



# CONSTITUTION OF HEIDELBERG UNIVERSITY

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## TABLE OF CONTENTS

### Preamble

### Part one: Members and affiliates of the university; member groups

- § 4 Members and affiliates of the university
- § 5 Member groups

### Part two: The Rectorate

- § 6 Management of the university
- § 7 Term of office of the members of the Rectorate
- § 8 End of the term of office/recall of members of the Rectorate from office

### Part three: The Senate

- § 9 Responsibilities of the Senate; election of spokespersons
- § 10 Composition of the Senate; term of office of the members
- § 11 Senate commissions
- § 12 repealed

### Part four: University Council and Academic Advisory Council (AAC)

- § 13 University Council and Academic Advisory Council

### Part five: The faculties

- § 14 Individual faculties
- § 15 Dean's office
- § 16 Faculty council
- § 17 repealed
- § 18 Distribution of tasks in teaching
- § 19 Joint commissions (all faculties, study areas)

### **Part six: The Equal Opportunities Commissioner for students with disabilities**

- § 20 The university's Equal Opportunities Commissioner for students with disabilities
- § 21 The advisory Equal Opportunities Commission
- § 22 Faculty Equal Opportunities Commissioners for academic staff and students

### **Part seven: Research institutions and operational facilities**

- § 23 Research institutions and operational facilities

### **Part eight: The university professors**

- § 24 Appointment procedure
- § 25 Internal appointment
- § 26 Associate professors, adjunct professors
- § 27 Honorary professors
- § 27a Senior professorships
- § 28 Research semester
- § 29 Academic rights of the dismissed and retired professors
- § 30 Cause for a leave of absence in self-administration

### **Part nine: Honorary doctorates, honorary senators, honorary citizens**

- § 31 repealed
- § 32 Honorary senators and honorary citizens

### **Part ten: Academics and teaching**

- § 33 Selection and aptitude assessment procedure
- § 34 repealed

### **Part eleven: Bulletin, final provisions, entering into effect**

- § 35 Bulletin, announcements
- § 36 Function designations
- § 37 Adoption and amendment of the constitution
- § 38 Entering into effect

## **PREAMBLE**

Aware of its obligation to serve truth, freedom, and humanity, Heidelberg University adopts the following regulations:

### **§ 1**

Heidelberg University bears the name of Ruprecht-Karls-Universität. It follows the slogans of “Semper Apertus” and “Dem lebendigen Geist” and bears its traditional coat of arms. Its colours are sandstone-red, gold, sandstone-red.

### **§ 2**

As a community of the sciences, the university serves the task of preserving knowledge, making it usable, passing it on, and expanding it. It performs this task in the interaction of teachers and learners. It leads its students to independent scientific thinking, thereby preparing them for their future tasks.

### **§ 3**

The university shall organise its internal affairs within the scope of the laws of the state in free self-determination and with the participation of all its members.

## **PART ONE**

### **MEMBERS AND AFFILIATES OF THE UNIVERSITY; MEMBER GROUPS**

#### **§ 4 Members and affiliates of the university**

- (1) Members of the university shall be the persons named in sec. 9 (1) LHG. Professors who have been dismissed from their duties and retired, honorary professors, visiting professors, adjunct professors, associate professors, professors from other universities who have been co-opted to Heidelberg University in accordance with sec. 22 (4) LHG, as well as honorary citizens and honorary senators are not eligible for election and are not entitled to vote. In agreement with the Rector and the faculty or institution in question, a dismissed or retired professor of Heidelberg University may also be elected as dean in justified individual cases. This shall also apply to other offices or memberships in boards for which special experience is advantageous. § 27 (2) and § 29 (2) shall not be affected by this.
- (2) In accordance with sec. 9 (4) LHG, affiliates of the university shall be everyone working at the university who is not already member of the university. They have access to the university institutions within the scope of the general by-laws as well as administrative and user regulations, but no rights or duties to participate in academic self-government. They are not eligible for election and are not entitled to vote; the fourth sentence of sec. 9 (4) 4 LHG shall not be affected by this. Affiliates of the university are also the university's alumni (former students who completed part of their academic training and/or a research project at Heidelberg University). Persons interested in doctoral studies who are not members of the university shall become affiliates of the university upon completion of registration in accordance with sec. 38 (5) LHG. Affiliates of the university shall, furthermore, include any admitted or accepted candidates for habilitation as well as students who study at the university for a limited period of time and do not have a legal status as a member (students in accordance with sec. 60 (1a) LHG (European students)).

#### **§ 5 Member groups**

The following shall generally form the groups within the meaning of this constitution for representation in the boards composed by membership groups

1. professors (professors, junior professors, lecturers) and the adjunct professors, as far as they work full-time at Heidelberg University and predominantly perform professorial tasks (professors),
2. the academic staff in accordance with sec. 52 LHG with the exception of the teaching staff in accordance with sec. 52 (6) LHG,
3. the students in accordance with the first sentence of sec. 60 (1) (a) LHG,
4. the students in accordance with the first sentence of sec. 60 (1) (b) LHG (enrolled doctoral candidates) as well as
5. any other employees (administrative and technical staff).

## **PART TWO**

### **THE RECTORATE**

#### **§ 6 Management of the university**

- (1) The member of the Rectorate for the area of economic and personnel administration shall bear the title of Kanzler. One Vice-Rector shall bear the title of First Vice-Rector.
- (2) The Rector and Kanzler shall be full-time members of the Rectorate. The Senate shall be represented by its two spokespersons (§ 9 (2)) in the determination committee for selection of full-time members of the Rectorate in accordance with sec. 18 (1) LHG. The Senate shall decide on exceptional cases in the context of representation and bias. The representatives of the Senate in the commission must not be part of the Rectorate. The University Council shall delegate two members, including the chair, to the commission, and the Ministry of Science, Research and the Arts shall delegate one representative in an advisory capacity. The full-time members of the Rectorate shall be elected by the Senate and the University Council at a joint meeting. The selection procedure shall be terminated, and the position advertised again, if there is a tie in the third round of voting in the election panel (sec. 18 (2) LHG).
- (3) In addition to the Rector and the Kanzler, the Rectorate shall comprise five part-time Vice-Rectors. The part-time Vice-Rectors shall be elected by the Senate on the proposal of the Rector. When the members of the Rectorate are elected, it shall be determined at the same time which one among the Vice-Rectors shall be the First Vice-Rector. The Rector shall have a right of nomination.
- (4) Permanent representation of the Rector shall be stipulated by the Rectorate on the proposal of the Rector via a business allocation plan.

#### **§ 7 Term of office of the members of the Rectorate**

- (1) The term of office of full-time members of the Rectorate shall be six to eight years; the decision on this shall be made by the University Council (second sentence of sec. 17 (2) LHG).
- (2) The term of office of the part-time members of the Rectorate shall be three to four years; the Senate shall make a decision on this. The term of office of the part-time members of the Rectorate shall in any case end with the term of office of the Rector.

#### **§ 8 End of the term of office/recall of members of the Rectorate from office**

The University Council, the Senate, and the Ministry of Science, Research and the Arts may terminate the term of office of a full-time member of the Rectorate early by mutual agreement; the procedure shall be subject to sec. 18 (4) LHG.

In addition, any member of the Rectorate may be recalled from office by the members of the group of professors at the university with voting rights. Requirements and procedures are subject to sec. 18 a LHG and the university's recall by-laws.

## **PART THREE**

### **THE SENATE**

#### **§ 9 Responsibilities of the Senate; election of spokespeople**

- (1) The Senate shall be responsible for the matters referred to in sec. 19 (1) LHG. In addition, the Senate shall be responsible for approving appointment proposals in accordance with sec. 48 (3) LHG in conjunction with § 24 of the constitution. In accordance with the second sentence of sec. 19 (3) LHG, each member of the Senate may address written or electronic questions to the Rectorate, which shall be answered by the Rectorate within a reasonable deadline. Irrespective of this, any member of the Senate may submit oral questions during Senate meetings. The Senate agenda shall regularly include an item under which Senate members may address questions to the Rectorate. The Rectorate shall reply at its discretion during the meeting or within a reasonable deadline.
- (2) The Senate shall elect two spokespersons from among its members. These shall speak for the Senate in or to the university's boards and committees in matters in which the participation of representatives of the Senate is intended. Their terms of office shall end with the term of office of the respective Senate.

#### **§ 10 Composition of the Senate; term of office of the members**

- (1) The university Senate shall be composed as follows:
  - a) Elected members with voting rights:
    - 21 representatives from the group of professors in accordance with clause 1, item 1 of the second sentence of sec. 10 (1) LHG
    - 5 representatives from the group of academic employees in accordance with clause 1, item 2 of the second sentence of sec. 10 (1) LHG
    - 4 representatives from the group of students in accordance with clause 1, item 3 of the second sentence of sec. 10 (1) LHG
    - 4 representatives from the group of students in accordance with clause 1, item 4 of the second sentence of sec. 10 (1) LHG (enrolled doctoral candidates)
    - 4 representatives from the group of other employees in accordance with the clause 1, item 5 of the second sentence of sec. 10 (1), LHG.
  - b) Members by virtue of office, with voting rights:
    - the Rector
    - the Kanzler
    - the Equal Opportunities Commissioners for academic staff and students

No more than any two voting members in each of the individual status groups must come from the same faculty, central research institution, or central operating institution of the university. Further details are stipulated by the university's election rules.

c) Members in an advisory capacity

- the other members of the Rectorate (Vice-Rectors)
- the deans, as far as they are not already members of the Senate as elected members in accordance with paragraph 1 (a), indent 1
- a member nominated by the constituted student body

(2) The following shall apply to the elected members in accordance with paragraph 1 (a) (status group of professors):

Each faculty shall elect at least 1 elected member and at most 2 elected members. The right to elect two elected members shall alternate between the faculties from one electoral period to the next. In order to ensure a balanced composition of the Senate, this change shall take place within each of the following groups in turn:

- a) Faculty of Modern Languages, Faculty of Philosophy, Faculty of Theology
- b) Faculty of Law, Faculty of Economics and Social Sciences, Faculty of Behavioural and Cultural Studies
- c) Faculty of Biosciences, Medical Faculty Heidelberg, Medical Faculty Mannheim of Heidelberg University
- d) Faculty of Chemistry and Earth Sciences, Faculty of Engineering Sciences, Faculty of Mathematics and Computer Science, Faculty of Physics and Astronomy.

In groups a) to c), the professors from 2 faculties each shall elect 2 representatives to the Senate from among their status group; the professors from the remaining faculty shall elect 1 representative from among their status group. In group d), the professors from 2 faculties each shall elect 2 representatives to the Senate from among their status group; the professors from the remaining faculties shall elect one representative each from among their status group.

In the subsequent election periods, the faculties shall then alternate regarding the number in the above order. Further details and the substitution rules are stipulated in the university's election rules.

(3) With the exception of the term of office for student members under paragraph 1 (a), indents 3 and 4, which shall be one year in each case, the term of office for elected members in the Senate shall be four years. If an elected member with a four-year term of office leaves the Senate early, a by-election shall be held if no substitute member is available; its details are stipulated by the election rules. The term of office of the subsequently elected member shall end with the regular term of office of the member who retired early.

### **§ 11 Senate commissions**

- (1) The Senate may form decision-making and advisory committees in accordance with the fifth to seventh sentences of sec. 19 (1) LHG. The Senate may give the committees guidelines for their work and recall individual matters assigned to them. The Senate members shall be informed of the decisions of the committees without undue delay.
- (2) As a rule, the committee members shall belong to different faculties and groups of members within the meaning of the second sentence of sec. 10 (1) LHG.

### **§ 12 Student union (AStA) and departmental student committee council**

– repealed –

## **PART FOUR**

### **UNIVERSITY COUNCIL AND ACADEMIC ADVISORY COUNCIL (AAC)**

### **§ 13 University Council and Academic Advisory Council**

- (1) The University Council shall have twelve members, seven of whom, including the chair, shall be persons from outside of the university; five members shall be university members within the meaning of sec. 9 LHG. The term of office of the members shall be three years.
- (2) The Senate shall be represented by its two spokespersons (§ 9 (2)) in the determination committee for selection the University Council members in accordance with sec. 20 (4) LHG. The Senate shall decide on exceptional cases in the context of representation and bias. The representatives of the Senate in the commission must not be part of the Rectorate. They shall report periodically to the Senate during the selection procedure – under consideration of the legally required confidentiality in personnel matters and while maintaining their individual responsibility.
- (3) The Rectorate may establish an Academic Advisory Council to support it in strategic matters. In agreement with the Rectorate, the council may adopt rules of procedure.

## **PART FIVE**

### **THE FACULTIES**

### **§ 14 Individual faculties**

The university shall be divided into the following faculties:

Faculty of Theology  
Faculty of Law  
Medical Faculty Heidelberg  
Medical Faculty Mannheim of Heidelberg University  
Faculty of Philosophy

Faculty of Modern Languages  
Faculty of Economics and Social Sciences  
Faculty of Behavioural and Cultural Studies  
Faculty of Mathematics and Computer Science  
Faculty of Chemistry and Earth Sciences  
Faculty of Physics and Astronomy  
Faculty of Biosciences  
Faculty of Engineering Sciences

### **§ 15 Dean's office**

- (1) The dean's office shall be composed of the dean, the vice-dean as deputy to the dean, and a dean of studies, who shall be called vice-dean in this function (sec. 23 LHG).
- (2) The Faculty of Philosophy, the Faculty of Chemistry and Earth Sciences, the Faculty of Physics and Astronomy, the Faculty of Biosciences, and the Medical Faculties of Heidelberg and Mannheim of Heidelberg University shall each have an additional vice-dean in accordance with the third sentence of sec. 23 (1) LHG. Their terms of office shall end at the same time as the term of office of the dean.
- (3) The dean's office shall determine how the dean and their deputy and the other members shall represent each other in their areas of responsibility and as board members by virtue of office.
- (4) The dean may be recalled from office by the faculty council with a 2/3-majority of its members in accordance with the eighth sentence of sec. 24 (3) LHG.

Apart from this, the voting members from the group of faculty professors in accordance with clause 1, item 1 of the second sentence of sec. 10 (1) LHG may terminate the office of the dean early by recalling them from the office of the dean. Further details are subject to sec. 24 a LHG and the university's recall by-laws.

### **§ 16 Faculty council**

- (1) The faculty council shall be responsible for the matters specified in sec. 25 (1) LHG. Furthermore, the faculty council shall be responsible, without prejudice to the responsibilities of the Senate, for
  1. agreement on the proposal for the appointment of the appointment commissions,
  2. passing of resolutions on proposals for the conferral and revocation of the titles of "adjunct professor", "honorary professor", "visiting professor", and "honorary doctor",
  3. passing of resolutions on drafts of by-laws for the administration and use of university institutions of the faculty, including fees,

4. passing of resolutions on drafts of doctoral and habilitation regulations, admission regulations, and study and examination rules and regulations.
- (2) The members of the faculty council shall be
1. by virtue of office
    - a) the dean,
    - b) the other members of the dean's office in an advisory capacity,
    - c) up to five full-time heads of research institutions belonging to the faculty, in an advisory capacity. If the research institution has a collegiate management; the latter shall appoint a spokesperson as a member of the faculty council. If more than five research institutions are assigned to the faculty, the Senate shall determine the order in which the heads of the academic institutions shall become members of the faculty council,
  2. based on elections: 18 voting members, of which
    - a) 10 professors within the meaning of § 5 no. 1 in full-time employment at the university,
    - b) 3 representatives of the academic staff within the meaning of § 5 no. 2,
    - c) 3 students within the meaning of § 5 no. 3,
    - d) 1 student within the meaning of § 5 no. 4 (enrolled doctoral candidate) as well as
    - e) 1 representative of the administrative and technical staff within the meaning of § 5 no. 5.
- Sec. 10 (3) LHG shall remain unaffected; sec. 27 LHG shall apply to the composition of the faculty councils in the medical faculties of the university instead of item 2.
- (3) The faculty may establish a major faculty council as an alternative to paragraph 1 by resolution of the faculty council. If a major faculty council is established, it shall be responsible for the duties of the faculty council. The members of the major faculty council shall be
1. by virtue of office
    - a) the dean,
    - b) the other members of the dean's office,
    - c) all full-time professors of the faculty within the meaning of § 5 no. 1,
  2. based on elections following prior determination by the faculty council
    - a) 6 to 8 students within the meaning of § 5 no. 3,
    - b) up to 3 students within the meaning of § 5 no. 4 (enrolled doctoral candidates)
    - c) 4 or 5 representatives of the academic staff within the meaning of § 5 no. 2 and

- d) up to 3 representatives of the administrative and technical staff within the meaning of § 5 no. 5.

The majority of professors within the meaning of § 5 no. 1 as guaranteed in sec. 10 (3) LHG must be maintained.

- (4) § 10 (3) shall apply mutatis mutandis to the terms of office of the elected members.
- (5) Further details and substitution shall be regulated by the university's election rules.

### **§ 17 Departmental student committee representations**

– repealed –

### **§ 18 Distribution of tasks in teaching**

Distribution of teaching duties among certain persons shall be stipulated by the persons with teaching obligations among themselves in accordance with their official duties. The provisions of the Act on Higher Education of the Land of Baden-Württemberg, in particular sec. 3 (3), sec. 24 (2), and sec. 26 (4) LHG, shall not be affected by this.

### **§ 19 Joint commissions (joint faculties, study areas)**

- (1) The Senate may confer the designation of “joint faculty”, adding the respective subject area, on a joint commission in accordance with sec. 15 (6) LHG, if such joint commission performs cross-faculty tasks of several faculties.
- (2) The Senate may confer the designation of “study area”, adding the subject area, on a joint commission in accordance with sec. 15 (6) LHG, if such joint commission is responsible for the implementation of cross-faculty degree programmes.
- (3) All member groups within the meaning of the second sentence of sec. 10 (1) LHG shall be represented with voting rights in the joint commissions unless otherwise stipulated elsewhere for the tasks assigned. At the same time as establishing them, the Senate shall determine the number of members of each group and their distribution among the participating faculties or institutions.
- (4) The chair of a joint commission shall be called the “spokesperson”. When appointing the first chair and their term of office, the Senate shall at the same time determine the order in which the respective deans of the faculties involved shall become spokespersons of the joint commission. The order shall generally be based on the university's faculty structure.
- (5) The joint commission may appoint a joint academic commission with obligations as stipulated in sec. 26 LHG. The faculty councils of the faculties involved shall participate with voting rights in the appointment of the members of such academic

commission. The Rectorate shall appoint a dean of studies as chair of this academic commission from among the full-time professors belonging to the faculties involved; their duties shall be subject to sec. 26 LHG.

## **PART SIX**

### **THE EQUAL OPPORTUNITIES COMMISSIONER FOR STUDENTS WITH DISABILITIES OR CHRONIC ILLNESS**

#### **§ 20 The university's Equal Opportunities Commissioner for students with disabilities or chronic illness**

- (1) The rights and obligations of the Equal Opportunities Commissioner for academic staff and students shall be subject to sec. 4 LHG. The Equal Opportunities Commissioner for academic staff and students shall be represented by a deputy; they may be represented in the faculty committees, appointment committees, and other faculty-related selection committees by the faculty Equal Opportunities Commissioner for academic staff and students or their deputy. The terms of office of the Equal Opportunities Commissioner for academic staff and students and their deputy shall each be two years; however, the term of office of the deputy shall always end with the term of office of the Equal Opportunities Commissioner for academic staff and students.
- (2) Equal Opportunities Commissioner for academic staff and students shall have the right to address the university public in the performance of their duties.
- (3) The office of the commissioner for students with disabilities or chronic illness shall be part of the university administration. The commissioner shall support the university in its task of considering the interests of applicants and students with disabilities or chronic illnesses in the conception of access, study, and learning conditions and shall participate in the necessary measures to implement their equal participation and to reduce barriers and disadvantages in the university context. In particular, they shall act to ensure that disadvantages in access to studies, in the design of studies and in examinations are compensated for. The commissioner shall inform and advise applicants and students with disabilities or chronic illnesses. They shall advise members of the university, in particular teachers and examiners. They shall cooperate with other members and affiliates of the university, the Student Services Organisation (Studierendenwerk), and the constituted student body, in the interest of students with disabilities or chronic illnesses.

#### **§ 21 The advisory Equal Opportunities Commission**

- (1) The Equal Opportunities Commission to be established by the Senate in accordance with sec. 4 (4) LHG shall be informed of all matters falling within its remit. For this purpose, it shall receive all statistical and other information that it deems necessary for its work from the university administration and the faculties, except where this is in conflict with legal provisions or the will of the persons in question. In this respect, its members shall be subject to the legal duty of confidentiality.

- (2) The Equal Opportunities Commission shall have at least 3 members. The Equal Opportunities Commissioner for academic staff and students at the university shall submit a proposal for the number of members and the composition of the commission to the Senate. The Equal Opportunities Commissioner for academic staff and students shall chair the meetings of the commission. The commission shall elect a deputy chair for a term of three years each from among its members, on the proposal of the chair. Re-election shall be permitted.

## **§ 22 Faculty Equal Opportunities Commissioners for academic staff and students**

- (1) The faculty councils shall elect a faculty Equal Opportunities Commissioner for academic staff and students and one or several deputies in consultation with the university's Equal Opportunities Commissioner for academic staff and students. The faculty Equal Opportunities Commissioner for academic staff and students shall have the right to attend the meetings of the faculty council in an advisory capacity. Sec. 4 LHG shall apply accordingly to their tasks within the faculty.
- (2) The faculty Equal Opportunities Commissioner for academic staff and students shall be informed of all procedures that fall within their remit and may inspect the necessary documents, except where this is in conflict with legal provisions or the will of the persons in question. In this respect, its members shall be subject to the legal duty of confidentiality.

## **PART SEVEN**

### **RESEARCH INSTITUTIONS AND OPERATIONAL FACILITIES**

## **§ 23 Research institutions and operational facilities**

- (1) Research institutions and operational facilities (university institutions) shall be units of the university that are not legally autonomous and to which staff, material resources, and premises are made available for performance of the university's tasks.
- (2) Research institutions serve to conduct research, teaching and studies (departments and seminars). They are usually assigned to one faculty but may also be assigned to several faculties. Central research institutions are assigned to the Rectorate. Only one research institution shall generally be established for the same or related subjects; it may be divided into departments. As far as it is necessary for reasons of economic use of funds, the management of the research institution shall coordinate the remits of the professors working in this institution within the meaning of § 5 no. 1. The Rectorate may determine that research institutions shall also provide services for other university institutions or for individual members of the university generally or from case to case. The by-laws governing the administration and use of the institution may provide for the establishment of an academic advisory council to advise on the management and organisation of the institution.

- (3) Operational facilities (libraries, computing centres, workshops, utilities, goods and other economic operations, and the like) shall render services. They may be assigned to one or several faculties – or as central institutions to the Rectorate.
- (4) If a university institution is assigned to one faculty, the dean shall be in charge of its official supervision. If an institution is assigned to several faculties, the Rectorate shall determine which dean shall be in charge of official supervision. In any other respects, the Rectorate shall be responsible for official supervision.
- (5) The university institutions shall specify their respective structures, administrative matters, and rights of use in by-laws that shall require approval of the faculty council, in addition to approval of the Senate in accordance with sec. 19 (1) no. 10 LHG, if the institution is assigned to one or several faculties. In research institutions, the professors within the meaning of § 5 no. 1 who are working there shall be heard before passing such provisions.
- (6) Research institutions shall generally be administrated by a collegiate, fixed-term, or collegiate and fixed-term management. A permanent head may be provided for in particular if this was warranted in an appointment agreement concluded before this constitution entered into effect. The head of a department or seminar is usually elected. All professors within the meaning of § 5 no. 1 who have their remit at this institution have voting rights. § 27 (2) and § 29 (2) shall not be affected by this. The management of a central research institution is usually appointed by the Rectorate. All professors whose remit is assigned to the institution shall be authorised to manage the institution. Operating facilities usually have a permanent management appointed by the Rectorate.
- (7) The management of the university institution shall inform the members of the institution working full-time in the institution about the conduct of office as a rule once per semester. The by-laws governing the administration and use of the institution may provide for the participation of one representative of each of the student councils of the subjects belonging to the institution. The management shall also convene a meeting if more than half of the persons mentioned in sentence 1 request this by signature. The meeting must be convened no later than 14 days after the signatures have been received by the management.

## **PART EIGHT**

### **THE PROFESSORS**

#### **§ 24 Appointment procedure**

- (1) The appointment proposal of the appointment commission in accordance with sec. 48 (3) LHG shall require the approval of the faculty council and the Senate.
- (2) The proposal of the appointment commission to the faculty council, Senate, and Rectorate shall be accompanied by well-founded reports on the scientific aptitude and teaching qualifications of the proposed candidates, the expert opinions obtained, and

the list of all applicants. The faculty council, Senate, and Rectorate may obtain additional expert opinions on the appointment proposal.

- (3) If the faculty council, Senate, or Rectorate refer the appointment proposal back to the appointment commission, the latter shall pass a new resolution.
- (4) Special votes by members of the faculty council, Senate, or Rectorate on the appointment proposals shall be brought to the attention of the boards to be involved in the further procedure.
- (5) In the appointment, the Rector may deviate from the determined order of candidates based on special reasons.

## **§ 25 Internal appointment**

If a member of Heidelberg University is to be appointed based on pre-selection by the appointment commission, a corresponding resolution of the appointment commission shall be required in addition to the requirements of the sixth sentence, in conjunction with the fourth sentence, of sec. 48 (2) LHG.

## **§ 26 Associate professors, adjunct professors**

- (1) Associate professors shall receive access to the teaching and research institutions of the university for administration and use in accordance with the respective by-laws.
- (2) An associate professor's teaching authorisation shall expire
  1. upon appointment as an associate professor or award of a comparable teaching authorisation at another university within or outside the Federal Republic of Germany,
  2. by written waiver to the Rector,
  3. upon conviction by a German court in ordinary criminal proceedings if that verdict would result in the loss of a civil servant's civil servant rights.
- (3) The teaching authorisation shall be suspended while the person in question is working as a professor or junior professor at Heidelberg University or at another university with the right of habilitation.
- (4) The teaching authorisation may be withdrawn by the Rector,
  1. if the person in question has not performed any teaching activity for two years for reasons for which they are at fault,
  2. if they commit a legally established criminal offence that would be regarded as serious misconduct within the meaning of the statutory provisions in a civil servant,

3. if there is any reason that would justify withdrawal of the appointment as civil servant in a civil servant,
4. if a doctorate awarded has been withdrawn,
5. if a serious breach of principles of good academic practice has been found.

The teaching authorisation may also be revoked temporarily by the Rector – at the longest until the offence has been finally adjudicated – if conditions exist that would result in a ban on conducting official business within the meaning of sec. 39 of the Civil Servants Act (BeamtenStG) in the case of a civil servant.

- (5) The teaching obligation in accordance with sec. 39 (3) LHG, to which the authorisation to use the title of associate professor is linked, shall generally be performed at Heidelberg University. Exceptions from this shall be determined by the dean of the faculty in question in coordination with the Rector or another member of the Rectorate designated by the Rector.
- (6) Associate professors who meet the requirements for appointment of professors in accordance with sec. 47 LHG may be awarded the title of “adjunct professor” by the Senate on the recommendation of the faculty after generally two years of teaching activity as a private lecturer. The faculty council shall decide on the application to the Senate. The application must be accompanied by expert opinions from two full-time professors who must belong to a foreign university or a comparable research institution. The expert opinions shall specifically provide information on whether the associate professor has proven themselves in research and teaching since the award of the teaching authorisation. The academic rights and duties of the associate professor shall not be affected by the award of the title “adjunct professor”.
- (7) Junior professors may be awarded the title of “adjunct professor” subject to the conditions set out in sec. 51 (9) and sec. 47 LHG and the conditions set out in the third and fourth sentences of paragraph 6. The faculty council shall decide on the application to the Senate. This shall apply accordingly to junior lecturers who fulfil the requirements of sec. 51 (9) LHG.
- (8) The authorisation to use the title of “adjunct professor” shall expire upon loss of the teaching authorisation or upon the occurrence of one of the reasons specified in paragraph 2. It shall be suspended while the person in question is working as a professor or junior professor at Heidelberg University or at another university with the right of habilitation. It may be withdrawn if one of the reasons listed in paragraph 4 applies.

## **§ 27 Honorary professors**

- (1) Appointments as honorary professor shall be made by the Senate on the recommendation of the faculty. The proposal must be accompanied by consideration of the professional, didactic, and personal suitability of the proposed candidate. Expert opinions from professors of the department in question at other universities or

comparable research institutions should be obtained for this purpose. The expert opinions shall be attached to the proposal.

- (2) If research institutions of other institutions cooperate with the university based on a division of labour or in a complementary manner, the scientists in charge of such institutions may, upon their appointment as honorary professors and on the recommendation of the faculty, be conferred the status of a tenured professor under corporate law by the Senate for the duration of such activity, with the exception of the right to hold office as Rector, Vice-Rector, dean, vice-dean, or dean of studies.
- (3) The status of honorary professor shall expire upon appointment as a university lecturer within the meaning of § 5 no. 1 or if one of the reasons from in § 26 (2) applies.
- (4) Appointment as honorary professor may be revoked in case of one of the reasons specified in § 26 (4).
- (5) Upon expiry, revocation, or withdrawal of the appointment as honorary professor, the right to use the title of “Professor” shall also expire.

### **§ 27a Senior professorships**

- (1) The Rectorate may confer the title of “senior professor” as an academic distinction on dismissed or retired professors for a limited period of time for the duration of their subsequent employment at the university. This may also be done upon the request of a research institution of the university.
- (2) The Rectorate may confer a senior professorship for life on outstanding professors who have rendered outstanding services to the university after their dismissal or retirement. Senior professors for life use the academic distinction of senior professor *distincta* or senior professor *distinctus*.
- (3) The status as a dismissed professor or as a retired professor shall remain unaffected.

### **§ 28 Research semester**

The application for the granting of a research semester must be accompanied by an official report from the dean and the responsible dean of studies on the prerequisites in accordance with sec. 49 (7) LHG.

### **§ 29 Academic rights of the dismissed and retired professors**

- (1) Professors who have been dismissed or retired within the meaning of § 5 no. 1 shall retain the right to perform research, to teach courses, and to participate in academic examinations, in particular for doctorates and habilitations; the examination rules and regulations shall determine the details on this. In agreement with the respective

institution, they may also participate in its equipment within the scope of the by-laws or administrative and user regulations.

- (2) If professors who have been dismissed or who have retired remain active for the university for a limited further period of time based on an agreement with the Rectorate, they may also assume management functions in an institution of the university within the scope of this activity. With the exception of the decision-making bodies provided for in the LHG (Rectorate, Senate, University Council, dean's office, faculty council), such professors may be members of the relevant boards of the university, provided there is a direct connection with their agreed duties, and shall be eligible for election and entitled to vote there, without prejudice to the provisions of § 4 (1) and § 23 (6).

### **§ 30 Cause for a leave of absence in self-administration**

- (1) Cause within the meaning of sec. 9 (2) LHG for not accepting an office in the self-government shall be deemed to exist in particular if a university member
  1. has already made the contribution to self-government that can reasonably be expected of them,
  2. cannot take on the additional task without unreasonably neglecting their obligations at the university or otherwise in the public service,
  3. would not be up to the task for reasons of health.
- (2) Whether cause applies or not shall be determined by the dean's office in the case of self-administration tasks in the faculty, and by the Rectorate in any other case.

## **PART NINE**

### **HONORARY DOCTORATES, HONORARY SENATORS, AND HONORARY CITIZENS**

#### **§ 31 Honorary doctorates**

– repealed –

#### **§ 32 Honorary senators and honorary citizens**

Persons who have rendered outstanding services to the university may be appointed honorary senators or honorary citizens by the Senate.

## **PART TEN**

### **ACADEMICS AND TEACHING**

#### **§ 33 Selection and aptitude assessment procedure**

Heidelberg University is responsible for its students: their selection, education, advisory services and supervision, examination, professional support, and continuing education. Admission to all degree programmes shall be based on selection and aptitude assessment procedures as far as this is legally possible.

#### **§ 34 Quality assurance funds**

– repealed –

## **PART ELEVEN**

### **BULLETIN, FINAL PROVISIONS, ENTERING INTO EFFECT**

#### **§ 35 Bulletin, announcements**

- (1) The Rector shall publish a bulletin in which resolutions on the establishment, alteration, abolition, and allocation of university institutions shall be published in addition to the by-laws of the university. The bulletin shall be published at least four times a year and shall be made available to all affiliates of the university.
- (2) The Rector shall ensure that the most important resolutions of the Senate and faculties, as well as any other matters of particular relevance, as well as vacancies to be filled in the area of the university, can be made known.

#### **§ 36 Function designations**

The use of function designations in this constitution shall include all genders. All members of the university shall have the right to choose a non-discriminatory function designation within the scope of university law and civil service regulations.

#### **§ 37 Adoption and amendment of the constitution**

Resolutions on the enactment and amendment of the constitution shall require a majority of two-thirds of the members of the Senate present, but at least of three-fifths of the members of the Senate with voting rights. Only a majority of the votes of the Senate shall be required for adoption of resolutions on amendments resulting from the amendment of the sixth sentence of sec. 9 (8), sec. 10 (3) and the first sentence of (8), sec. 19 (2) LHG by the Act on the Further Development of Higher Education Law (Gesetz zur Weiterentwicklung des Hochschulrechts; HRWeitEG) of 13 March 2018 (Law bulletin p. 85).

#### **§ 38 Entering into effect**

This version of the constitution shall enter into effect on the day following its publication in the Rector's bulletin. The Rector shall be authorised to republish the constitution as amended from that day onwards.

Heidelberg, 31 July 2023

signed: ppa Prof. Dr Marc-Philippe Weller  
Prof. Dr Dr h.c. Bernhard Eitel  
Rector