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CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



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Dear Colleagues,

Warm greetings to you all – and I am delighted to enclose the latest issue of Caroline.

You can look forward to news from the different areas of the administration and the Campus Management Project heiCO. A highlight is that, at the university, we have been able to come up with good arrangements on the topic of the Job and Deutschland ticket, with attractive offerings.

And there is also a special item on the first Impact Day at Heidelberg University.

My "journey" through the faculties has been successfully accomplished and, one by one, we will tackle the potential for improvement discussed there, focus on finding solutions and implement the service improvements.

Best wishes as we go into the month of May, and

Stay healthy
As ever

Dr Holger Schroeter
Kanzler

PROJECT heiCO

Head
Jessica Rink

heiCO – news from the project

The new Campus Management System "heiCO" went partly live in December 2022 and now that the student management (application, admission and fee management) has been entirely implemented, lecture/event hall and class room administration is currently being introduced. In addition, project director Jessica Rink's team, together with the responsible staff in the institutes and departments, are preparing for the rest of the project roll-out – managing examinations in heiCO.

In order to boost communication, several information sessions have been on offer since 27 April 2023, held at short notice and in the medium term. The Faculty heads, course coordinators as well as all future users of heiCO and interested parties are invited to hear the latest news about the respective project status and the next steps. In this context, the project team will reply to queries directly, or soon afterwards, and take up any suggestions.

Further information:

- www.uni-heidelberg.de/de/serviceportal-lehre/heidelberg-campus-online

Election of governing bodies

This year's elections of the members of the Senate and Faculty Councils will take place in the period from 20 June 2023, 11 a.m., until 26 June 2023, 11 a.m.

The closing date for submitting lists of candidates by the status groups for the Senate and Faculty Council elections is:

Friday 19 May 2023, 4 p.m. They should be addressed to the Electoral Office, Department 1.2, Seminarstr. 2, 69117 Heidelberg.

More details can be found in the notification poster "Aushang Bekanntmachung" via the link below.

If no lists of candidates are submitted in a status group for the Senate or Faculty Council, no election will take place in this status group. In these cases, the seats concerned will remain unoccupied. The election for the Senate in the professorial electoral group will be organised separately by the Faculty executive directors (§ 35 Electoral Rules).

Further information on the elections:

- www.uni-heidelberg.de/universitaet/beschaefigte/service/recht/wahlen/index.html

DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Room allocation guideline

On 24 November 2022, the Rectorate agreed to adopt a room allocation guideline for all university institutes and facilities. With this transparent arrangement, particularly for handling teaching areas, the university was complying with the state's request for the efficient management of space. It will provide guidance for reserving and allocating university premises in order to be able to better meet the needs of research and teaching in future and, at the same time, to organise activities more efficiently. Dr Arne Egger, head of Department 3.4 Space and Energy Management, is available for any questions about the room allocation guideline.

Contact

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- www.uni-heidelberg.de/md/zentral/universitaet/beschaefigte/service/bau/hoersaele/20221114_raumvergabeberichtlinie_final.pdf

DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Energy portal

The existing energy portal on the website of Division 3 Planning, Construction and Safety is successively making information available on saving energy and climate protection in facility management. As the first step, it is now possible to view the annual data on energy used for university buildings. Besides continuing with annual energy data, there are overviews of consumption for shorter periods during the year, supplemented by information on energy-saving measures and CO₂ emissions. Dr Arne Egger and Vladimir Slednev would be happy to hear any suggestions or questions you may have.

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- www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/energie/index.html
- www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/energie/energieerfassung.html

FINANCE DIVISION

Head
Tim Krützfeldt

Attempted fraud with false bank accounts

Owing to recent incidents we again urge you to be especially attentive when invoices are delivered with a changed or new bank account. Caution is also imperative if the party sending the invoice by email requests the transfer to another account. In such cases, you should contact the creditor using contact details on a prior invoice or order confirmation to check whether the new account really exists. By no means should you use contact details from the documents sent to you with or since the notification of the change.

If our colleagues observe changes in bank accounts with creditors whose bank details have already been recorded in Dept. 4.3, they will point this out to you. In this case, too, please check on the correct bank account as described above, to avoid fraudulent debits to your institute or facility.

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

The Deutschland ticket as JobTicket

With the introduction of the Deutschland ticket for public transport as of 1 May 2023, Heidelberg University offers it as a job ticket at the current price of 22.05 euros per month. Those who already hold a university job ticket will be automatically transferred to the Deutschland ticket.

Alternatively, the State Office for Salaries and Pensions (LBV) offers all state employees a monthly subsidy of 25 euros to the "JobTicket BW"; it will be paid out on current pay slips, i.e. with your salaries. The new Deutschlandticket Job will, according to the LBV, be subsidised like the previous job ticket models as the "JobTicket BW" for all state administrative employees.

- www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/jobticket/#Jobticket%20Land

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

RESEARCH DIVISION

Head
Dr Frank Fischer

Application phase for heiTRACKS Mentoring Programme starts

As of now, doctoral graduates from all faculties who are pursuing an academic career can apply for the heiTRACKS Mentoring Programme. Applications close on **15 June 2023**. Next October the one-year programme goes into its third round and offers about 15 doctoral graduates access to individual advice given by experienced mentors as well as an accompanying networking and qualification programme. The next online information session will take place on 23 May 2023.

■ www.uni-heidelberg.de/university/staff/career/postdocs/mentoring.html

hei_INNOVATION holds first IMPACT DAY at Heidelberg University

How does research become useful for society, business and politics, and how is its relevance made visible? On **11 May 2023** the transfer agency hei_INNOVATION is organising the first IMPACT DAY at Heidelberg University, focusing on knowledge and technology transfer. It will feature the university's many and varied activities in the field of transfer, state-of-the-art inventions and societal innovations – what's more, the event will also be a source of inspiration, a place of encounter and a forum for exchanging ideas.

The IMPACT DAY will take place in the Chemistry lecture hall building (INF 252) and begin at 11 a.m. with the Impact Fair – a market of opportunities.

At the Impact Fair, there will not only be presentations by the initiators of the hei_INNOVATION Ideas Competition 2023 with its insights on transfer, impact and founding operations, but also transfer projects by members of the university from all disciplines. University-based startups and spin-offs will be present, as will organisations from the university and its partners that promote the transfer of knowledge and technologies in Heidelberg.

At 5 p.m. it will be time for the award ceremony when the best entries in the hei_INNOVATION Ideas Competition 2023 will receive prizes. The transfer agency first advertised the contest in winter 2022. The evening programme includes a keynote speech by Prof. Stephan Urban and a panel with academics from Heidelberg University discussing the topic of knowledge and technology transfer. Everyone interested is warmly invited to the Impact Fair and evening event.

Further information

■ www.uni-heidelberg.de/en/transfer/heiinnovation/impact-day-2023

Vector Foundation I Call: Young MINT research group on the environment

In 2023 the Vector Foundation has again called for interest in a young research group on the topic of "MINT for the environment". The call goes to excellent young researchers, offering them the opportunity to set up their own young research group at a Baden-Württemberg university.

The early-career research group is intended to make a scientific contribution to the global goals of sustainable development. They are expected to devote themselves to a complex field of research that differs fundamentally in its scope and time scale from a funded project.

Finance amounting to one million euros is available to the young research group over a period of four years. After a successful final evaluation, it will be reviewed for possible extension by another two years.

Applications for funding applications may be made online by **14 July 2023** via the application portal.

Further information

■ vector-stiftung.de/foerderbereiche/#ausschreibungen

RESEARCH DIVISION

Head
Dr Frank Fischer

Universität Heidelberg | Call for Bridging Project FoF 4 and FI EMS

The Field of Focus 4 (FoF 4) "Self-Regulation and Regulation: Individuals and Societies" and the Flagship Initiative Engineering Molecular Systems (FI EMS) call for a project bringing together the research fields and disciplines of EMS and FoF 4. The Bridging Project aims to foster and/or recruit a talented postdoc researcher with great potential from Heidelberg University or the international research community. The grant will cover one postdoc position for two years and material expenses up to 20,000 euros p.a.

Applications can be submitted by at least two or more scientists from FoF 4 and EMS disciplines at Heidelberg University (at least one of FoF 4 and one of EMS disciplines) with proposals for a postdoc position on an interdisciplinary project which bridges FoF 4 and EMS. Deadline: **15 June 2023**

Further information

■ www.uni-heidelberg.de/de/node/38182

BMWK | R&D cooperation projects in the context of ZIM

The "Zentrale Innovationsprogramm Mittelstand" (ZIM) is a thematically open programme to foster research and development (R&D) for small and medium-size enterprises (SMEs) and for non-commercially active research institutions cooperating with them. R&D cooperation projects are financed by companies, or by companies and research institutions, to develop innovative products, procedures or technical services without being restricted to certain technologies and sectors. They are meant to be carried out in a partnership with all stakeholders making innovative contributions.

Research institutions with branches or work sites in Germany are also eligible for cooperation projects if, in the context of their non-commercial activity, they are a cooperation partner of an applicant company whose R&D project is funded.

Further information

■ www.zim.de/ZIM/Navigation/DE/Meta/Englisch/englisch.html

Imprint

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