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CAROLINE

ADMINISTRATION NEWSLETTER



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Content

Merger of the Medical Faculties
and hospital consortium

heiCO | Further developments

Sustainability at
Heidelberg University

New lecture hall and study
center (audiMAX)

Area and utilization
management

Opening hours of cash desk |
Old City and INF payment office

Updated forms |
Important changes

New framework agreement |
Fee-paying vacancy
advertisements

New service platform | Internal
exchange of state positions

heiFIS pre-project | Kickoff
event for User Advisory Council

Call for interest | DAAD Prize
for international students

Garden party of the university
administration



Dear colleagues,

Just before the upcoming summer break and well-earned vacation period, I would like to update you in this issue about current developments on the merger between the Medical Faculties and initiatives in the area of sustainability at the university. In addition, we report inter alia on the progress regarding heiCO and the preliminary project heiFIS, on building developments and on current endowed calls for proposals.

This issue of CAROLINE concludes with a look back at the administration's garden party on the Carolinum lawn – and all my good wishes for a refreshing and inspiring summer time.

Jens Andreas Meinen, Kanzler

KANZLER

Jens Andreas Meinen

Merger of the Medical Faculties and hospital consortium I status to date and next steps

Preparations for the merger of the Medical Faculties Heidelberg and Mannheim are still making good progress. In the context of the Rectorate Commission, sub-groups were set up in January to work on the many different topics. They are dealing with the areas of financial and economic management, human resources, communications, law and order.

Recently, particular focus has been laid on developing a joint understanding of the future cooperation – notably in the fields of business and finances. In this context, deliberations also arose as to the extent to which the university's hospital law and, if necessary, other regulations will need to be supplemented. The university is in continual close consultation with the faculties and the Ministry for Science, Research and the Arts. The target date for the faculty merger is 1 January 2027.

As for the negotiating groups preparing for the hospital consortium, the relevant contracts have now been agreed upon and prepared for submission to the Senate and University Council. The hospital consortium is still envisioned for 1 January 2026.

heiCO I Further developments

After the full-scale introduction of the heiCO campus management system a good year ago, the phase now beginning is one of optimizing operations. That also entails entering into an exchange with the staff of the different subjects on their processes and workflows, and where necessary identifying optimised, i.e. faster, ways of using heiCO. The heiCO team is currently designing various formats for this purpose.

In addition, in the first half of the year heiCO started handing over function allocation to the faculties and central research institutions, after a pilot phase. So far the heiCO operations team had allocated this function to users centrally, on request. With the transition of heiCO to regular operation, responsibility for function allocation will now be gradually transferred to the decentralized units.

The latest information about heiCO

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

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DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head

Alexander Matt

Sustainability at Heidelberg University I Projects

The following sustainability projects are based on the initiative of the Vice-Rectorate for Quality Development and Sustainability under Prof. Schumacher. In charge of implementation will be the Division of Planning, Construction and Safety and its Project Office on Climate Protection and Sustainability.

My Green Lab certification

The project "My Green Lab" at Heidelberg University seeks to systematically reduce environmental pollution in natural science laboratories. It supports researchers in taking focused action to design their work environment in a more energy efficient, low-resource and generally climate-friendly way.

In April this year as many as 23 laboratories at Heidelberg University successfully concluded My Green Lab certification, thereby tapping the potential for sustainable saving in terms of energy, resource and water consumption. Over and beyond the practical economies, the exchange led to good networks between participating labs and so laid broad foundations for a more sustainable INF Campus.

A second certification round is currently being planned with a bigger group of participants.

**DIVISION OF PLANNING,
CONSTRUCTION AND
SAFETY**

Head
Alexander Matt

Further information on My Green Lab certification

- www.uni-heidelberg.de/en/employees-in-science-administration-and-technical-services/service-a-z/project-office-energy-climate-protection-sustainability/my-green-lab

"Freezer renewal program"

The Freezer renewal program at Heidelberg University aims to replace obsolete laboratory refrigerators with modern, energy-efficient models in order to sustainably reduce energy consumption and operating costs. At the same time, safety and reliability in laboratory operations will be increased by providing more robust technology with optimized temperature stability.

The background of this initiative is that in many science labs ultra-low temperature (ULT) equipment is used to store sensitive samples at -70 °C to -80 °C. Old ULT models are real "power guzzlers", with energy consumption comparable to a 4-person family home. The Rectorate has provided 100,000 euros in funding to replace the old appliances by new, much more energy-efficient ones. This will facilitate the acquisition of new equipment through covering 50 percent of the purchasing price.

For further details and the application form for the Freezer renewal program, see

- www.uni-heidelberg.de/en/employees-in-science-administration-and-technical-services/service-a-z/project-office-energy-climate-protection-sustainability/equipment-renewal-program-ults

- www.uni-heidelberg.de/en/newsroom/energy-draining-lab-equipment-replaced-at-universitat-heidelberg

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New lecture hall and study center (audiMAX)

The new building complex emerging in the middle of the Im Neuenheimer Feld Campus – the lecture hall and study center (audiMAX) – is continuing to take shape. The Klaus Tschira Foundation, which since October 2020 has been erecting this new building on behalf of the state, and hence for university use, assumes it will be completed in December this year. Then the university will follow up with its extension and removal plans for trial operations and commissioning the building.

The relevant utilization guidelines for the building are currently being worked out by the Division of Planning, Construction and Safety, and the Rectorate still needs to adopt it. This is planned for the beginning of the winter semester. The operational organization of the building (the aim is for regular operations to start in summer semester 2026) will be transferred to the Central Area Neuenheimer Feld (ZNF).

At present the scheduling is still subject to some uncertainties, in the university's view. Consequently, the building INF 252 will still be available for booking classrooms via the heiCO campus management system until at least the 2026 summer semester.

Furthermore, in keeping with the development objectives of the Im Neuenheimer Feld masterplan, the university and the state of Baden-Württemberg have foreseen an outside extension of the central free space from the lecture hall and study center right up to the end of the European Institute for Neuromorphic Computing (EINC) building. Planning is currently underway for this sustainable campus area. The hope is that it will be implemented by mid-2027.

More far-reaching information on study places in the internal and external area of the university

- www.uni-heidelberg.de/de/universitaet/projekt-lernorte

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DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

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Area and utilization management

In accordance with the Baden-Württemberg agreement on financing of higher education, the universities are called upon to manage their spaces efficiently, in order to contribute to more cost efficiency, sustainability and climate action. Space management means, inter alia, regularly checking on and assessing the use of space, in particular, of lecture halls and classrooms. There is a clear commitment to in-person courses at Heidelberg University, and hence appropriate spatial capacities must be on hand, particularly in the lecture period of the semester. However, a business management perspective calls for usage to be as high as possible and spread over all resources. In order to be able to constructively balance activities between these two requirements, regular capacity studies during the lecture period have been conducted since the 2024 summer semester and compiled in a semester-related report.

For further information on the utilization survey

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

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FINANCE DIVISION

Head
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Opening hours of cash desk | Old City and INF payment office

The numbers of visitors to the cash desk in the university administration building and the payment office in INF have continued to decline. Since, relatively speaking, most transactions take place on the first Thursday of the month, the cash desk and INF payment office are, as of 1 July 2025 only open on the first Thursday of the month from 10 am to 12 pm. This is initially on an experimental basis up to 31 December 2025. They will also be closed on the substitute date Wednesday, if Thursday is a public holiday.

For further information on payment transactions

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

Updated forms | Important changes

The Finance Division and also the Research Division (concerning guest applications) are making available new, updated versions of the forms listed below.

When submitting the different applications please note that the proofs, receipts or similar required in the application must be attached and the full application sent to the scan unit in the "blue file". Submitting the application alone is not permitted – except for rare exceptions.

Whether you need to hand in further documents in addition to the application, or not, is indicated at the top of the forms (applications) and/or under the individual points.

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

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

Application for payment of a subsidy in the context of a visit (Gast02)

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

The two documents have been supplemented by the following requirements by the Internal Auditing Staff Unit: "The person responsible for the budget confirms that accommodating the visitor in accommodation offered by the university (in particular, a guest-house or the IWH) proved not to be possible in advance. The price per night does not exceed the usual market price."

FINANCE DIVISION

Head
Tim Krützfeldt

Application for an advance, application for outlay of a down payment, application for travel cost advance

An exception with the travel cost advance (page 2): only as of payment of a travel cost advance of €1,000 or more must a list of costs and, if available, copies of invoices be attached.

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

Application for expense reimbursement for employees, application for expense reimbursement for non-employees, application for expense reimbursement for DR/DG

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

Agreement on a guest lecture (no fee/only travel costs)

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

Agreement on free-lance service (no fee/only travel costs)

- www.zuv.uni-heidelberg.de/finanzen/beschaffung/pw/formulare.html

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Required declaration of consent to all contracts regarding lecturing and teaching jobs for self-employed persons

Due to a statutory amendment of social insurance legislation, it has been obligatory since 1 March 2025 to procure a declaration of consent for all contracts regarding lecturing and teaching by self-employed persons.

Here is the updated form for the declaration of consent pursuant to § 127(1) sentence 1 No 2 SGB IV.

Form for declaration of consent including a short explanation

- www.zuv.uni-heidelberg.de/md/zuv/finanzen/beschaffung/sonderblatt_lehrtaetigkeiten_2025_06_18_en-1.docx

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HUMAN RESOURCES DIVISION

Head
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New framework agreement of the State of Baden-Württemberg | Fee-paying vacancy advertisements

Since 1 July 2025 a new framework agreement has governed the placing of advertisements for state ministries and departments, which also includes the advertising of fee-paying job vacancies.

The new contracting partner is now Echolot Communications GmbH from Stuttgart, which has replaced Westpress GmbH & Co.KG.

However, the process of publishing fee-paying job advertisements remains the same for you. The job vacancy team of the Human Resources Division is the interface to the new agency and is happy to answer any questions about the advertising process.

Job vacancy team
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HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

New service platform | Internal exchange of state positions

For the internal exchange of state positions between institutions at Heidelberg University, the Human Resources Division is now offering a new service – an in-house exchange platform.

This exchange option involves clear advantages for the unit offering a post and also for the unit requesting a post, in order to be able to hire staff on a permanent basis.

How does the exchange platform work?

For the internal purchase of a state position: as a requesting unit please turn directly to the HR officer responsible for you in Dept 5.2 – HR Services for Employees. You will be required to give information on the extent of the position, its valuation, the type of service and your contact details. That will be fed into the platform and made available to all platform visitors for matching.

For the internal sale of a state position: as an offering unit you have a vacant state position, which you are not planning to fill in future. You can compare your availabilities independently with the requests on the exchange platform and make contact with the requesting unit by yourself. Your advantage: you can additionally generate the balance between leveraging funds and standard costs, which you can look up in the extract from the 2025 budget booklet.

The responsible HR officer in Dept 5.2 – HR Services for Employees is happy to answer questions or offer support

- www.uni-heidelberg.de/en/institutions/university-administration/division-5-human-resources/hr-services-for-employees/all-contacts?data_table--106887--filter-2=personaladministration-fur-beschaeftigte&data_table--116489--filter-2=hr%20services%20for%20employees

Further information on the exchange platform

- www.uni-heidelberg.de/de/einrichtungen/universitaetsverwaltung/dezernat-5-personal/personalservice-fuer-beschaeftigte-nach-tv-l/interner-tausch-von-landesstellen

RESEARCH DIVISION

Head
Dr Frank Fischer

heiFIS pre-project | Kickoff event for User Advisory Council

5 June saw the first meeting of the User Advisory Council in the context of the heiFIS pre-project. In the presence of the Kanzler, there were discussions about the key requirements and expectations of the future research information system (FIS) at Heidelberg University.

The main focus was on reporting: the new FIS is to provide a quality-assured and state-of-the-art database to meet the increasing demands for reporting. At the same time, there are plans to enhance the university's public image via a research portal, and also to promote the transparency and visibility of research and transfer activities. In this context, an investigation is underway as to whether the expert database heiEXPERT can be integrated into the future heiFIS system. Many participants also found it important for FIS to be as simple as possible for researchers to use, e.g. through automated data imports from existing systems, in order to avoid double entries and additional administrative effort.

The User Advisory Council consists of representatives of various university units and is actively accompanying the heiFIS project.

Further information on heiFIS and an overview of the organizational units involved

- www.uni-heidelberg.de/de/forschung/forschungsservice/vorprojekt-heifis

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INTERNATIONAL RELATIONS DIVISION

Head
Dr Alexander Au

Call for interest | DAAD Prize for international students

The German Academic Exchange Service (DAAD) annually makes funding available to Heidelberg University to grant the DAAD Prize for international students. The award is endowed with €1,000 and is meant to go to an international student at Heidelberg University who has stood out both through special academic achievements and notable social or intercultural engagement.

Students cannot apply for the prize themselves but have to be proposed by a member of the faculty or a university-related institution. The prize is awarded by the Vice-Rectorate for International Affairs and Diversity.

The submission of proposals is coordinated via the International Relations Division, which is also happy to answer any queries. Proposals may still be submitted by **17 October 2025**.

For tips on the form of the proposals and an overview of previous prize-winners

■ www.uni-heidelberg.de/en/study/advisory-services/service-and-events-of-the-international-relations-office/daad-prize-for-foreign-students

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Jens Andreas Meinen



Garden party of the university administration

On 26 June the barbecue of the university administration took place in the Carolinum garden. It gave colleagues a chance to engage in personal conversations outside of their everyday work, in a relaxed atmosphere.

The party began with a small champagne reception, and a welcoming address by the Kanzler. Then the BBQ and salad buffet was officially opened. A large range of delicious food and beverages was on offer. There was also an opportunity for staff to test their own aim in a little game of skill.

We thank all those involved for their successful organization and are delighted at the good turnout and active participation in that lovely evening.

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