

Administrative and Usage Regulations of the department of Mathematics (IMa)

The Senate of the Ruprecht-Karls-Universität Heidelberg passed the following administrative and usage regulations for the department of Mathematics in its meeting on 28/02/2023 in accordance with § 19 (1) sentence 2 no. 10 LHG:

§ 1 Assignment and tasks

- (1) The IMa is a scientific facility within the meaning of § 15 (7) LHG and § 23 of the University's constitution, assigned to the Faculty of Mathematics and Computer Science. The dean shall be responsible for official supervision.
- (2) The IMa serves the purpose of research and teaching in the department of mathematics.
- (3) The department is divided into sub-departments aligned with mathematical subject areas (§ 4).

§ 2 Membership

- (1) Members of the IMa shall include the University professors, academic staff, and administrative and technical staff of Heidelberg University who mainly work at the department.
- (2) The dean of the Faculty of Mathematics and Computer Science may, upon proposal of the directorate (§ 3 (1)), also admit full-time professors, junior professors, or assistant professors of Heidelberg University teaching in the area of mathematics who are not predominantly employed at IMa as *associate members*. Such appointment as a member can be declared either for an indefinite or a fixed period of time. Temporary membership usually ends after four years. Membership in the respective faculty as well as the previous department shall not be affected by this. The admitted member may terminate their membership prematurely by written notice to the executive board. This shall inform the faculty in turn. Furthermore, the faculty may also revoke the appointment as a member for cause upon the directorate's request.

§ 3 Management

- (1) The IMa shall be managed by a *directorate* in which all full-time professors employed permanently at the IMa shall be voting members. Any temporary professors, junior professors, and associated members working full-time at the IMa shall be involved in the directorate in an advisory capacity. Further members of the IMa in accordance with § 2 (1) and (2) may be included either for specific meetings or permanently as members in an advisory capacity by resolution of the directorate.

- (2) The directorate shall decide on all matters of the IMA, except where otherwise provided for by these administrative and usage regulations, other by-laws of the university or any superordinate law. In particular, it shall compile the budget and decide on use of central funds as well as on allocation of material and personnel resources to the departments, where such funds are not defined by appointment commitments. It shall be obligated to provide information to the dean and the Rectorate at all times. The directorate shall meet at least once per semester.
- (3) The directorate shall elect an *executive director* (ED) from among its voting members, who shall be appointed by the Rector. The directorate shall also elect one member from each of the departments to which the ED does not belong to represent the ED. The respective departmental conferences shall have the right to submit proposals (§ 4). The ED and their deputies shall form the executive board. The executive board shall be responsible for preparation and implementation of the directorate's decisions. The term of office of the executive board shall be two years. Another member shall be elected for the remaining term of office upon the proposal of the respective department if any member retires early. Members can be re-elected. The executive board or individual members of the executive board may be voted out of office by a majority of 2/3 of all members of the executive board. The dean shall be informed of the application and the directorate's decision.
- (4) The ED shall conduct the day-to-day business of the IMA and represent the IMA in the boards and towards any other university facilities. They shall be the superior of the employees assigned to the department, apart from the professors. § 11 (5) and § 52 (5), sentence 2, shall not be affected by this. The ED shall be represented by the other members of the executive board and shall determine the order of representation in coordination with them. They may agree with the deputies that these are to handle certain matters of current administrative affairs permanently under their own responsibility.

§ 4 Departments

Each department will be controlled by a *department conference*, including all senior professorial members of the respective department. It shall decide on all matters concerning the department, in particular use of any material and personnel resources allocated to the department by the directorate (in accordance with § 3 (2)) unless otherwise stipulated or agreed. The departmental conference shall elect a *head of department* from among its members, who shall conduct the day-to-day business of the respective department and chair the departmental conference. The term of office of the head of department shall be two years. The directorate shall decide on the assignment of the professorial members of the IMA to a department in accordance with § 2 (1).

§ 5 Administration/finances

The IMa shall regulate all of its administrative tasks, in particular internal distribution of the resources made available to it (personnel and material resources, rooms). Funds shall be allocated in accordance with the rules for the allocation of funds stipulated by the university. In any other respects, decisions in budgetary, economic, and personnel matters shall be the responsibility of the Rectorate.

§ 6 Authorised users

- (1) Members of the IMa in accordance with § 2 as well as any doctoral candidates and students whose research or study areas are assigned to the IMa shall be authorised to use the IMa facilities for their official activities, their doctorates, or studies within the scope of the available material, finances, and rooms. Paragraph 4 shall not be affected by this.
- (2) Any other members and affiliates of the university may be admitted as users by the ED, provided that the interests of the users referred to in paragraph 1 are not prejudiced by this.
- (3) External users may be admitted as users by the ED as far as this is legally permitted and within the scope of available resources, provided that this does not impair the interests of the users in accordance with paragraphs 1 and 2.
- (4) In justified cases, the ED may restrict use in time and subject matter, make it dependent on a reimbursement of costs, or charge fees for it.

§ 7 Users' obligations

- (1) Users are obligated to
 1. be considerate of the other users,
 2. use the facilities and objects of the IMa diligently and with care,
 3. report any damage or issues to the ED without undue delay,
 4. comply with any instructions of the IMa personnel on the IMa premises and when using its facilities.
- (2) The ED shall be authorised to charge an appropriate deposit when rooms or equipment are made available to users in order to secure any claims for damages.
- (3) Users who repeatedly or seriously violate these regulations or otherwise disrupt operation of the IMa may be excluded from further use. An exclusion from use that exceeds a period of 7 days shall require written grounds and is to be pronounced by the Rector.

§ 8 Supplementary provisions

The provisions of the university's rules of procedure, as amended from time to time, shall apply in addition to these administrative and usage regulations.

§ 9 Entering into effect

These regulations shall enter into effect on 01/04/2023. The previous administrative and usage regulations of the Mathematical Institute of 01/06/1993 (Mbl. no.5/93 of 23/07/1993 p. 97 et seq.) and of the Institute for Applied Mathematics (IAM) of 25/11/1993 (Mbl. no.1/94 of 24/01/1994 p. 23 et seq.) shall cease to be effective at the same time.

Heidelberg, 03/03/2023

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Rector