling – News on the project

eBilling – Integration of the
reimbursement for travel expenses

Job evaluation interview

Use of current forms

Reimbursement of costs after
service accidents of civil servants

Increase in the remuneration rates
for scientific and student assistants

Mini job – Increase of earnings limit

heiTRACKS

MOVINGkidz

ERC Consolidator Grants 2023

Südwestmetall sponsorship award

DFG – Centres for advanced studies

Volkswagen Foundation

ZNF (Web) shop

Comprehensive remote IT support

New information security guideline

Dear Colleagues,



With this winter issue of the Caroline, I greet you warmly!

As usual, you find the latest information from the university administration enclosed. In the summer of 2023, our new campus management system heiCO will be ready for Go-Live. From then on, the university will organise all exams and events using heiCO starting with the winter semester 2023/2024.

If the German Bundestag agrees in one of its December meetings, which is to be assumed, the transitional period for sales taxation §2b of the public sector will be extended until the end of 2024.

The current winter semester will continue to take place on campus. The latest information on our coronavirus protection measures can be found on the university's website as usual. If needed, we will review the regulations currently in effect and respond accordingly.

I wish you and your loved ones a contemplative and restful Christmas season and a happy and healthy New Year 2023. I am looking forward to the small and large challenges in the new year.

With best regards,
Yours,

Dr Holger Schroeter
Kanzler

DER KANZLER

Dr Holger Schroeter

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Birgit Kramer

“Coal holidays” of the university administration

The university administration is once again going to close all its departments between Christmas and New Year's Eve, i.e., from 24 December 2022 to (including) 1 January 2023, in the spirit of the “coal holidays” to save energy, as far as official duties permit. However, the facilities and services will be available to you as usual starting on 2 January 2023.

heiCO – Go-Live of application and admission management

The university's new campus management system “heiCO” is going to unite all the processes of a student's university career, from application and admission to the degree programme, compilation of courses and examinations, and graduation, in a single architecture.

As part of the introduction of heiCO, the IT basics required for operation were expanded, including the establishment and safeguarding of high availability as well as structuring of server systems and databases. All relevant basic data have now been successfully imported. Determination of the role and rights concepts for study and examination rules and regulations as well as examination and course management is underway in the scope of discussions with the subjects. Furthermore, there are continuous performance data migration tests from the various systems into heiCO.

The application and admission management system is to go live in the first week of December 2022. This means that the basic data of the various application portals, admission modules, and student database were frozen for about two weeks in the second half of November 2022. Some functions were temporarily unavailable or only available with limitations in the previous HIS system. From early/mid-December onwards, heiCO will be available for the application and admission procedures for applicants and the administration. All members of the university will receive successive and adjusted information on a widespread basis soon.

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

Welcome Day for first-semester students

At commencement of the lecture period, Rector Eitel and the deans welcomed the new students at Heidelberg University on the University Square in the scope of the Welcome Day. This was followed by the information fair, which was organised by the Central Student Advisory Office of the Division of Student Affairs and Teaching. The Welcome Day is to give students an overview of the services and advisory offers of the university and the other institutions working with it. The participating areas presented themselves in the New University and Triplex Mensa buildings. Students were able to use the advisory services. Campus tours, virtual rallies, sports activities, and information events provided by the subjects rounded off the programme.

■ www.uni-heidelberg.de/en/newsroom/start-your-university-courses-with-courage-and-optimism

Special funds to mitigate pandemic-related learning deficits

The Ministry of Science, Research and the Arts (MWK) has allocated special funds to Heidelberg University for 2022 to mitigate pandemic-related learning deficits. The MWK has now granted the university's request to extend the funds beyond 31 December 2022. Thus, the measures put in place during the term of the current winter semester can continue beyond the turn of the year.

The Division of Student Affairs and Teaching has already informed the faculties of this in detail and sent them the specific requirements of the MWK.

Coordination
Birgit Kramer, head of the Division of Student Affairs and Teaching
dezernat2@zuv.uni-heidelberg.de

FINANCE DIVISION

Head
Tim Krützfeldt

New management of the university Procurement Office

Christina Hoch is going to replace Thomas Schrayssshuen as head of the university's Procurement Office on 1 January 2023. We would like to take this opportunity to thank Mr Schrayssshuen for his long-term commitment to this function.

As an employee of the Finance Division, Ms Hoch's recent core tasks were in the area of student quality assurance funds and calculation of fees. She has already worked with the student council, the departmental student committees, and many university institutions in this context.

Ms Hoch and her team will be happy to advise you on all procurement matters.

- www.uni-heidelberg.de/institutions/administration/finance/d4_1.html#anker_Sachgebiet-Beschaffung

Avoidance of reimbursement of expenses

University members have procured material and services for their official duties privately on a large scale in recent months, subsequently requesting reimbursements of their expenses. Reimbursement of expenses causes additional work for everyone involved (special receipts, clarification of queries, etc.) and may lead to increased tax payments, in particular in the case of foreign procurements. Therefore, this procurement route should only be taken where it is the only option available. Please use the established channels and take advantage of the services offered by the university's Procurement Office, including a large number of easy-to-use master agreements. Please refer to the Kanzler's circular no. 8 of 15 June 2022 if reimbursement of expenses is unavoidable.

- www.zuv.uni-heidelberg.de/finanzen/beschaffung

Newsletter link

- www.uni-heidelberg.de/md/zuv/recht/senat/rs_nr.8_2022.pdf

eBilling – News on the project

Since nearly all institutions are now connected to the eBilling system, the next important step will be the changeover to central invoicing. Final technical and organisational preparatory measures are still necessary in order to keep the processes as smooth as possible for everyone involved. The institutions and suppliers alike will be informed of the precise date and process of the changeover soon.

Please use the eBilling system exclusively for invoice processing and submit all supplier invoices (except for University Library and library section ones) to the university administration mailroom for scanning.

Information on the project status, including instructions, contact details, references to the order number, and other subjects can be found on the website.

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

eBilling – Integration of the reimbursement for travel expenses

The business trip accounting process is gradually being introduced into the financial accounting's eBilling system. This affects, among other things, payment of advances, invoice settlements, payment of the climate levy as well as the actual settlement of business trips. This is going to lead to changes in the business transactions. The Financial Accounting Department will offer related training courses soon.

We will keep you updated on the website of the Human Resources Division.

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

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

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Job evaluation interview

Since early November, managers have been able to book appointments for a job discussion with the job evaluation team of department 5.2 for the jobs in their respective areas of responsibility in the automatic booking system. They can use the job discussion to personally talk about the job profiles to be assessed in dialogue with our job evaluators and develop a job description on this basis.

You can find the booking system and your contact from the job evaluation team on the website.

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

Use of current forms

The Human Resources Division regularly revises and updates its website; in connection with this, it requests that the forms, leaflets, and information available there be used. New versions are available, among other things, for the "Evaluations and agreements on objectives" and "Application for approval of secondary employment" forms.

- www.uni-heidelberg.de/einrichtungen/verwaltung/personal/formulare_personal.html

Reimbursement of costs after work-related accidents of public officials

Following the decision of the Council of Ministers of 12 October 2021, the processing of work-related accidents of civil servants was partially centralised at the Baden-Württemberg State Office for Salaries and Pensions (Landesamt für Besoldung und Versorgung Baden-Württemberg; LBV). Since 8 August 2022, all accident benefits under the Baden-Württemberg State Civil Servants' Pensions Act (Landesbeamtenversorgungsgesetz Baden-Württemberg) have thus been processed by the LBV. The LBV 303-02/22 form, available on the website of the Human Resources Division, must be used for reimbursement of medical expenses caused by a service accident.

- www.uni-heidelberg.de/md/zuv/personal/formulare/lbv_303.pdf

Increase in the remuneration rates for scientific and student assistants

On 23 September 2022, the Rectorate increased the remuneration rates for scientific and student assistants from 1 April 2023 onwards, following the options created by the Ministry of Finance and in order to comply with the German Minimum Wage Act (Mindestlohngesetz):

- Graduate assistants at universities: 17.49 euros per hour (up from 17.01 euros)
- Graduate assistants with a UAS (FH) or Bachelor's degree or with a Master's degree in a UAS degree programme that is not accredited: 12.87 euros per hour (up from 12.52 euros)
- Student assistants at universities: 12.00 euros per hour according to minimum wage (since 1 October 2022)

A circular to all institutions with further information on this is going to be sent out as well.

Contact
Stephan Heinz
stephan.heinz@zuv.uni-heidelberg.de

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

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

Mini job – Increase of the earnings limit

As the statutory minimum wage is raised to 12.00 euros per hour, the earnings limit for a marginally paid job (mini job) has been increased to 520.00 euros per month as of 1 October 2022.

heiTRACKS Management programme “Towards a Professorship” is entering its next round

As part of the university's heiTRACKS career support programme, the “Towards a Professorship” management programme is targeted at junior researchers with doctorates from all faculties who are pursuing an academic career. The next programme round is going to commence in February 2023. Anyone interested was able to apply until the beginning of November.

The “Towards a Professorship” management programme is aimed at preparing junior researchers with doctorates specifically for leadership and management tasks at the university, to support them in their personal career plans, and to enable them to build their own interdisciplinary network. The programme comprises three seminar modules. Optional individual coaching and peer counselling are available as well.

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

MOVINGkidz – The university's holiday sports programme for children

Heidelberg University will once again be hosting in-house holiday sports programme for children of university staff from 2 to 5 January 2023. Two age groups will be offered for the first time: Mini (6–8 years) and Maxi (9–12 years).

All participating children will embark on an exciting and sporty journey to the Winter Olympics together with our MOVINGkidz team. The focus will be on a colourful mix of movement, play, and fun in and through sport.

Please submit any queries to heimove@issw.uni-heidelberg.de.

For further information, the flyer, and the registration form can be found at MOVINGkidz.

■ www.hochschulsport.issw-hd.de/index.php?option=com_content&view=article&id=837&Itemid=649

RESEARCH DIVISION

Head
Dr Sigurd Weinreich

ERC Consolidator Grants 2023

The European Research Council (ERC) funds researchers to advance basic research and visionary projects and to develop new areas of knowledge. ERC Consolidator Grants support excellent researchers in the consolidation phase of their research careers (7–12 years after successfully completing their doctorates). Funding applications can be submitted with a maximum budget of 2 million euros for a period of up to five years.

There are no subject-related requirements for ERC submission of proposals. They are open to all research areas (“bottom up” approach). Application deadline: **2 February 2023**

The Heidelberg Research Service in the Research Division supports researchers in all phases from the preparation of an application to the actual submission of the application and, if approved, from contract negotiations to project settlement and project completion. Following a possible invitation to the final selection interview, a university-internal interview training will be offered within the scope of the ERC grants.

Apart from this, Heidelberg University has the option of applying for start-up funds from the MWK via the Research Division in order to prepare an application for an ERC grant.

To provide you with the best possible support in preparing your application, please contact the project manager responsible for you at the Heidelberg Research Service as early as possible.

Further information

■ <https://erc.europa.eu/apply-grant/consolidator-grant>

RESEARCH DIVISION

Head
Dr Sigurd Weinreich

Südwestmetall sponsorship award

The Verband der Metall- und Elektroindustrie Baden-Württemberg is once again offering the Südwestmetall award for funding junior researchers at the state's nine universities. These nine promotional awards, endowed with 5,000 euros each, will be awarded for particularly outstanding doctoral theses relevant to the industrial working world and/or its socio-political framework conditions.

University-internal procedure:

Please submit your proposal with the required nomination documents by **16 January 2023** to Dr Günther R. Mittler, guenther.mittler@zuv.uni-heidelberg.de.

The following documents are requested:

- Doctoral thesis
- First and second opinions on the doctoral thesis
- Detailed curriculum vitae of the candidate

The selected award winner should consent to having their name, career, and description of their field of work named by both the Verband der Metall- und Elektroindustrie Baden-Württemberg and Heidelberg University.

- www.suedwestmetall-macht-bildung.de/projekte/suedwestmetall-foerderpreise.html

DFG – Centres for advanced studies in the humanities and social sciences

The German Research Foundation (DFG) is once again offering the opportunity to submit draft applications for centres for advanced studies in the humanities and social sciences.

Centres for advanced studies are a funding offer specifically tailored to forms of work in the humanities and social sciences. A centre for advanced studies enables two to three particularly distinguished scientists to cooperate on the further development and processing of a research subject in the humanities and social sciences in one place. This is intended for processing subjects that are broad enough to address existing local interests and strengths while providing a framework for integrating individual research ideas.

The funding period may cover up to eight years. The submission of proposal procedure has several stages. Interested scientists are asked to consult the relevant contact at the DFG office. Draft applications based on this consultation will be accepted until **15 March 2023**. Promising initiatives will be invited to prepare a full proposal following preselection by an interdisciplinary advisory group.

Further information

- www.dfg.de/en/research_funding/announcements_proposals/index.jsp

Volkswagen Foundation – Researching Research

Within the scope of the “Researching Research” (Forschung über Wissenschaft) campaign, the Volkswagen Foundation is supporting interdisciplinary, multi-method, and internationally oriented research projects in order to combine expertise from different communities. The offer is targeted at scientists with doctorates.

Funding of up to 1.5 million euros will be provided for cooperation projects with scientists from relevant disciplines and fields of research who will approach an issue relevant to the proposal subject from different perspectives and draw on different methods or combine them in new ways for this purpose. International alignment of the project team by inclusion of international cooperation partners is explicitly welcomed.

Open application dates: **15 February 2023**

Further information

- www.volkswagenstiftung.de/en/funding/our-funding-portfolio-at-a-glance/researching-research-collaborative-research-projects

CENTRAL SERVICES NEUENHEIMER FELD

Head
Dr Moritz Bosse Biskup

(Web) shop of the Central Services Neuenheimer Feld

Excellent research needs easy access to consumables and supplies. Their procurement and provision for the institutes and facilities of Heidelberg University is one of the tasks of the Central Services Neuenheimer Feld (Zentralbereich Neuenheimer Feld; ZNF), and in particular its Department III Central Storage.

It offers a range of about 1,000 items, including chemicals, laboratory tools, other laboratory consumables, cleaning agents, and gases, among other things. Examples from the wide range of products include solvents, technical and medical gases, filter papers, (disposable) labware, a large selection of pipette tips as well as protective gloves and much more. Since the beginning of the pandemic, the team there has also been responsible for procuring protective masks, disinfectants, and coronavirus rapid tests.

Centralised purchasing and master agreements have enabled the ZNF shop to offer favourable prices and ensure speedy and reliable processing of all orders based on sound market knowledge and long-standing supplier relationships.

The products can be obtained from the ZNF shop in the basement of building INF 367 directly, where a generous basic range is always kept in stock. A delivery service is also available: simply order via the ZNF webshop; your order will be delivered to your laboratory door.

If your research projects have any special procurement needs, the required products can be procured via special order.

These services are available to all institutions of Heidelberg University, including the medical faculties. The only thing needed for it is a ZNF customer card, which the ZNF Department II Finance will issue promptly and unbureaucratically.

You can find the application form for the customer card online at
■ www.zbt.uni-heidelberg.de/img/kundenkartenformular.pdf

Access to the ZNF webshop
■ www.zbt.uni-heidelberg.de/img/formular_onlinezugang.pdf

Comprehensive remote IT support, also for telework

The IT service of the University Computing Centre (URZ) offers support and advisory services on all of the university's IT services. This is the first point of contact for any questions and issues connected to IT. The IT service set up an advisory service by video call when temporary remote work in the context of the coronavirus pandemic commenced. This offering has seen active use since then and is now to be consolidated with the introduction of the new teleworking regulation in November 2022.

The URZ staff are available to you from home via a heiCONF link as well – from Mondays to Thursdays from 8 am to 4 pm and on Fridays from 8 am to noon. The video conferencing format also permits offering support that would previously have required personal contact, e.g., for resetting Uni-ID passwords. Of course, support continues to be available by phone, contact form, email, and at two IT service points. Many university areas also offer personal URZ support on site.

Contact
IT service, +49 6221 54-117

More information and video call link
■ www.urz.uni-heidelberg.de/en/support

UNIVERSITY COMPUTING CENTRE (URZ)

Head
Prof. Dr Vincent Heuveline

UNIVERSITY COMPUTING CENTRE (URZ)

Head
Prof. Dr Vincent Heuveline

New information security guideline for the university

Universities and research institutions are attractive targets for cybercriminals, be it for data theft, espionage, or blackmail. This is all the more the case for research-intensive locations such as Heidelberg University. The university has now established a legal foundation to proactively tackle the multilayered challenges of the digital age with a new information security guideline.

The new guideline was adopted by the Senate on 4 October 2022. Increasingly comprehensive digitisation at the university, most recently accelerated by the coronavirus pandemic, has made this step necessary. The guideline creates the prerequisite for establishing and enforcing specific guidelines on protection and behavioural measures for the digital fields of action at the university.

The next step the guideline calls for is developing specific directives under the strategic leadership of the Rectorate and the Chief Information Officer (CIO), comprising specifications and best practices for very specific areas of work, and thereby initiating implementation of the defined security standards. Comprehensible and easy-to-implement documentation will then be compiled based on these guidelines, and training and support on information security will be offered to all university users.

Contact

Prof. Dr Vincent Heuveline
Chief Information Officer (CIO) of Heidelberg University
cio@uni-heidelberg.de

Full guideline text:

■ <https://backend.uni-heidelberg.de/de/dokumente/informationssicherheitsleitlinie/download>

Imprint

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