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CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



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Dear Colleagues,

The successful winter semester with personal presence on campus is drawing to a close and I greet you very warmly in this way.

In the current edition of Caroline you again find important information from the administration. In the last few semesters I have personally visited the faculties again, in order to hear where cooperation with the administration works well and where this is not yet the case.

The first suggestions and wishes have been successfully implemented and with other questions it was possible to create transparency and understanding. In 2023, too, I will continually visit the institutes and facilities and seek constructive discussion.

Right away here are two highlights of this current edition:

- We were able to find an excellent Research Division head in the person of Dr Frank Fischer, who will take over the Division as of 1 March 2023.
- The maximum hospitality rates have been raised taking account of inflationary requirements and your suggestions by approx. 25 percent.

Looking forward to a year 2023 full with interest, I remain, with best wishes,

Sincerely yours

Dr Holger Schroeter
Kanzler

DER KANZLER

Dr Holger Schroeter

Corona – on the way to normality

The Covid pandemic is drawing to a close and consequently the current legal provisions are paving the way back into normality.

On 18 February 2023, at the conclusion of the lecture period of the current winter semester, Heidelberg University, too, is now ending its last remaining recommendation on wearing a mask in all its areas. The Covid hygiene protocol and the Covid risk assessments have been cancelled in all institutes and facilities. However, naturally the general risk assessments of workplaces still apply, as before the pandemic.

The centrally serviced disinfectant dispensers are being dismantled and this should also happen in the faculties and facilities. All posters on the topic of Covid should be taken down in all areas. The special permission for staff to have time off for Covid vaccinations is likewise ending; here the same rules now apply as for regular doctor's appointments.

For the last time, the university will distribute the remaining supplies of medical masks and rapid antigen tests free of charge to staff who pick them up themselves for use in their work context:

As of **Monday, 27 February 2023**, in the central storage facility of the Central Services Neuenheimer Feld (building 367, basement, opening hours: 08:30 am – 12 noon) in commercially available quantities and on presentation of a staff ID or service card of the university.

You are again reminded that all personal data (overviews, emails, etc.) regarding cases of infection, recording contact details or 3G status must be deleted or destroyed in compliance with data protection regulations.

For questions around the topic of Covid, please consult the university's Covid website and the Covid Service Portal:

Tel. +49 6221 54-19191

service.corona@uni-heidelberg.de

- www.uni-heidelberg.de/en/newsroom/measures-of-the-university-for-protection-against-the-coronavirus

heiCO – news from the project

heiCO, the new Campus Management System, has been in operation since 1 December 2022. The system can handle all applications and manage student data in future. In the area of applications/admissions, various old systems have now been replaced by an integrated system.

Technical challenges at the start of the application period were quickly dealt with so that the processes for application through heiCO in all subjects are now operating with practically no problems. A new heiCO Help Desk provides a contact point for technical questions, and support for applicants and all staff members.

On 6 February 2023, the GoLive of the two heiCO pilot courses – the Bachelor in Geography 100 % / Master's in Economics – was the next important step towards implementation. That gave the examination management staff for the two courses access to the new system. In the 2023 summer semester, the students, teachers and examination candidates will start the heiCO system for exam registration and administration.

- www.uni-heidelberg.de/en/study/management-of-studies/online-service/heico

PROJECT heiCO

Head
Jessica Rink

LAW AND COMMITTEES DIVISION

Head
Cornelia Stöcklein

Fake invoices with genuine data

Current examples of online crime also show the high potential for harming Heidelberg University.

Many invoices, particularly from abroad, are being sent to the university digitally as PDFs. Hackers either manipulate the computer of the supplier or intercept the invoices between the supplier and the university and swap the original IBAN account number for one of their own. Sometimes the correspondence also takes place via a fake email address that is easy to mistake for the original sender's address. The 'fake' invoices look identical with the originals except for the account number. If a payment is credited to the manipulated account the money will most likely be lost, particularly as the manipulation is often only noticed when the supplier sends a reminder.

So if you are notified of a new bank account you need to phone up and check, in order to guarantee that the bank account is genuine.

Contact:

Division 1 – Law and Committees, Dept. 1.1 – Legal Affairs
Joachim Förster
Tel. +49 6221 54-12113
joachim.foerster@zuv.uni-heidelberg.de

■ www.uni-heidelberg.de/institutions/administration/law/d1_1.html

FINANCE DIVISION

Head
Tim Krützfeldt

Raising the maximum spending rates for hospitality

In the context of updating the university's representation regulations, the maximum rates for work-related hospitality have been adjusted for general price rises. That will continue to enable the institutes and facilities to offer appropriate hospitality, particularly in the context of academic exchange. The principles of cost-efficiency and economy must still be observed.

Details can be found at:

■ www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/haushalt/repraesentationsausgaben.html

Standardising the inventory method

Since 1 January 2023, the inventory method for all items of asset capital has been standardised so that special rules for IT peripheral devices no longer apply.

All the current inventory regulations are to be found at:

■ www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/inventarisierungsregeln.html

Contact person for queries:

Ms Svetlana Gregor
Dept. 4.3 Financial Accounting
Tel. +49 6221 5412438
gregor@zuv.uni-heidelberg.de

FINANCE DIVISION

Head
Tim Krützfeldt

e-Invoice – new forms for part payments, advances and reimbursements of expenses

In order to cover reductions and advances via the e-Invoice, new forms are now available – “Application for reduction” and “Application for advance”. Instead of using a disbursement order, as hitherto, applications concerning reductions and advances are now to be sent to the scanning point on the respective form in the blue folder. The corresponding document justifying the payment still has to be attached: with reductions, as in the past, this is generally a statement of reasons or list of costs; with advances it is generally a booking confirmation or reservation contract with the request to pay a deposit.

In addition, the forms for reimbursement of expenses have been updated and are available for downloading:

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

More news from the e-Invoice project:

At present, preparations are underway for invoices from the major suppliers to be delivered directly to the central invoice post box. The staff members who handle and approve invoices will receive an email in advance informing them which suppliers will be involved, and when.

General information on the e-Invoice:

- www.uni-heidelberg.de/erechnung

For questions about the e-Invoice:

service-erechnung@uni-heidelberg.de

Delayed invoice processing

Due to the sustained high pressure on staff in the Financial Accounting Department, there continue to be delays in processing credit documents, particularly supplier invoices, scholarship payments, settlement of travel expenses, reimbursement of expenses and returning of fees. Steps to increase the handling capacities have been taken and more are in preparation. Until these changes take effect, we will mainly concentrate on the fastest possible handling of all matters and, at the same time, on training new colleagues. Consequently, we ask you to refrain from inquiring about the processing status. Thank you for bearing with us.

Please send questions about the e-Invoice, stating the document or invoice number, to: service-erechnung@uni-heidelberg.de

Questions to clarify other matters are answered at:

kreditoren@zuv.uni-heidelberg.de

The Department 4.3 team is available by phone every day between 10am and 12pm.

- www.uni-heidelberg.de/institutions/administration/finance/d4_3.html

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

Electronic certificate of inability to work – eAU

On 1 January 2023, the electronic certificate of inability to work (eAU certificate) was introduced to replace the “yellow certificate” (doctor’s certificate of inability to work) **for employees insured in statutory health insurance schemes** (see also the newsletter No 19 of 19 December 2022 and information on the website of the Human Resources Division).

1. If this group of people are certified as ill by a doctor, the responsible staff case worker in Division 5 needs the following information. This must be submitted via the facility supervisors, using the appropriate form, exclusively to the dedicated mail address **eAU-Meldung@uni-heidelberg.de**:
 - Doctor’s certificate of inability to work as of (date)
 - Unable to work most probably until and including (date)
 - The last working day before the inability to work (date)
 - Notification whether the inability to work took place immediately before some annual leave
 - Annual leave begun on (date)
 - Regular working days/per week (number)
 - Specific working days (e.g. Monday, Wednesday, Friday)

Follow-up illnesses and reports of resuming work must also be submitted on this form. After sending the form to Division 5, the locally saved version of the form with the personal data and the message transmitting it to the dedicated mail address must be finally deleted.

■ www.uni-heidelberg.de/md/zuv/personal/aktuelles/mitteilung_uber_arztlich_festgestellte_arbeitsunfahigkeit_folgebescheinigung_dienstantritt_002_.xlsx

2. Please note that **privately insured employees and civil servants** (privately insured and voluntarily insured in statutory health insurance schemes) will continue to receive a paper certificate of inability to work from the attending physician – on request, as necessary. This is, as in the past, to be forwarded non-electronically to the Human Resources Division using the following form:

■ www.zuv.uni-heidelberg.de/md/zuv/personal/Abteilung51Zugriffschutz/au_privat_versicherte_und_beamte_2023-01-23.pdf

The Excel form under 1 must **not** be additionally filled out and submitted for these matters.

3. Other occurrences, such as the “Notification of a child’s illness”, should be submitted in the usual way to the Human Resources case worker responsible.

■ www.uni-heidelberg.de/md/zuv/personal/aktuelles/anderung_arbeitsunfahig_2022.pdf

Detailed information is available on the website of Division 5:

- www.uni-heidelberg.de/institutions/administration/hr/index.html
- www.uni-heidelberg.de/md/zuv/personal/eau_information_.pdf

Internal educational programme for 2023/2024

Heidelberg University’s Internal Educational Programme for 2023/2024 is published online and accessible to all university staff. With around 150 events in 11 programme lines, it again offers numerous opportunities for professional development from March 2023 to the end of February 2024. The range of offerings covers introductory events for new staff, e.g. on the e-Invoice, courses on project management or leadership skills, and training on the acquisition of third-party funding. Members of the university can also attend events on the work-life balance, e.g. on caring for relatives, or on health and keeping fit at work. You can apply from February 2023 to Department 5.3 Personnel Development via the website of the Internal Educational Programme; all employees will receive a programme booklet.

About the educational programme:

- www.uni-heidelberg.de/einrichtungen/zuv/weiterbildung/bildungsprogramm/

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

heiTRACKS career development talks have begun

The project on career development talks started recently in the context of heiTRACKS career support for post-doctoral researchers. These conversations support young researchers in career-relevant decisions and career planning. By the end of 2024, a method and supporting materials for conducting the talks will have been devised and tested in a pilot phase. The target groups (professors/executive staff and young researchers) are closely involved in the development.

For the pilot phase, there is a demand for professors and junior research group leaders willing to conduct one or two career-development talks with their postdocs and subsequently to share their experience with the talks.

Those interested are welcome to contact Dr Max Vetter in the Staff Unit Tenure-Track Professorships:
max.vetter@zuv.uni-heidelberg.de

■ www.uni-heidelberg.de/institutions/administration/hr/tenure-track.html

RESEARCH DIVISION

Acting head
Dr Günther R. Mittler

New head of Research Division



Dr-Ing Frank O.R. Fischer will become the head of the Research Division on 1 March 2023. He succeeds Dr Sigurd Weinreich, who transferred to the management of the Faculty of Mathematics and Computer Science in January 2023.

Dr Fischer earned his doctorate at the Institute of Materials Technology of the University of Siegen and then held various positions in which he was responsible for designing and regulating science funding at both the national and international level. He will bring a many-faceted new approach to the Division, in view of his many years of experience as programme director and science manager at the German Research Foundation (DFG) and his leadership activities in business and research.

■ www.uni-heidelberg.de/institutions/administration/research/index.html

ERC Advanced Grants 2023

The European Research Council (ERC) funds researchers in order to advance basic research and visionary projects, and to open up new areas of knowledge. The ERC Advanced Grants support outstanding, already established researchers, who have produced significant research results in the last 10 years. They can apply for funding for up to 5 years with a maximum budget of 2.5 million euros.

Application deadline: **23 May 2023**

The Heidelberg Research Service in the Research Division assists researchers in all phases of preparing an application up to its actual submission, and, after a possible grant, from the contractual negotiations through the project execution until its final conclusion. After a possible invitation to the final selection interview, interview training within the university is also on offer to support your application for an ERC Grant.

In addition, when you are preparing an application for an ERC Grant at Heidelberg University you have the option to apply via the Research Division for start-up finance from the Ministry for Science, Research and the Arts.

In order to ensure optimum support for your application, please make contact as soon as possible with the project manager responsible for you in the Heidelberg Research Service.

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

■ www.uni-heidelberg.de/institutions/administration/research/d6_2.html

RESEARCH DIVISION

Acting head
Dr Günther R. Mittler

Elite Programme for postdocs from the Baden-Württemberg Foundation – 2023 call for interest

With its Elite Programme for postdocs, the Baden-Württemberg (BW) Foundation specifically wants to attract young researchers from State universities entitled to grant doctorates. Its financing of their own research project, which they applied for and manage independently, plus integrating them into the programme's network, is designed to support the young researchers on their way towards obtaining a university professorship.

The call for interest does not extend to the area of clinical medicine, but the Elite Programme can finance life science/medical projects that are classed as basic research.

With this round of calls, the BW Foundation will most probably be able to include about 12 to 14 postdocs in the Elite Programme. The Foundation's financing is limited to three years and covers, in the individual case, a maximum of 150,000 euros for staff, travel, equipment and investment funds. The postdoc's paid position must not be financed from Elite Programme funds.

Internal procedure

Heidelberg may only submit up to six applications in all. The university leadership will decide on the final selection of the applications to be submitted in Stuttgart. For that, the faculties or central facilities in which there are several applicants have to draw up a ranking of their candidates in advance. Hence, we ask those interested to contact the faculties or central facilities responsible for them in good time, and to hand in their applications (as one PDF) by **30 March 2023** at the latest. Only applications that have arrived at the Research Division by **6 April 2023**, with one copy of a ranking by the faculty/central facility in digital form, are eligible for the final selection.

The universities have to make a preselection of applications and report the selected applicants by 27 April 2023 (12 noon). The applicants selected by the university leadership will then receive individual access data to an applicant platform, where they have to upload the basic data about their application and the complete application documents in the form of one PDF. The platform will be available from 4 May 2023. The complete applications must be uploaded by **18 May 2023** (12 noon) at the latest.

Dr Sandra Fernau is available in the Research Division to give advice on making the application:

Contact:

Dr Sandra Fernau

Department 6.2 Heidelberg Research Service

Focus Legal Sciences, Economics and Social Sciences, Behavioural and Cultural Studies

Tel. +49 6221 54-12623

sandra.fernau@zuv.uni-heidelberg.de

■ www.bwstiftung.de/de/ausschreibung/eliteprogramm-fuer-postdocs

RESEARCH DIVISION

Acting head
Dr Günther R. Mittler

Carl Zeiss-Humboldt Research Prize

Every year, the Alexander von Humboldt Foundation awards a Carl Zeiss-Humboldt Research Prize, donated by the Carl Zeiss Foundation, to an internationally known scientist from abroad, honouring the totality of the person's work. The prize also pays tribute to the special potential of the prize winners. The prize may be awarded to researchers in mathematics, computer science, natural science and technology (MINT) if cooperation is sought with specialist colleagues in Baden-Württemberg, Rhineland-Palatinate or Thuringia. The nomination takes place within the Humboldt Research Prize programme.

Each award comes with 100,000 euros in prize money. In addition, there are funds amounting to 50,000 euros for the further financing of cooperation between prize winners with specialist colleagues in Germany. Nominations may be submitted throughout the whole year.

If you have a nomination, the Research Division asks you to send a brief note to Dr Günther R. Mittler:
guenther.mittler@zuv.uni-heidelberg.de

- www.humboldt-foundation.de/en/apply/sponsorship-programmes/carl-zeiss-humboldt-research-award

VolkswagenStiftung – pioneering projects on societal transformations

In the profile area "Societal Transformations" the VolkswagenStiftung supports research engaging with multiple aspects of transformation processes. It encourages boundary-crossing and multi-perspective approaches and wants to open up new ways forward for sharing in societal transformations.

The funding on offer is available to researchers from all disciplines who develop research projects leading to transformation knowledge. Research questions from the natural sciences, life sciences and engineering sciences are welcome, as are projects from the humanities, cultural studies and social sciences.

Successful projects are funded for a maximum of 5 years with up to 500,000 euros. Project outlines may be submitted at any time.

- www.volkswagenstiftung.de/en/funding/funding-offer/pioneering-projects-societal-transformations

Telework – using service devices

The new agreement on telework took effect for all university employees in September 2022. It states that IT materials and equipment (laptop, PC mouse, etc.) needed to perform operations at the teleworkplace will be made available by the respective facility. In order to enable the necessary steps for procurement of office terminal devices in time, however, there was a transitional deadline for the use of private devices until 31 December 2022. Consequently, the latter may no longer be used as of the beginning of 2023. The installation of the software needed for the telework and the servicing of the equipment in this connection is guaranteed by the IT officers of your own facility.

You can find more regularly updated information on the topic of telework arrangements, along with a collection of frequently asked questions, at:

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

UNIVERSITY COMPUTING CENTRE (URZ)

Head
Prof. Dr Vincent Heuveline

UNIVERSITY COMPUTING CENTRE (URZ)

Head
Prof. Dr Vincent Heuveline

Telework – using and displaying the office telephone number

In order to guarantee that all employees are reachable on the university telephone number during their telework, that no costs are incurred for the employees and, at the same time, their private sphere is protected while phoning (e.g. through avoiding the display of private phone numbers) the University Computing Centre offers all staff the service OpenScape Unified Communication (UC).

With OpenScape UC you can make and control incoming and outgoing calls on office or private mobile phones or via the landline in your home office, without any costs for the use of the private devices. In addition, the persons you are speaking to will always only see your university telephone number – regardless of what terminal device you use to make or accept a phone call.

For further information and to make an application please contact the telephone officer in your facility, or approach IT Service.

Contact IT Service:
+49 6221 54-117

Further information:
■ www.urz.uni-heidelberg.de/en/newsroom/flexible-use-of-your-work-number

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kanzler@uni-heidelberg.de

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