

04/2025

# CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386



## Content

University administration's retreat  
heiCO | Further development

Export controls | New cooperation  
agreements/projects with third  
states

Safety Day Unit Safety

Communication ordinance | Legally  
required adaptation of forms

Handling insolvencies

Dispatch of payment advice to  
employees | Digitization

New internal education program

heiTRACKS CareerPlus |

Online topic series for  
professional development

Pre-project launch of heiFIS |

Introduction of a research  
information system

IMPACT DAY 2025 |

Innovation meets application

Process change | Digitally  
submitting proof of use to the DFG

New application process | third-party  
funding for research semester  
(DFG individual research grants)

Updating of individual usage  
agreement for core facilities

Hans-Peter Wild Talent Scholar-  
ships | application phase begins

Dr Karl A. Lamers Peace  
Foundation Prize | 2025 call for  
submissions

Dear colleagues,



Spring is just around the corner, and we have already enjoyed the first nice sunny days this year.

Spring always symbolizes a time of new beginnings. In the spirit of this new beginning, the division representatives of the university administration met in January for a two-day retreat under my leadership. During this time, there was a very lively exchange regarding the self-understanding of research-supporting institutions, and important impulses for digital transformation were set.

Further topics awaiting you in the first Caroline this year are an update on heiCO, the pre-project launch of the research information system, interesting event formats around safety and innovation, as well as opportunities to participate in scholarship programs, calls for interest and much more.

I wish us all a good start to the summer semester.

Jens Andreas Meinen, Kanzler

## KANZLER

Jens Andreas Meinen

### University administration's retreat

The end of January 2025 saw the first retreat of the university administration with all heads of division and staff units, chaired by the new Kanzler. The agenda aimed to develop a common sense of identity and to analyze and improve existing routines, structures, process organization and communication channels. The focal theme was, furthermore, the digital transformation of the administration.

The aim is to incorporate the developed subject areas into the university's overall strategies. The agreed measures to further develop the administration processes are currently being implemented successively within the administration. In order to further concretise and improve the developed concepts and plans, a follow-up meeting has already been planned for October 2025.



### heiCO | Further development

The heiCO team is continually advancing the integration of the central research institutions. At the same time, it has been working since March 2025 on transferring the room management of the two central areas – the Theoretikum, and the main lecture halls and seminar rooms in the Old Town. It will be possible, for instance, to make bookings up to five years in advance, which will be transferred to heiCO.

In parallel, we have successfully concluded the joint pilot phase with the Medical Faculty Mannheim for the decentralized allocation of functions in heiCO. This involved reviewing and improving the roles-and-rights concept as well as finalizing new processes of functional allocation, including the necessary documents and releases. Once the pilot phase has been completed, the roll-out to the entire university will take place.

In close cooperation with the cooperation partners TU Graz/CAMPUS online and the other 43 cooperation partner universities in Germany and Austria, Strategy 2025–2030 was adopted for the systematic expansion and extension of the Campus Management System. This means that forthcoming major projects affecting all the cooperation partner universities will be planned and undertaken in line with this common prioritization.

Current dates for training sessions in the areas of event and course room management (VLM) and examinations management (PRM) can be accessed on the heiCO website.

In addition, it is possible to attend online office hours in the two areas:

- VLM office hours, Tuesdays 11am - noon
- PRM office hours, Thursdays 2 - 4pm.

Up-to-date information on heiCO, along with training and consultation opportunities  
■ [www.uni-heidelberg.de/en/teaching-services-portal/heidelberg-campus-online](http://www.uni-heidelberg.de/en/teaching-services-portal/heidelberg-campus-online)

Jessica Rink  
Tel. + 49 6221 54-12950  
[jessica.rink@uni-heidelberg.de](mailto:jessica.rink@uni-heidelberg.de)

## Stabsstelle Heidelberg Campus Online (heiCO)

Head  
Jessica Rink

## LAW AND COMMITTEES DIVISION

Head  
Cornelia Stöcklein

### Export controls | New cooperation agreements/projects with third states

Contractual cooperation/a project with an institution from a non-EU member state or the EU001 countries\* is subject to important export-control regulations. In order to maintain research security, checks for existing embargos and dual-use situations must be undertaken in advance. In this regard, the research service and all institutions were sent a centralized circular letter by email in February 2025 with a reporting form.

You are welcome to approach the Staff Unit Export Control with any questions about this checking process. In addition, online training sessions are available every month in the internal continuing education program; as a special service, individual in-house training is also possible in a specific institute or facility.

Reporting form for new cooperations/projects with third states

- <https://backend.uni-heidelberg.de/de/dokumente/meldeschema-zur-aufnahme-von-kooperationenprojekten-mit-drittstaaten/download>

Further information on export control

- [www.uni-heidelberg.de/en/institutions/university-administration/division-1-law-and-committees/export-control](http://www.uni-heidelberg.de/en/institutions/university-administration/division-1-law-and-committees/export-control)

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

\* Australia, United Kingdom, Iceland, Japan, Canada, New Zealand, Norway, Switzerland, Liechtenstein, United States

## DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head  
Alexander Matt

### Safety Day run by the Staff Unit Safety

The Staff Unit Safety is organizing a SAFETY DAY for the university and Heidelberg University Hospital on 24 September 2025.

In the Chemistry lecture hall center (INF 252), from 9am to 5pm, there will be talks on the following topic areas:

- health protection
- hazardous and organic substances
- fire protection
- road safety
- workplace contamination

An accompanying specialist display in the foyer of the lecture hall center will supplement the presentations with matching health-and-safety products and practical tips. In addition, the Heidelberg professional fire brigade is supporting the action day with an informative open-air demonstration. All interested staff, students and visitors are most welcome.

Current information on Safety Day

- [www.uni-heidelberg.de/de/sicherheitstag-2025](http://www.uni-heidelberg.de/de/sicherheitstag-2025)

## FINANCE DIVISION

Head  
Tim Krützfeldt

### Communication ordinance | Legally required adaptation of forms

Due to a statutory change to the communication ordinance and the related process of reporting to the authorities, various forms from different areas of the university administration had to be adapted and revised.

So that the university can meet its statutory obligations from the communication ordinance, it is absolutely necessary that, as of now, only the adapted versions of the form are used.

The following forms have been adapted

#### Service contracts (relating to fees)

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

#### Reimbursement of expenses for non-employees

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

#### Guest lectures

- [www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/gastvortraege.html](http://www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/gastvortraege.html)

#### Application for payment of travel cost reimbursement / attendance at an event (Gast01)

- <https://backend.uni-heidelberg.de/de/dokumente/antrag-zur-auszahlung-eines-zuschusses-im-rahmen-eines-gastaufenthalt/download>

#### Application for payment of a subsidy towards accommodation expenses of a visit (Gast02)

- <https://backend.uni-heidelberg.de/de/dokumente/antrag-zur-auszahlung-einer-reisekostenerstattungsteilnahme-an-einer-veranstaltung/download>

At the same time, the Gast 01 and Gast 02 forms have been adapted in terms of both appearance and content, and can now be handled in the e-invoice system, as well. Further, these two forms can be sent to the scanning point without a payment order with attached receipts in the blue folder.

### Handling insolvencies by suppliers, service providers and invoice recipients

Should the insolvency of a supplier, service provider or invoice recipient become known, the financial accounting office and law division will need information regarding the notification by the insolvency manager, or the invoice indicating the change of bank details:

#### Dept. 4.3 – Master data

[stammdaten.fibu@zuv.uni-heidelberg.de](mailto:stammdaten.fibu@zuv.uni-heidelberg.de)

#### Dept. 1.1 – Legal affairs

[dezernat1@uni-heidelberg.de](mailto:dezernat1@uni-heidelberg.de)

If, moreover, it should become known that there are still open payment requests by the university to the supplier or service provider, which the latter have not yet paid, the Finance Division needs a copy of the relevant invoice in order to be able to report it as accounts receivable in an insolvency procedure:

#### Dept. 4.3 – Payment transactions

[zahlungsverkehr@uni-heidelberg.de](mailto:zahlungsverkehr@uni-heidelberg.de)

## FINANCE DIVISION

Head  
Tim Krützfeldt

### Dispatch of payment advice to employees | Digitization

As a digital service, the financial accounting office's master data on employees are being successively digitized, so that in future payment notifications to employees, e.g. regarding travel costs or expenditure reimbursement, can be sent out by email instead of by the postal service. That is a more speedy and sustainable way of dispatching the advice of payment.

The respective Uni ID email address (as an unambiguous allocation criterion in conformity with data protection) will be used for this change of process. In order to guarantee the email notification, the Uni ID email address needs to be redirected to the respective email address containing the person's name.

This redirection arrangement should have already been carried out as part of the on-boarding process. If not, it can easily be set up subsequently by means of the directions in the link below. As an alternative, the Uni ID email address can also be retrieved directly in the browser.

Further information on setting up the redirection

- [www.zuv.uni-heidelberg.de/md/zuv/finanzen/buchhaltung/20221031\\_anleitung-konfiguration\\_version\\_1.1.pdf](http://www.zuv.uni-heidelberg.de/md/zuv/finanzen/buchhaltung/20221031_anleitung-konfiguration_version_1.1.pdf)

## HUMAN RESOURCES DIVISION

Head  
Colin Morgenthal

### Internal education program for 2025/2026

The new internal education program of Heidelberg University has been online since **1 March 2025**. With around 200 events in eleven program lines, multiple personnel development options are on offer for all employees until the end of February 2026. They range from courses on agile project management, leadership skills and career planning to a broad spectrum of administrative knowledge and internal know-how. The formats are in person or online, and webcasts for self-regulated learning are also available.

New topics this year are "artificial intelligence", "stress management", the "secretaries' network" and the "family-member meet-up". The section on health and balance now also includes offers by UniVital, the university's health management unit.

You can sign up with Department 5.3 Personnel Development via the website of the internal education program

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

### heiTRACKS CareerPlus | Online topic series for professional development

A successful and healthy career after earning a doctorate depends on many factors and facets. The virtual CareerPlus event series deals with career-relevant topics in an interactive online setting. This year will focus on the following topics: the helpful use of artificial intelligence in individual everyday research, dealing with self-doubt, and international mobility for postdocs. The events are intended for post-doctoral researchers from all subjects and will take place in English. Registration is open as of now via the following link:

- [www.uni-heidelberg.de/en/research/support-for-early-career-researchers/career-paths-following-a-doctorate/career-support/careerplus-virtual-impulses-on-career-development-for-postdoctoral-researchers](http://www.uni-heidelberg.de/en/research/support-for-early-career-researchers/career-paths-following-a-doctorate/career-support/careerplus-virtual-impulses-on-career-development-for-postdoctoral-researchers)



## RESEARCH DIVISION

Head  
Dr Frank Fischer

### **Pre-project launch of heiFIS | Introduction of a research information system**

April 2025 will see the launch of a joint pre-project between the HIS Hochschul-Informationssystem eG and the Research Division, which is the lead partner. The aim of the project is to introduce a research information system (FIS) at Heidelberg University. A FIS provides a quality database for the increasing demands being made on research reporting, as well as guaranteeing the transparency and visibility of research results to the outside world. Implementing a FIS is an important milestone on the way to digitizing higher education administration and provides added value to researchers, faculties and institutes, and also to the administration and university leadership.

The planned pre-project with HIS eG will analyze the general technical and organizational conditions here in order to produce a realistic project plan for introducing FIS and agreeing on what we aim for and expect of a research information system. The later stakeholders from research, administration and the University Computing Center are to be involved from the start. To guarantee that the needs and expectations of users are appropriately considered, the Rectorate has established a user advisory council, which will accompany the project.

The final report on the pre-project is expected towards the end of the year. If the evaluation is positive, the Rectorate plans to introduce the software HISinOne-RES as a research management system at Heidelberg University.

Further information on HISinOne-RES as a FIS  
■ [www.his.de/hisinone/forschungsmanagement](http://www.his.de/hisinone/forschungsmanagement)

Sebastian Wallenstein  
heiFIS project leader  
Tel. + 49 6221 54-12626  
[sebastian.wallenstein@zuv.uni-heidelberg.de](mailto:sebastian.wallenstein@zuv.uni-heidelberg.de)

### **IMPACT DAY 2025 | Innovation meets application**

On **14 Mai 2025** hei\_INNOVATION is holding the third IMPACT DAY, to take place again this year in the New University. Under the heading "Transforming Ideas into Impact" the event builds a bridge between ground-breaking research and its application in industry and society. As keynote speaker, Nils Müller (a futurologist and forward-looking expert) has accepted the invitation to share his vision of what Heidelberg will look like in 2036.

The participants of IMPACT DAY 2025 can look forward to hearing about exciting startups and innovation projects from the university; they can also enjoy pitches from the finalists in the ideas competition and listen to inspiring talks with insights into the future.

IMPACT DAY 2025 also offers many opportunities for networking and exchange. Leading actors from industry, research and investment will come together to set new impulses, promote cooperation agreements and build up partnerships. hei\_INNOVATION warmly invites all members of the university to be part of this special day.

You will find more information at  
■ [www.uni-heidelberg.de/en/transfer/heiinnovation/impact-day-2025](http://www.uni-heidelberg.de/en/transfer/heiinnovation/impact-day-2025)

## RESEARCH DIVISION

Head  
Dr Frank Fischer

### Process change | Digitally submitting proof of use to the DFG

Since 1 January 2025 it has been possible to submit proof of use to the DFG by digital means. This applies to the DFG individual research grant (Sachbeihilfe) as well as the coordinated programs "research group" and "priority program". Heidelberg University will change over to submitting proof of use to the DFG electronically as of **1 May 2025**.

The submission process will change slightly in the course of this changeover. In future, the DFG administrative assistants at the Heidelberg Research Service will dispatch the proof of use, and no longer the project leaders themselves.

What will stay the same, however, is that the project leaders, after signing it, will forward the completed interim or final proof of use to the administrative assistants at Heidelberg Research Service. After a successful check, they will then email the data to the DFG. Sending proof of use to the DFG in paper form is then no longer required.

Silke Heitz  
Tel. + 49 6221 54-12660  
silke.heitz@zuv.uni-heidelberg.de

Matthias Weller  
Tel. + 49 6221 54-12653  
matthias.weller@zuv.uni-heidelberg.de

Lara Hauser  
Tel. + 49 6221 54-12656  
lara.hauser@zuv.uni-heidelberg.de

### New application process | Third-party funding for research semester (DFG individual research grants)

As part of the DFG funding line "Individual Research Grants" within the module "Replacements", it is possible to apply for funding for a replacement during a third-party funded research semester pursuant to §49 (7) State Higher Education Act (LHG). This is subject to showing that release from teaching or administrative duties is necessary to carry out the research project.

The application for this confirmation is to be requested via the Research Division at the Rectorate. Applicants need to present the DFG team of the Heidelberg Research Service with the following documents:

- the completed form "Application to submit an explanation for granting an additional third-party funded research semester pursuant to §49 (7) LHG"
- a supporting letter to the Rectorate from the institute or central research institution explaining the added value of the project and the need for leave of absence
- a description of the research project (application for an individual research grant)

Here is the form (application to submit an explanation for granting an additional third-party funded research semester)

■ [www.uni-heidelberg.de/md/zuv/personal/formulare/51102\\_forschungssemester\\_-\\_erklarung.pdf](http://www.uni-heidelberg.de/md/zuv/personal/formulare/51102_forschungssemester_-_erklarung.pdf)

Stefanie Wallbraun  
Tel. + 49 6221 54-12623  
stefanie.wallbraun@zuv.uni-heidelberg.de

PD Dr. Yvonne Pachmayer  
Tel. + 49 6221 54-12625  
yvonne.pachmayer@zuv.uni-heidelberg.de

## RESEARCH DIVISION

Head  
Dr Frank Fischer

## DIVISION FOR FOUNDATIONS AND ASSETS

Head  
Jochen Ridinger

### Updating of individual usage agreement for core facilities

An updated model of the individual agreement has been drawn up for the framework usage order for core facilities that took effect on 17 January 2024 (see Mitteilungsblatt 01/2024). The completed and fully-signed individual agreement must be submitted along with the invoice and the corresponding acceptance order to the administrative assistants responsible in the Research Division Department 6.2.

Here is the form

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

Mitteilungsblatt 01/2024

■ <https://backend.uni-heidelberg.de/de/dokumente/mitteilungsblatt-nr-012024-vom-16012024/download>

### Hans-Peter Wild Talent Scholarships | Start of application phase

Once again, from **1 May to 15 July 2025**, highly gifted prospective students from home and abroad can apply for a Hans-Peter Wild Talent Scholarship if they are intending to enroll for the first time in a bachelor or master's course in a STEM subject. Applicants must not have earned a prior degree in a STEM subject at Heidelberg University. The scholarship, worth 1,000 euros per month, is granted on a merit basis. The funding can be extended beyond two semesters after a successful examination of talent and academic achievement. The goal of the program is to attract high-performing students to Heidelberg University and, ideally, to support them until the end of their studies.

#### How to apply?

The application must be submitted via the online application portal, which can be accessed via a link on the scholarship program's website during the application period.

#### Note to the five STEM faculties

During the coming weeks, please point out to prospective STEM students that they can apply for a Hans-Peter Wild Talent Scholarship and pass on this information to your colleagues and departmental academic advisors.

For more information, see

■ [www.uni-heidelberg.de/en/friends-supporters/hans-peter-wild-talent-scholarships](http://www.uni-heidelberg.de/en/friends-supporters/hans-peter-wild-talent-scholarships)

Simone Güzél

Tel. + 49 6221 54-12822

[hpw\\_scholarships@uni-heidelberg.de](mailto:hpw_scholarships@uni-heidelberg.de)

### Dr Karl A. Lamers Peace Foundation Prize | 2025 call for submissions

This year, too, proposals can be made for the prize awarded by Heidelberg University on behalf of the Dr Karl A. Lamers Peace Foundation. This prize, worth 5,000 euros, has been awarded since 2022. It honors outstanding master's students and researchers at Heidelberg University who have excelled in their dissertation, their junior professorship or early-career group leadership in the topic area "Peace – Freedom – Security" and given new impetus to research with great societal relevance.

Professors from the following faculties at Heidelberg University can make proposals:

- Faculty of Economics and Social Sciences
- Faculty of Law
- Faculty of Philosophy

Eligible are dissertations assessed in the 2024/ 2025 winter semester or the 2025 summer semester, or achievements by researchers who, in this period, qualified for appointment to a professorship in the context of an early-career group leadership or junior professorship (with or without tenure track). Applications from the candidates themselves are not possible.



**DIVISION FOR  
FOUNDATIONS AND  
ASSETS**

Head  
Jochen Ridinger

**How to apply?**

A preselection takes place within the faculty. From the proposals submitted, an internal faculty selection committee or body at each of the three faculties selects a maximum of three pieces of work, which are proposed for the cross-faculty selection of the prize winners. The respective faculty sets the deadline for submissions and announces it internally. The faculties then have time until 15 October at the latest to send their selected proposal to the Foundations and Assets Division, if possible in digital form.

Division Foundations and Assets  
Department 8.2 Donor Relations and Guesthouses  
Seminarstraße 2 | 69117 Heidelberg  
dezernat8@uni-heidelberg.de

**Imprint**

Universität Heidelberg  
Kanzler

Seminarstraße 2  
69117 Heidelberg  
kanzler@uni-heidelberg.de

All issues of the Caroline  
■ [www.uni-heidelberg.de/en/  
newsletter-caroline](http://www.uni-heidelberg.de/en/newsletter-caroline)

« back