

**Administrative and Usage Regulations for the Centre for Quantitative
Analysis of Molecular and Cellular Biosystems (BIOQUANT) at
Heidelberg University
of 13/06/2023**

The Senate of Heidelberg University passed the following administrative and usage regulations for BIOQUANT in its meeting on 13/06/2023 in accordance with § 19 (1) sentence 2 no. 10 LHG. We refer to the by-laws in accordance with § 60 of the Tax Code (*Abgabenordnung*) for the business of a commercial nature “BIOQUANT” as amended on 15/12/2010 (MBL. no. 24 of 16/12/2010, p. 1887 et seq.) and for the area “Provision for use in connection with BIOQUANT network research” as amended on 15/12/2010 (MBL. no. 24 of 16/12/ 2010, p. 18191 et seq.).

I. Administrative regulations

§ 1 Legal status, allocation, structure, and task

(1) BIOQUANT is a scientific facility of Heidelberg University in accordance with § 15 (7) LHG and § 23 of the University’s constitution. It is subject to the Rectorate, which is also responsible for its official supervision.

(2) BIOQUANT’s mission is to intensify interdisciplinary basic research in the fields of systems biology, bioinformatics, and quantitative cell biology and to make it accessible for teaching and education. Development and provision of methods and technologies in the specified research area is another one of its central tasks.

(3) BIOQUANT comprises a core area and a ring area. The core area includes scientific departments in addition to the central units for scientific, technical, and administrative services. The scientific departments are defined by the BIOQUANT directorate and confirmed by the Rectorate.

The ring area has designated research groups at university and non-university institutions in Heidelberg, led by associate members (cf. § 3 (3)).

§ 2 Management of BIOQUANT

- (1) BIOQUANT is managed by a directorate. It comprises the heads of the departments of the core area. These shall elect the executive director and a deputy from among their group upon the proposal of the assembly of research group leaders. The directorate shall be advised by the assembly of research group leaders. Proposed resolutions of the directorate shall require the majority approval of the assembly of research group leaders.
- (2) The executive director and their deputy shall be appointed by the Rector upon the proposal of BIOQUANT. The term of office of the director and their deputy shall be 3 years each. The term of office of the deputy shall usually end at the same time as the term of office of the director.
- (3) The executive director shall manage the day-to-day business of BIOQUANT. They shall represent the interests of BIOQUANT towards the Rectorate, the Academic Advisory Council (AAC) and the university's boards and facilities. They shall head the central administration of BIOQUANT. They shall exercise the domiciliary rights subject to § 17 (8) LHG in the building Im Neuenheimer Feld 267. They may issue house rules.
- (4) The directorate of BIOQUANT shall decide on the following matters upon the proposal of the assembly of research group leaders by majority vote:
 1. Proposals to the Rector for appointment of the executive director and their deputy,
 2. Establishment of research groups and proposals to the Rectorate for the appointment of research group leaders,
 3. Submission of budget requests, internal distribution of personnel and material resources allocated to the departments of the core area of BIOQUANT,
 4. Allocation and use of the rooms assigned to BIOQUANT.

The dean of the medical faculty shall be heard in matters regarding the research groups of the medical faculties.

§ 3 Membership

(1) Core area members of BIOQUANT are research group leaders.

They shall include:

1. the professors who belong to the departments of the core area of BIOQUANT and who are assigned to a position of grade W3 or W1, as well as
2. other scientists appointed for this purpose by the Rectorate upon the proposal of the BIOQUANT. Research Group Leaders shall be members of the assembly (§ 4).

(2) The research group leader shall decide on use of its equipment; the heads of the research group shall jointly decide on use of the equipment assigned to several groups for joint use. The central units of BIOQUANT shall be equally available for use by all research groups. The central units shall be subject to the administration of the executive director.

(3) The leaders of university or non-university research groups who contribute to strengthening the research and teaching capacity of BIOQUANT due to outstanding scientific achievements in the field of quantitative biology shall be associate members in the ring area of BIOQUANT. Provision of any specific technology for use by BIOQUANT members and appropriate participation in BIOQUANT's teaching tasks is expected of them. Members in the ring area of BIOQUANT shall participate in the central service units of BIOQUANT in accordance with available capacities. Nomination as an associate member shall be made by a majority vote of the assembly of research group leaders (§ 4) and shall require the approval of the directorate and the Academic Advisory Council by circulation.

§ 4 Assembly of research group leaders

The executive director shall convene the assembly of research group leaders. It shall prepare draft resolutions for the directorate regarding the distribution of funds, rooms, and positions and shall make proposals for acquisitions. It shall coordinate the research and teaching activities of BIOQUANT.

§ 5 Academic Advisory Council (AAC)

- (1) An Academic Advisory Council shall be established, which shall have an advisory function to support BIOQUANT and advise the Rectorate on matters relating to BIOQUANT. It shall have the right and the duty to inform itself comprehensively about the research work of BIOQUANT in order to perform its obligations. Its tasks shall include, in particular, advisory participation in appointment of the Executive Director and their deputy, in the establishment of research groups, and in appointment of research group leaders.
- (2) The Academic Advisory Council shall comprise no fewer than seven and no more than ten external members; the Rectorate shall appoint them for a period of five years each. Reappointment for five years shall be possible. Members of the advisory council shall be proposed from within the directorate. Anyone with outstanding scientific qualifications in the field of systems biology, bioinformatics, quantitative cell biology, or a related subject area who is not a member of BIOQUANT or a department in Heidelberg (University, DKFZ, Max Planck Institutes) may become a member of the BIOQUANT advisory council. Members of foreign scientific facilities (including EMBL) shall be given adequate consideration. The members shall be volunteers. Any expenses required for travel and accommodation shall be reimbursed.
- (3) The Academic Advisory Council shall elect a chairperson and a deputy chairperson from among its members. The chairperson shall convene the Academic Advisory Council at least once every five years for an on-site evaluation of BIOQUANT. The Academic Advisory Council shall be convened at the request of the rectorate, the directorate, or the majority of the research group leaders.

§ 6 Managing office

- (1) The internal administration of BIOQUANT shall be supervised by a managing director (typically an employee in the scientific service). They shall manage the day-to-day business of BIOQUANT subject to the responsibility of and in cooperation with the executive director. Furthermore, a secretary's office shall be assigned to the office.
- (2) The office, headed by the executive director, shall provide administrative support to the directorate in its strategic and operational tasks. The office shall serve as a point of contact primarily within the university and towards non-university institutions.
- (3) The office shall also be responsible in particular for the following tasks:
 - Coordination of the training programme
 - Administrative supervision for all bodies and boards
 - Administration of personnel and funds
 - Establishing and maintaining contact with national and international partner institutions
 - Coordination of third-party funding applications of the centre
 - Public relations, event management
 - Coordination of scientific and technical operations

This shall not affect the obligations of the university administration.

§ 7 Central administrative tasks, financial resources, personnel

- (1) BIOQUANT shall perform all administrative work it is required to do, in particular the internal distribution of the personnel and material resources allocated to BIOQUANT. The university administration or the administration of the university hospital shall be responsible for any decisions on budgetary, economic, and personnel matters. Transfer of this responsibility to BIOQUANT shall be permitted; § 9 LHO and § 11 LHG shall not be affected.
- (2) The executive director shall prepare an annual financing plan and forward it to the Rector.
- (3) Applications for third-party funding must be reported to the executive director. If any third-party funding applications may lead to significant consequential burdens for BIOQUANT, they must be approved by the directorate in advance.
- (4) The external representation of BIOQUANT shall be the Rector's responsibility, as far as it does not concern any research matters.

II. Usage regulations

§ 8 Use, circle of users

- (1) University members (§ 9 (1) LHG) whose work and training areas are assigned to BIOQUANT, as well as any employees of the research groups, shall be authorised to use the facilities of BIOQUANT. Professors who have been relieved of their duties or who have retired and whose area of work was assigned to BIOQUANT shall be authorised to use BIOQUANT within the scope of available material, financial and spatial resources; this shall require the approval of the directorate.
- (2) Other members of the university and other groups of persons (e.g., visiting scholars) may be permitted use by the executive director upon application by a research group leader as their guest. If any rooms or funds of BIOQUANT that the hosting research group leader does not have at their disposal are required for the guest, the directorate of BIOQUANT shall decide on the application upon consultation in the meeting of the research group leaders.
- (3) The executive director may restrict the circle of users for cause, among other things due to lack of funds.

§ 9 Rights and obligations

- (1) The persons authorised to use BIOQUANT (users) shall have the right to use BIOQUANT and its facilities in accordance with these administrative and usage regulations and the house or work placement regulations.
- (2) Users shall be obligated to use BIOQUANT and its facilities in such a way that its tasks can be performed. In particular, they must show consideration for other users, use BIOQUANT 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 BIOQUANT premises and when using the facilities.
- (3) The premises of BIOQUANT must only be used in accordance with the non-profit and civil-law usage conditions to be observed for the building. All users must learn about the conditions in advance and comply with them accordingly.

§ 10 Exclusion from use

Users who repeatedly or severely violate the usage regulations and house rules or who commit punishable acts in the course of use may be temporarily excluded from further use for a duration of up to seven days by the executive director. Longer-term bans shall be issued by the Rector. This shall not affect § 17 (8) LHG. The exclusion shall not affect any obligations arising from the user relationship. Any claim of the university to a fixed usage fee shall remain in force. The user shall not be due any claims for damages based on their exclusion.

§ 11 Entering into effect

These administrative and usage regulations shall enter into effect on the day after they are published in the rector's bulletin. The previous by-laws of BIOQUANT in the version of 13/09/2011 (MBI. no. 15 of 21/09/2011, p. 925 et seq.) shall cease to have effect at the same time.

Heidelberg,

Prof. Dr. Dr. h.c. Bernhard Eitel, Rector

The directorate of BIOQUANT has approved these administrative and usage regulations:

Prof. Dr. Ursula Kummer

Executive Director

Heidelberg,