

**Administrative and Usage Regulations
European Center for Angioscience (ECAS)
of the Medical Faculty Mannheim of the Ruprecht-Karls-Universität Heidelberg**

In its meeting of 09 May 2023, the Heidelberg University Senate adopted the following administration and usage regulations for the European Center for Angioscience (ECAS) at the Mannheim site in accordance with § 19 (1) sent. 2 no. 10 of the State University Act (*Landeshochschulgesetz*; LHG).

I. Administrative regulations

§ 1 Legal status, assignment, and tasks

(1) The European Center for Angioscience (ECAS) is a scientific facility of Heidelberg University in accordance with § 15 (7) LHG, assigned to the Medical Faculty Mannheim. The ECAS is subject to the official supervision of the dean of the Medical Faculty Mannheim of Heidelberg University.

(2) The ECAS has the task of intensifying basic research, translational research, and therapy research in the area of vascular biology and medicine at the Medical Faculty Mannheim in research, leading it to excellence and ensuring its regional, national, and international visibility. The ECAS is cooperating closely with the Interdisciplinary Vascular Centre Mannheim (IGZ) and the University Vascular Centre Mannheim (UGM) of the University Hospital Mannheim GmbH for this. The ECAS supports collaboration of its members with the other research focuses of the Medical Faculty Mannheim, with the existing life science research institutions of the Heidelberg University, and with the non-university research institutions in the Rhine-Neckar metropolitan region.

(3) The ECAS supports junior researchers with special programmes for doctoral candidates in cooperation with the university's Graduate Academy, as well as for junior researchers and doctors in continuing education (Physician Scientists), in particular if pursuing academic careers.

(4) The ECAS participates in the teaching obligations of the Medical Faculty Mannheim of Heidelberg University within the scope of its spatial, technical, and personnel resources.

§ 2 Structure and membership

(1) The ECAS is broken down into an institutional core area (*Research Division*) and a liaison area (*Adjunct Faculty*). The departments of the Medical Faculty Mannheim of Heidelberg University that are assigned to the institutional core area of the ECAS will be included in a list to be newly established by the faculty council of the Medical Faculty Mannheim of Heidelberg University following any changes, to be submitted to the Rectorate for approval. Each department is headed by a professor.

(2) Independent *junior research groups* can be established within the institutional core of the ECAS in addition to the departments. The governing body (§ 3) shall generally decide on the establishment and dissolution of junior research groups at the ECAS based on a competitive selection procedure on the proposal of the Executive Director of ECAS with a simple majority of its voting members. As far as establishment of junior research groups is relevant for the budget beyond the funds allocated to the ECAS or its departments in the faculty's business plan, approval by the dean, the faculty board, and the faculty council shall be required.

(3) (Heds of scientific research groups from other facilities of the Medical Faculty Mannheim, as well as other faculties of Heidelberg University and other scientific facilities of the Rhine-Neckar metropolitan region that cooperate with the ECAS, may become members in the liaison area (*Adjunct Faculty*) of the ECAS by resolution of the governing body upon application. Such memberships are usually granted for 3 years and can be renewed upon reapplication. The directorate will keep a current list of members of the liaison area.

(4) All members shall be required to name the ECAS as (an) affiliation in their scientific publications.

§ 3 Governing body of the ECAS

(1) The professors in the institutional core area in accordance with § 2 (1) shall form the ECAS' governing body and shall be entitled to vote in it. Apart from this, the plenary assembly (§ 5) shall elect three professors of the Medical Faculty Mannheim from the liaison area (§ 2 (3)) as further voting members of the governing body for a period of 3 years. Re-election shall be permitted.

(2) The governing body shall be convened at least twice a year by the executive director (§ 4). It shall decide on any matters concerning the ECAS as far as these are not stipulated by law, the university's constitution, or other boards.

(3) Members of the governing body who belong to the liaison area must disclose any conflicts of interest in decisions that may also constitute a conflict of interest in light of their membership in another department of the Medical Faculty Mannheim and must abstain from voting in this case. If there is any doubt, the governing body shall decide whether there is any reason to suspect bias in a specific individual case.

(4) The plenary assembly (§ 5) shall elect a representative of the heads of junior research groups as well as a representative of the academic staff of the departments for advisory participation in the governing body. The terms of office of the advisory members shall be three years; re-election shall be possible. The respective spokespeople of the Interdisciplinary Vascular Centre Mannheim (IGZ) and the University Vascular Centre Mannheim (UGM) of the University Hospital Mannheim GmbH also participate as permanent guests in an advisory capacity in the governing body of the ECAS.

§ 4 Directorate of the ECAS

(1) The directorate is conducting ongoing business of the ECAS and implementing the decisions and resolutions of the governing body. The directorate shall represent the interests of the ECAS towards the faculty and the university.

(2) The governing body shall elect three of its voting members as members of the directorate; the temporary members from the liaison area (§ 2 (1)) who are delegated to the governing body must not be elected as members of the board of directors. The members of the directorate shall be appointed by the Dean of the Medical Faculty Mannheim in agreement with the Rectorate. Division of responsibilities between the members of the directorate shall be by mutual agreement; the directorate shall elect an executive director from among its members for periods of office of one year each. The management shall generally rotate between the members of the directorate. Immediate re-election shall also be possible. The executive director shall act as the supervisor of all employees (with the exception of professors in accordance with § 44 LHG) of the ECAS. This shall not affect the respective supervisor's authority to issue instructions in accordance with § 52 (2) LHG.

The term of office of the members of the directorate shall be three years. Re-election shall be permitted. The individual members of the directorate may each be voted out of office on the motion of a 2/3 majority of the voting members of governing body.

§ 5 Plenary assembly

(1) The plenary assembly comprises the ECAS members working at the facility who belong to the institutional core area, the junior research groups, and the liaison area.

(2) The executive director shall inform the members of the ECAS of the conduct of office and the decisions of the ECAS' management within the scope of the plenary assembly, generally twice a year.

(3) The executive director shall also convene a plenary assembly if at least 1/3 of the voting members of the governing body demand this with their signatures. The plenary assembly must be convened no later than two weeks after the executive director has received the signatures.

§ 6 Academic Advisory Council (AAC)

(1) The Academic Advisory Council shall advise the ECAS on scientific and organisational matters. It shall evaluate its performance (§ 1) and make recommendations for future development. It shall deal with overall development of the ECAS, development of individual departments and research groups, and with fundamental questions of the centre's research alignment.

(2) The Academic Advisory Council shall comprise six internationally renowned scientists from Germany and abroad who are closely related to the subject. Two of the six scientists related to the subject should represent the areas of basic research/preclinical medicine, theoretical/clinical-theoretical medicine, and clinical medicine in order to reflect the translational orientation of the ECAS in the Academic Advisory Council. The members of the Academic Advisory Council shall be appointed by the Rector of Heidelberg University for a period of six years upon the recommendation of the ECAS' governing body with the approval of the faculty board. Re-appointment shall be possible. The Academic Advisory Council shall meet at least every two years. The Academic Advisory Council shall elect a chair from among its members for a period of six years. The members shall be volunteers. Any expenses required for travel and accommodation shall be reimbursed. If a member resigns, a new member shall be appointed for a term of six years. The executive director of the ECAS and their deputies may participate in the meetings of the Academic Advisory Council of the ECAS as guests at the invitation of the chair of the Academic Advisory Council.

(3) The chair of the Academic Advisory Council shall inform the executive director of the ECAS and the faculty board of the Medical Faculty Mannheim in writing about the results of the meeting within two months after the meeting of the Scientific Advisory Board by sending the minutes of the meeting.

§ 7 Central administrative tasks, financial resources, and personnel

(1) The Medical Faculty Mannheim shall determine the total amount of funds for the institutional core area of the ECAS, for the junior research groups, and for the central tasks of the ECAS, including any investments, operating costs, and maintenance funds, in its plan upon the executive director's request.

(2) The governing body of the ECAS shall decide with a 2/3 majority of those entitled to vote on the proposal of the directorate on the specific use of the allocated funds, as far as these are not regulated by appointment or retention commitments of the professors appointed to the ECAS with the faculty or have been determined by budget resolutions within the scope of the business plan of the Medical Faculty of Mannheim. The endowments of professors stipulated there shall remain unaffected.

(3) The head of a department or junior research group shall decide on the use of its equipment.

II. Usage regulations

§ 8 Use, circle of users

All members are authorised to use the facilities of the ECAS in accordance with the

applicable legal provisions, these administrative and usage regulations, and other university-internal by-laws, in particular the work placements and house rules. The executive director shall decide on this.

§ 9 Obligations

Users are obligated to use the ECAS and its facilities so that its mission can be fulfilled. In particular, they must show consideration for other users, use the ECAS and its facilities with care and consideration, report any damage or issues to the executive director without undue delay, and follow the instructions of the executive director on the ECAS premises and when using the facilities.

§ 10 Exclusion from use

Users who repeatedly or severely violate the usage regulations and house rules or commit punishable acts in the course of use may be temporarily or permanently excluded from further use by the executive director in agreement with the Rector, stating the reasons in writing. The exclusion shall not affect any obligations arising from the user relationship. The user shall not be entitled to any claims for damages due to the exclusion.

§ 11 Entering into effect

This version of the ECAS administrative and usage regulations shall enter into effect on the first day of the month following their publication in the Rector's Gazette. At the same time, the previous version of 15 November 2017 (MBI. No. 15/ 2017 of 30 November 2017, p. 857 et seq.), last amended by the amendment by-laws of 17 April 2020 (MBI. No. 03/ 2020 of 29 April 2020, p. 111 et seq.) shall cease to have effect.

Heidelberg, 11 May 2023

signed Prof. Dr. Dr. h.c. Bernhard Eitel

Rector