

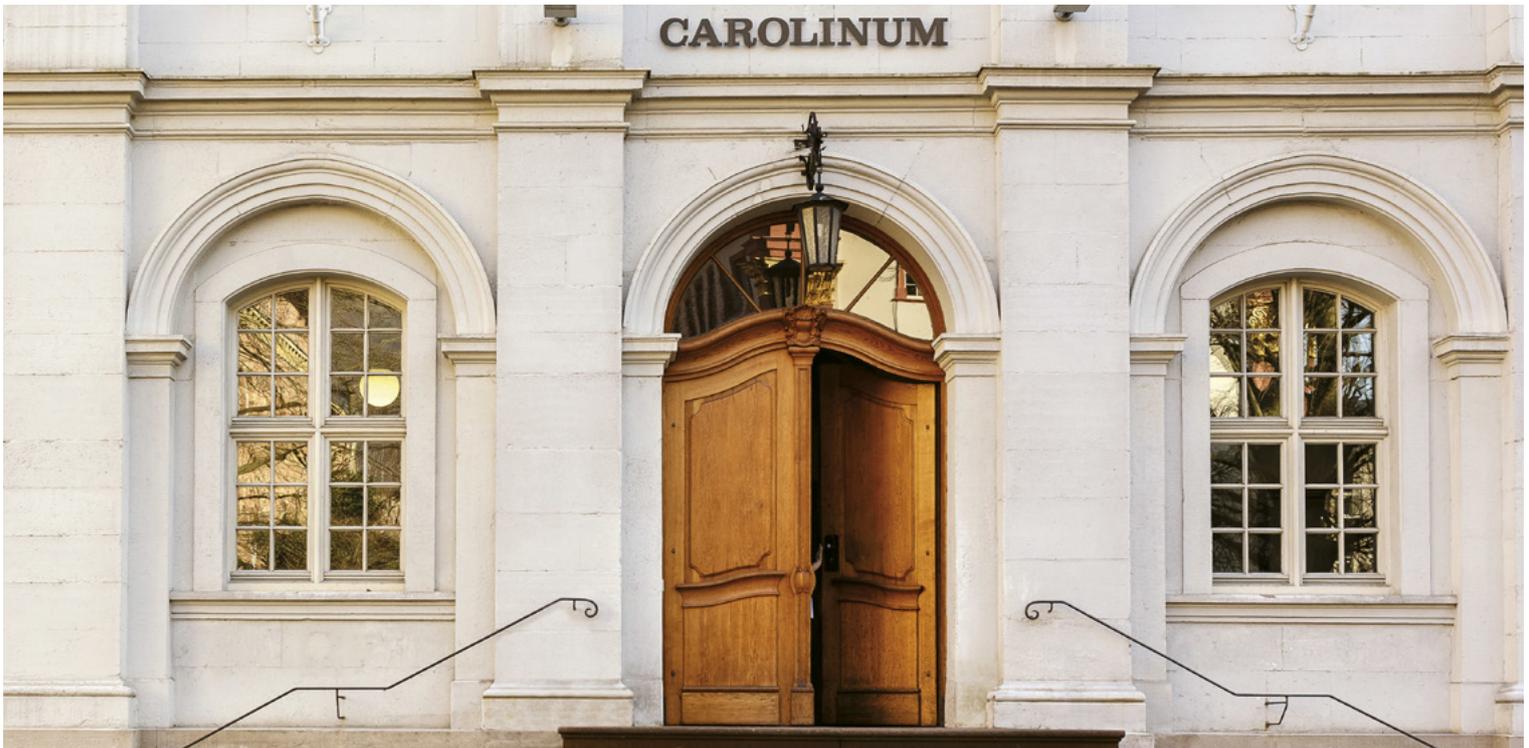
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CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



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Dear colleagues,



In the last issue for this year, I would like to take an up-beat look at the future and tell you about the establishment of the new Division for Digital Transformation. This step is an important milestone on the way towards more digitality, speed and transparency in research-supporting processes. I am convinced that by embarking on this path we will succeed in making our administration more dynamic and professional, in the interest of everyone.

In addition, you will find up-to-date information on changes in the area of the Managing Officer, as well as improvement and innovations in administrative services. Particular emphasis lies on the trial phase in FlexWork and important regulations in the field of compliance.

A Christmas gift is awaiting the administration staff – we can present you with two very nicely designed areas for communication and socializing within the Carolinum building, which have potential for versatile use.

Now, after what has been a tiring year, I wish you all a peaceful Advent, a happy and refreshing festive season and a good start in the New Year.

Jens Andreas Meinen, Kanzler

KANZLER

Jens Andreas Meinen

Establishing the Digital Transformation Division

At present the Division for Digital Transformation at the University is being newly established. In future this will take on the overarching coordination of digitalization initiatives and will support and energize the implementation of digital projects in all areas of university administration in a structured way.

The division's work will be patterned closely on the emerging digital strategy of the whole university, which provides the appropriate framework. It will also closely coordinate with the newly set up Digital Office, which will give key strategic input via the steering committee. A first kickoff has already taken place; the essentials in terms of organization and content are currently being finalized for the launch of operations.

New communication and socializing areas in Carolinum

It will soon be possible to fully use the new rooms for communication and socializing in the Carolinum administration building. The lounge on the 2nd floor is an open-plan area providing space for informal exchange, short consultations and creative work phases. Its modern furnishing and inviting atmosphere lend themselves to starting conversations and strengthening cooperation across departments and divisions.

An area for versatile use was also created in the basement. This will be available in future for differing formats – such as discussions, workshops and programs in the context of occupational health management. The finishing touches are currently being given to the new rooms – the official opening for use is planned for early December.

Meeting of executive staff | Setting the tracks together for digital transformation

On 25 September 2025, after a longish break, the first executive staff meeting took place between the heads of divisions, staff units and departments in the university administration. In a half-day workshop, the participants intensively grappled with how processes and cooperation need to be developed within the departments – and particularly across divisions – in order to successfully implement future digitalization projects. Together approaches were devised as to how, for example, to create free spaces, define roles more clearly and coordinate responsibilities better.

The workshop marks an important step in the joint development of a futureproof, digital organizational culture.

heiCO | Further development

This year's heiCO Steering Committee met at the beginning of October. An essential emphasis was on the strategic positioning of heiCO as Heidelberg University's central data management system, with various important capacities for expansion and extension for further digital systems (e.g. application center, document management system, room/building management etc.). It likewise dealt with the continuing build-up of "heiCO – Business Intelligence" (for queries and reports of all kinds) and separate developments by and for CAMPUSonline in the form of apps and increased functionality.

An important new step is that auditors (guest students) have, since the beginning of this winter semester, been able to apply for an appropriate course via heiCO. From the 2026 summer semester, they will be required to register via heiCO.

The latest news about heiCO

■ www.uni-heidelberg.de/en/teaching-services-portal/heidelberg-campus-online

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STAFF UNIT HEIDELBERG CAMPUS ONLINE (HEICO)

Head
Jessica Rink

LAW AND COMMITTEES DIVISION

Head
Cornelia Stöcklein

Changes in the area of Managing Officer and Export Control

Since 1 October 2025 Daniela Fabian has been the director of Department 1.3 Managing Officer – Internal Services, whose business unit now also covers export control. Ms Fabian has occupied various positions at Heidelberg University since 1992; most recently, she successfully implemented export control.

Petra Steiger-Meng took over the responsibilities of export control and became Deputy Managing Officer on 1 October 2025. Ms Steiger-Meng had worked in the personnel department since 2015, first as personnel assistant and then in job assessment.

Further information on Division 1 – Law and Committees

- www.uni-heidelberg.de/en/institutions/university-administration/division-1-law-and-committees

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Guide to export control

The Federal Office for Economic Affairs and Export Control (BAFA) in August 2025 issued a guide on research, which is primarily meant for professors, academics and research associates, and supplements the BAGA manual on Export Control and Academia. The guide will give initial orientation on assessing individual situations and how to respond appropriately.

Questions include the points at which researchers will encounter export control, and what they need to consider, even if they are pursuing exclusively civil research purposes. It also raises issues at which legal and other responsibilities arise and when – before which activities – researchers should contact the expert control officer.

Export control officer Ms Steiger-Meng is available to advise on these and other questions relating to the verification process. In addition, online training is offered monthly via the internal professional development program.

BAFA guide

- www.bafa.de/SharedDocs/Downloads/DE/Aussenwirtschaft/afk_aca_handreichung_wissenschaft.html

Further information

- www.uni-heidelberg.de/en/institutions/university-administration/division-1-law-and-committees/export-control

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DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Further training on genetic engineering | Staff Unit Safety

Staff Unit Safety is holding a professional development course on genetic engineering on 25 and 26 February 2026. The training course is aimed at project managers and biological safety officers.

This is a state-recognized program pursuant to §28 GenTSV. As a foundational course, it is designed for future project leaders, but established project leaders can also sign up in order to update their practical knowledge. It is free of charge for employees of Heidelberg University, Heidelberg University Hospital and the Medical Faculty Mannheim.

Further information and online registration

- www.uni-heidelberg.de/de/beschaefigte-in-wissenschaft-verwaltung-und-technik/service-a-z/stabsstelle-sicherheit/veranstaltungen/projektleiter-schulung-gentechnik

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Evacuation exercises | Staff Unit Safety

In all university facilities and buildings, evacuation exercises are to be carried out regularly, at least every two years. The aim of these exercises is to enable all individuals present in a building (employees, students, visitors) to exit the building rapidly and safely in the event of emergencies (fire, leak of hazardous materials, major power outage etc.).

The directors of the respective facilities are competent and responsible for carrying this out (institutes, departments, central facilities etc.).

For information and support of institutes and facilities, Staff Unit Safety has produced an information page on evacuation exercises with also a link to a "Guide to Evacuation Exercises" (in German) that takes us through all necessary steps – from drawing up an appropriate plan right up to evaluating how the evacuation went.

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

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FINANCE DIVISION

Head
Tim Krützfeldt

Procurement services | New and improved website

As part of the project to relaunch the administration's webpages, the website of the procurement services has been integrated into the new system and, in the process, extensively revised, adapted and improved to make it more user-friendly.

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

FINANCE DIVISION

Head
Tim Krützfeldt

Procurement services | Outline agreements

The procurement service has concluded a large number of outline agreements for the whole university and posted this overview online. The staff of the procurement services are happy to answer any questions on the individual outline agreements.

Overview of outline agreements for the whole university

- www.uni-heidelberg.de/de/beschaefigte-in-wissenschaft-verwaltung-und-technik/service-a-z/beschaffung/leistungen-im-ueberblick/portfolio-der-beschaffung/vertraege-der-universitaet-heidelberg

Update on changes to the outline agreement for catering

- www.uni-heidelberg.de/de/beschaefigte-in-wissenschaft-verwaltung-und-technik/service-a-z/beschaffung/leistungen-im-ueberblick/portfolio-der-beschaffung/catering

New value limits for procurement

On the basis of the administrative regulation of the state government on the issuing of public contracts (VwV Procurement) new value limits on procurement have been in place since 1 September 2025.

Procurement manual including value limits

- www.uni-heidelberg.de/de/dokumente/beschaffungshandbuch-teil-3/download

Verification of Payee (VoP) | Adapted invoice form

Since 9 October 2025 a new security procedure for Verification of Payee (VoP) has been required for payment transactions in the whole SEPA area. The aim is to prevent misdirected transfers and fraud by verifying every transfer. The system checks whether the name of the payment recipient given in the transfer form corresponds to the account holder of the IBAN (recipient check).

In this context the invoice form of Heidelberg University has been adjusted to state the account holder: "Kontoinhaber: Universität Heidelberg".

Please make sure that you use the updated form or add the account holder in especially adapted invoice forms.

New invoice form

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

Further information on VoP

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

FINANCE DIVISION

Head
Tim Krützfeldt

New forms for procurement services

In order to facilitate a flexible channel to speedy and needs-based procurement, the procurement application "Direktauftrag 5in1" has been developed as a supplement to the existing procedure. This revision has adapted and optimized internal procurement processes in order to implement the statutory framework in practice and make the processes for all those involved transparent and user-friendly. The 5in1 direct application contains the analysis of needs and verification of cost efficiency pursuant to §7 LHO, a template for obtaining a tender, an order form and the issuing documentation.

Direct order

- www.uni-heidelberg.de/de/beschaefigte-in-wissenschaft-verwaltung-und-technik/service-a-z/beschaffung/leistungen-im-ueberblick/portfolio-der-beschaffung/direktauftrag

Negotiated issuing

- www.uni-heidelberg.de/de/beschaefigte-in-wissenschaft-verwaltung-und-technik/service-a-z/beschaffung/leistungen-im-ueberblick/portfolio-der-beschaffung/verhandlungsvergabe

Issuing documentation

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

General Terms and Conditions of Heidelberg University

The new cross-sectoral requirements of the state government have been duly integrated into the General Terms and Conditions of Heidelberg University. The latter must always be referred to in writing as part of the procurement process.

General Terms and Conditions (AGB) of Heidelberg University

- <https://backend.uni-heidelberg.de/de/dokumente/agb-der-universitaet-englisch/download>

Payment conditions at Heidelberg University

As a rule, the following payment conditions apply to procurement at Heidelberg University:

- **30 days net, or**
- **3% discount if payment is made within 21 days.**

We ask for understanding that these minimum deadlines cannot be reduced. They serve as uniform, fair treatment of all suppliers and are intended to ensure that discounts can be claimed even if internal invoice processing takes a while.

If no discount is granted, the standard payment goal of **30 days net applies**.

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

Exclusion deadline for settling travel expenses

Pursuant to the State Travel Cost Act (LRKG) §10(2) payment of travel expenses can only be made if the bill is submitted within **a period of six months after the end of the business trip**, either in writing or electronically. The respective **period begins on the day after the business trip** concludes. We therefore recommend that you submit your claim as early as possible. Early submission facilitates rapid processing, enables the uncomplicated clarification of any queries and ensures that your claims can be considered within the fixed period and without delay.

It is no longer legally possible for the travel cost team to handle travel expense claims after six months have elapsed.

The travel cost team is always ready to answer questions or give support (also in filling out the form and before you submit your documents).

Further information

- www.uni-heidelberg.de/en/employees-in-science-administration-and-technical-services/service-a-z/travel-expenses

Flexible work and desk-sharing | "FlexWork@UHD"

Different forms of flexible work organization have been established at Heidelberg University: teams work on the basis of telework service agreement at different workplaces – in person at the primary workplace, from home as telework or elsewhere within the university premises. This hybrid workstyle opens up new room to maneuver and, at the same time, calls for a conscious ongoing development of internal work organization and the work environment. In addition, flexible forms of work, that may also comprise desk-sharing allow for a more efficient use of working space and contribute to better area management.

In future, flexible work models are to be further professionalized and adapted to the respective needs of the work units. A two-year trial phase will enable us to gain more experience, for example on management and work processes in hybrid teams, or on the introduction of desk-sharing. You are warmly invited to take part in the trial phase and to play an active part. The resultant experience will then feed into a service agreement.

Department 5.3 Personnel Development advises and supports executive staff and teams in introducing and fine-tuning flexible work forms, with a particular focus on management, cooperation and team culture.

Further information:

- www.uni-heidelberg.de/de/flexwork

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HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

Onboarding new staff

Successful onboarding assists new colleagues in adapting quickly to their new role, understanding processes and feeling at home in the team and university culture. It reduces uncertainties, strengthens personal responsibility and fosters motivation. At the same time, it reduces the risk of false starts and premature fluctuation – a clear advantage, precisely in times when skilled workers are in short supply.

In this important phase, many people contribute to success: executive staff, onboarding partners and contact persons for specific questions. Together they shape the first impression the new employees gain of the team, their tasks and the Heidelberg University.

Department 5.3 Personnel Development has updated its service offering in the onboarding toolbox – with checklists, templates and discussion guides to simplify the acclimatization process. The service team is available for advice on individual questions.

It must be emphasized that a carefully prepared onboarding takes time – and this should be consciously planned. The investment pays off because it enables a speedier orientation of new employees and thereby supports them in performing their duties independently and with motivation.

- <https://www.uni-heidelberg.de/de/beschaeftigte-in-wissenschaft-verwaltung-und-technik/karriere-und-weiterbildung/pe-tools/onboarding-neuer-mitarbeiterinnen>

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hei_INNOVATION Startup Hub | New location for innovation and exchange

On a surface of approximately 850 m², the hei_INNOVATION Startup Hub offers 55 modern workplaces in offices, co-working spaces and a lounge area. This new offering is available to startups, spin-offs, EXIST-funded teams, as well as young entrepreneurs with connections to Heidelberg University including its medical faculties. The aim is to provide a professional, creative and, at the same time, low-threshold environment for entrepreneurial thinking and startups.

TechLäb4U also belongs to the hub, which gives access to 3D printers, laser cutters, electronic workbench, virtual reality (VR) equipment and other development tools. It enhances the premises with tech developments geared to practice and reinforces the link between research, prototyping and market application.

The hei_INNOVATION Startup Hub serves as a central location for innovation and exchange. Events such as the START UPeritivo and Female Founders Brunch take place there – further community formats are being planned. On 23 June 2025 a soft opening took place; Prof. Dr Katja Patzel-Mattern, Vice-Rector for Innovation and Transfer, and the hei_INNOVATION team officially welcomed the first tenants.

- www.uni-heidelberg.de/en/transfer/heiinnovation/heiinnovation-startup-hub

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RESEARCH DIVISION

Head
Dr Frank Fischer

DIVISION FOR FOUNDATIONS AND ASSETS

Head
Jochen Ridinger

Hella Bühler Prize | 2026 call for interest

Applications for the Hella Bühler Prize awarded by Heidelberg University can be submitted from 15 October 2025 to 31 January 2026. It has been awarded since 2004 and, worth € 100,000, is one of the most valuable prizes in the field of cancer research. The prize goes back to the dentist Dr Hella Bühler, who left her investments to the university on condition that the yield be used to offer a prize for cancer research.

How to apply

Young researchers from Heidelberg University and their cooperation partners – who have already produced outstanding studies in the area of cancer research but have not yet been appointed to a permanent professorship – can apply for the prize with a clinical or non-clinical project in the field of cancer research. There is no restriction on the way the prize money is used within the project.

How to apply

Required application documents (in English) are:

- CV stating your exact position, e.g. junior research group leader, and a description of funds acquired to date
- project outline including project title (max. 3 pages) containing the planned use of the prize money
- brief description of scientific achievement
- list of main publications
- only required for early-career researchers in a cooperation unit: confirmation by the cooperation unit leader that the research project is at least 50 % located at Heidelberg University.

Please send your application documents by **31 January 2026**, either by email (dezernat8@uni-heidelberg.de) or in writing to:

Universität Heidelberg
Division for Foundations and Assets
Department 8.2 Donor Relations and Guesthouses
Seminarstraße 2 | 69117 Heidelberg

Further information

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

INTERNAL AUDITING STAFF UNIT

Head
Jasmin Giovane

Introduction of an advice and online service to comply with the annual reporting obligation for prize money and personal grants

In its compliance guidelines, Heidelberg University undertakes to provide its employees with tools for performing their duties in a legally compliant and goal-oriented manner. Compliance is becoming increasingly important as cooperation between science and industry grows. The Anti-Corruption Officer is taking this as an opportunity to expand its advisory services in this area.

The Ministry for Science, Research and the Arts on 1 January 2025 introduced an annual obligation to report on the acceptance of personal grants to employees of universities/higher education institutions. Accordingly, the Anti-Corruption Commissioner will, in future, be the central collection point for notifications about personal grants, which must be submitted to direct supervisors for approval – and this applies in principle as of a value of € 35.

For this purpose, the Anti-Corruption Commissioner has posted a reporting tool (DE and EN) on her website. Via this system employees can enter grants in an uncomplicated way and are supported in an online self-check to adjust their behavior with respect to personal gifts, rewards, other advantages or personally disbursed prize money in a way that is legally safe and service-compliant. Such a transparent procedure contributes to avoiding in advance any possible impression of bias in performing their duties.

Prize money from other organizations may only be accepted after prior agreement by the respective supervisor (Rector or Kanzler), which can be obtained by means of the notification form. A simplified procedure applies to prize money that is not advertised or granted by Heidelberg University. Those responsible for advertising prizes are requested to arrange a consultation with the Anti-Corruption Commissioner. This conversation is a precondition for the Rector or the Kanzler granting the relevant entitlement.

This authorises those responsible to give the necessary approval on behalf of the university management directly at the award ceremony. Compliance with the compliance requirements serves to maintain the excellent reputation of Heidelberg University.

Further information and tools as guidance

- www.uni-heidelberg.de/en/institutions/representatives-lobbies/anti-corruption-commissioner

Reporting tool

- <https://limesurvey.urz.uni-heidelberg.de/index.php/875223?lang=de>

Notification form

- <https://limesurvey.urz.uni-heidelberg.de/index.php/666432?lang=de>

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