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# CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT  
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Dear Colleagues,

Spring is already making itself felt, so I am especially happy to send you the first number of Caroline in 2024 with my warmest greetings.

Besides a host of important news items and current offerings from the administration I would like to introduce you particularly to the new heads of department, Mr Helmerich in the Division of Student Affairs and Teaching and Mr Lingemann in the Human Resources Division.

This issue also features the recent opportunity to use car sharing for business purposes, and naturally there are reports on the latest

developments in ongoing projects.

With best wishes, and stay healthy

Sincerely

Dr. Holger Schroeter  
Kanzler

## PROJECT heiCO

Head  
Jessica Rink

### heiCO I News from the project

By the end of 2023, in the context of Rollout Phase 1, the course grades of the Medical Faculty Heidelberg along with English Studies and German Studies had been imported into the heiCO system. This means that, since the end of the year, all the subjects that used to use the old "SignUp" system to manage their processes in connection with student affairs and teaching have continued with this activity in heiCO.

Meanwhile, the subject areas involved in Rollout Phase 2 are working intensively with the heiCO team to prepare for the comprehensive course data migration scheduled to take place from 16 to 31 May 2024. The workflows for the "go-live" of former HIS-POS subjects have been coordinated accordingly; workshops and tests of course-data migration have already been taking place as preparatory steps since the end of 2023. The staff of the subprojects Course and Examination Regulations, and Examination Management, are successively approaching the persons responsible at the subject level about the matter.

In parallel to this, training sessions are on offer for all present and future heiCO users, and since January there have been video tutorials (login with Uni-ID). We recommend that users participate in our training sessions and also actively consult our guidance and video offerings. You will find support information in the form of video tutorials and guidance – and also on Rollout Phase 2 – in our SharePoint area.

Furthermore, there will be additional information formats to go with Rollout Phase 2. For example, the contact persons from the subjects and faculties will have the opportunity to clarify topic-specific issues with the subproject leaders. This will happen either at topic tables during the heiCO briefing event or in online cafés planned to take place at regular intervals. The heiCO team is offering additional support programmes in event and classroom management – in the foreseeable future also on the local premises of the subjects in order to deal with specific application cases and questions on the spot.

You can discover more about the heiCO project in our newsletter:

- [www.uni-heidelberg.de/de/heico-newsletter](http://www.uni-heidelberg.de/de/heico-newsletter)

Training sessions and guidance:

- [www.uni-heidelberg.de/de/schulungsangebot](http://www.uni-heidelberg.de/de/schulungsangebot)

SharePoint area: Video tutorials and more detailed information:

- [https://sharepoint.uni-heidelberg.de/workspace/teams/cms-public/\\_layouts/15/start.aspx#/](https://sharepoint.uni-heidelberg.de/workspace/teams/cms-public/_layouts/15/start.aspx#/)

## LAW AND COMMITTEES DIVISION

Head  
Cornelia Stöcklein

### Export control | Onboarding of people from non-EU countries

You would like to onboard a person from a non-EU country in your institute, hire someone, receive doctoral candidates, scholarship holders or visitors? Then please keep in mind that export control law, existing embargoes against individuals or countries, and dual-use matters need to be checked in advance.

A check scheme on this topic was sent to all staff-management offices of Heidelberg University in mid-August 2023. You will find it at:

- [www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/recht/geschuetzt/rsch.nr.4\\_2023-08-14.pdf](http://www.uni-heidelberg.de/md/zentral/einrichtungen/verwaltung/recht/geschuetzt/rsch.nr.4_2023-08-14.pdf)

Since the onboarding process at Heidelberg University is decentralised the necessary checking procedure at the time of initial contact with people from non-EU countries can only take place in your institute or facility.

The Export Control Staff Unit is very willing to answer any questions about this process. So please do not hesitate to approach Ms Fabian directly. In addition, monthly online training sessions are on offer in the internal continuing education programme.

Daniela Fabian  
Tel. +49 6221 54-12150  
[daniela.fabian@zuv.uni-heidelberg.de](mailto:daniela.fabian@zuv.uni-heidelberg.de)

An overview of the activities the Export Control Staff Unit covers:

- [www.uni-heidelberg.de/institutions/administration/law/d1\\_exportcontrol.html](http://www.uni-heidelberg.de/institutions/administration/law/d1_exportcontrol.html)

### Requirement to forward university publications

For storage in the Baden-Württemberg Online Archive, the "Order of the State Government on passing on official publications to libraries" requires that Heidelberg University forward all freely accessible electronic publications issued by the university to the Baden State Library.

The documents to be forwarded include, inter alia, statutes (also Course and Examination Regulations), course catalogues, leaflets on degree programmes, general information brochures, annual reports, reports of activities, university journals, commemorative publications etc., as long as they are available on the internet.

Publications not to be forwarded are those merely serving as press, radio and television briefings, as well as small-scale, time-bound information material. A further exception applies to scholarly works as they do not qualify as official publications.

The publications have to be made available centrally for storage on a state government server. The university archive will take on this task for you and, for this purpose, requests you to send it all electronic publications that have appeared in your area of responsibility and are freely accessible.

Please send them as PDFs to:  
[blb-ablieferung@uniarchiv.uni-heidelberg.de](mailto:blb-ablieferung@uniarchiv.uni-heidelberg.de)

You are welcome to contact the University Archive directly with any queries:

Rene Aris  
[rene.aris@urz.uni-heidelberg.de](mailto:rene.aris@urz.uni-heidelberg.de)

## DIVISION OF STUDENT AFFAIRS AND TEACHING

Head  
Birgit Kramer

### New head of Department 2.1



Since 1 October 2023, Sebastian Helmerich has been the new head of Department 2.1 Student Administration in the Division of Student Affairs and Teaching. Mr Helmerich took a degree in the humanities and then worked for a few years with the urban housing construction company Stadtbau Aschaffenburg GmbH; after that, he served for many years as head of departmental management at the social services administration of the city of Aschaffenburg.

The Student Administration department is now concerned to consolidate the new structures, particularly to promote the further integration of the International team (administration regarding international students/prospective students, grade assessment) and to expand services for international students. A further focus of his activity is to complete and adapt the basic module Application Management and Student Management in heiCO, the campus online management system, and to adapt the organisation of work accordingly, in close coordination with the subjects.

Sebastian Helmerich  
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sebastian.helmerich@zuv.uni-heidelberg.de

Activities and contact persons of Department 2.1 Student Administration:  
■ [www.uni-heidelberg.de/institutions/administration/education/d2\\_1.html](http://www.uni-heidelberg.de/institutions/administration/education/d2_1.html)

## DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head  
Alexander Matt

### Carsharing

As of now, all university facilities are generally able to use the carsharing offering by Stadtmobil for business travel.

Booking vehicles is already possible for the university administration during the ongoing one-year test phase, via the Division of Planning, Construction and Safety. Every other university facility choosing to conclude their own subcontract with Stadtmobil may avail themselves of this opportunity.

Further information:  
■ [www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/parken/carsharing.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/parken/carsharing.html)

### Further training programme "Safety in genetic engineering"

On 13 and 14 March 2024 the Biological Safety Staff Unit is holding a training session on genetic engineering called "Safety in genetic engineering". This is especially meant for project directors and Biological Safety officers.

This is a state-recognised training event under § 28 GenTSV.

Participation is free of charge for employees of Heidelberg University, as well as for the two Medical Faculties and Heidelberg University Hospital.

Further information and the possibility of online registration is available at:  
■ [www.uni-heidelberg.de/gentechnik](http://www.uni-heidelberg.de/gentechnik)

## FINANCE DIVISION

Head  
Tim Krützfeldt

### Reimbursement of expenses

In comparison to other forms of procurement, the reimbursement of expenses is very time-consuming and open to error; hence it should be kept for exceptional cases. The continuing considerable number of expense reimbursements was the reason for a circular letter to point out again that reimbursing expenses should be the exception and to remind you of a few regulations (deadlines, receipts).

That being so, we would like to ask you again to take note of the circular letter. Applications for reimbursement of expenses that do not meet the preconditions it names will be sent back without processing as of **15 March 2024**.

The above circular letter can be found at:

- [www.uni-heidelberg.de/md/zuv/recht/senat/rsch.nr.8\\_2023-11-08.pdf](http://www.uni-heidelberg.de/md/zuv/recht/senat/rsch.nr.8_2023-11-08.pdf)

### Payments by cheque

As of now, no more payments can be made by cheque because the banks unfortunately do not offer this service. Payments by cheque to the United States are an exception. The banks request, however, that this service should only be used in cases when no bank transfer is possible.

If you have so far made your payments by cheque, please ask for the corresponding bank details and forward them to our master data maintenance:  
[stammdaten.fibu@zuv.uni-heidelberg.de](mailto:stammdaten.fibu@zuv.uni-heidelberg.de)

If you have any questions, please address them to Department 4.3 Payment Transactions:  
[zahlungsverkehr@uni-heidelberg.de](mailto:zahlungsverkehr@uni-heidelberg.de)

### Raised value thresholds in the procurement process

Thresholds for Europe-wide tenders slightly increased as of 1 January 2024. For supplies and services, these now amount to 221,000 euros (net), previously 215,000 euros (net).

For further details, please see:

- [www.uni-heidelberg.de/einrichtungen/zuv/finanzen/beschaffung/wertgrenzen.html](http://www.uni-heidelberg.de/einrichtungen/zuv/finanzen/beschaffung/wertgrenzen.html)

### Electronic invoice (e-invoicing)

Meanwhile the 80 main suppliers of the university have been successfully integrated into the e-invoicing system – with respect to both the comparison of invoice figures and discount conditions. Since 1 January 2024 the team has also enjoyed the energetic support of our new colleague Heike Stammnitz in the field of Training and Support for e-invoicing. After drawing up the annual accounts we aim to switch over to central invoicing handling with all suppliers in the second quarter. You will receive detailed information about this in due course.

In addition, we would like to draw your attention to our e-invoicing online café. There you can make inquiries about individual invoices and receipts, or ask questions of a general nature. The online café is always open on Tuesdays from 10 am to 12 noon.

For further information on e-invoicing see:

- [www.uni-heidelberg.de/erechnung](http://www.uni-heidelberg.de/erechnung)

Find out more about the online café and how to join in at:

- [www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/pw/index.html](http://www.uni-heidelberg.de/einrichtungen/verwaltung/finanzen/pw/index.html)

## FINANCE DIVISION

Head  
Tim Krützfeldt

### Rebooking of personnel costs

If a rebooking of personnel costs is necessary, the staff responsible in Human Resources will accept the relevant orders. After they have been countersigned, the orders will be passed on to Financial Accounting for implementation.

The system only allows costs to be rebooked for one person per transaction. Consequently, personnel cost rebooking is always possible separately from other rebooking transactions, e.g. for material costs or investments.

Finance Services A-Z under "Personnel cost booking" (see following link) lists the different case configurations for guidance and assistance, as well as the obligatory data needed to enable a smooth, rapid processing of the order.

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

### Down payments and advances for travel expenses

In order to simplify the payment process for expenditure that is foreseeable but not yet exactly known, the Finance Division offers the option of receiving a pay-out of advances or down payments as a service.

There are two distinct processes here, depending on responsibility, processing path and deadline:

#### a) Travel expense advances:

University employees can be paid an advance on their personal business travel expenses by using the form "Antrag auf Auszahlung / Abrechnung eines Abschlags bzw. sonstigen Vorschusses" (Application for travel expense advance). Settling up will then take place as usual through the travel cost team of Department 5.1 Human Resources Division, taking account of the latest regulations and deadlines of the state travel cost law.

#### b) Down payments and other advances:

For all expenditure apart from travel costs, including possible material costs that might arise during a journey, appropriate down payments can be made on the basis of the form "Application for disbursement / accounting of a down payment or other advance". This form can also be used for settling up these amounts. This takes place either via the digital e-invoicing system or – in an exceptional case – through a pay-out order by Department 4.3 Financial Accounting of the Finance Division.

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/#Abschl%C3%A4ge](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/finanzen/buchhaltung/downloads/#Abschl%C3%A4ge)

## HUMAN RESOURCES DIVISION

Head  
Colin Morgenthal

### New head of Department 5.2



On 1 October 2023 Frank Lingemann became the director of Department 5.2 HR Services for Employees in the Human Resources Division. This position was long vacant and we are glad that the university has gained the services of Mr Lingemann, an experienced personnel manager with expertise in labour law. Frank Lingemann completed full legal training and then worked in several leading positions in the human resources field, particularly gaining experience in the corporate context. One of Mr Lingemann's assignments, together with his currently 12-person team, will be to cooperate with the institutes and facilities in supporting staff on public service salary scales, optimising the workflows involved and accompanying the department's digitisation projects.

Frank Lingemann  
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frank.lingemann@zuv.uni-heidelberg.de

Tasks and contact persons in Department 5.2 HR Service for Employees:  
■ [www.uni-heidelberg.de/institutions/administration/hr/d5\\_2.html](http://www.uni-heidelberg.de/institutions/administration/hr/d5_2.html)

## RESEARCH DIVISION

Head  
Dr Frank Fischer

### hei\_INNOVATION advertises the second Ideas Competition – open to all members of Heidelberg University

The hei\_INNOVATION Ideas Competition offers members of Heidelberg University the opportunity to present and advance their own innovative ideas and research results with potential for change or exploitation. Wanted, and candidates for prizes, are ideas and approaches making a contribution to meeting the economic, environmental and social challenges of our times.

Participants in the Ideas Competition can win prize money of up to 5,000 euros. In addition, each team will receive feedback on their idea from hei\_INNOVATION and an external jury. They also have the opportunity to seek advice from the hei\_INNOVATION team in order to continue developing their own idea. The best ideas will be presented during IMPACT DAY 2024 at Heidelberg University when the prizes will also be awarded.

Individuals or teams can submit applications by **10 March 2024** via a portal. Eligible to participate are students, researchers and employees at Heidelberg University, including the two Medical Faculties and the Heidelberg and Mannheim University Hospitals.

Further information and the link to the application portal are available on the website of the Ideas Competition 2024:  
■ [www.uni-heidelberg.de/en/transfer/heiinnovation/ideas-competition-2024](http://www.uni-heidelberg.de/en/transfer/heiinnovation/ideas-competition-2024)

### Elite programme for postdoctoral researchers from the Baden-Württemberg Foundation – call for interest 2024

With its elite programme for postdoctoral researchers, the Baden-Württemberg Foundation is hoping to interest outstanding early-career researchers at the state's universities. The programme aims to support young researchers in their academic career by financial assistance with their research project, which they apply for and manage in their own responsibility, and by integrating them into the programme's network.

**Please note:** The call does not extend to the area of clinical medicine. However, life science / medical projects that come under basic research can be financed in the elite programme.

Next year the Baden-Württemberg Foundation will again be able to accept approx. 13 new postdoctoral researchers in the elite programme. Financing by the Foundation is limited to three years and extends to a maximum of 150,000 euros. The postdoc position itself may not be financed from the funds from the elite programme.

## RESEARCH DIVISION

Head  
Dr Frank Fischer

### Internal procedure

Heidelberg University is allowed to submit a total of up to six proposals. The university leadership will decide on the final selection. For that to happen, the faculties or central institutions must first rank their candidates if there are several of them. We therefore request prospective applicants to contact the faculties or central institutions responsible for them in good time and to hand in their proposals (as one PDF) by **27 March 2024**. Proposals can only be considered for the final selection if they are available to the Research Division with the ranking by the faculty / central institution in digital form by **3 April 2024**.

The universities must make a preselection of the proposals and announce the applicants chosen by 24 April 2024 (12 noon). The applicants will then receive individual data to access an applicant platform, where they have to enter basic details about the proposal and upload full proposal documents as a PDF. The platform will be available as of 2 May 2024. The proposals must be uploaded by **16 May 2024** (12 noon) at the latest.

Dr Simon Kopp  
Tel. +49 6221 54-12622  
simon.kopp@zuv.uni-heidelberg.de

■ [www.bwstiftung.de/de/ausschreibung/eliteprogramm-fuer-postdocs](http://www.bwstiftung.de/de/ausschreibung/eliteprogramm-fuer-postdocs)

### Association of the United Kingdom with Horizon Europe since 1 January 2024

On 4 December 2023, the European Commission and the United Kingdom formally signed the association agreement with the research programmes Horizon Europe and Copernicus.

The association took effect on 1 January 2024, so that, from now on, institutions in the UK that are successful with their proposals will receive funding from Horizon Europe and not as hitherto from national sources. With this arrangement, they are now likewise permitted to coordinate a project as of 2024.

This association simplifies the cooperation of Heidelberg University with UK institutions. It enables a reduction of bureaucratic obstacles to submitting proposals and project handling, and at the same time raises the planning certainty for future financing of collaborative projects.

■ [https://ec.europa.eu/commission/presscorner/detail/en/IP\\_23\\_6327](https://ec.europa.eu/commission/presscorner/detail/en/IP_23_6327)

### Imprint

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