

Administrative and Usage Regulations Centre for Cardiovascular Disease Control (CCDC) of the Medical Faculty Mannheim of Heidelberg University

The Senate of Heidelberg University approved the establishment of the Centre for Cardiovascular Disease Control (CCDC) and the following administrative and usage regulations for the CCDC at the Mannheim site in accordance with § 19 (1) sentence 2 no. 7 and 10 LHG at its meeting on 19 March 2024.

I. Administrative regulations

§ 1 Legal status, assignment, and tasks

(1) The Centre for Cardiovascular Disease Control (CCDC) is a scientific facility of Heidelberg University in accordance with § 15 (7) LHG that is assigned to the Medical Faculty Mannheim. The CCDC is subject to the official supervision of the dean of the Medical Faculty Mannheim of Heidelberg University.

(2) The CCDC strives to investigate the vascular system as a mirror of local and systemic health, to elucidate the local and systemic communication processes in the vascular system, and to utilise the considerable potential this has for identifying new predictive vascular biomarkers. This interdisciplinary research programme is to achieve a new quality of cardiovascular preventive medicine on the basis of evidence-based, personalised intervention strategies. Scientists from different subject areas such as basic vascular researchers, bioinformaticians, and AI experts, clinicians, preventive physicians, and public health experts will work closely together to implement this research programme. The Center for Cardiovascular Disease Control (CCDC) will be located in a research building in accordance with Art. 91b of the German Constitution that was accepted for funding for the funding period 2023-2027 upon the recommendation of the German Council of Science and Humanities by resolution of the Joint Science Conference on 30 June 2022. The research building will have a highly specialised personnel and technological infrastructure at its disposal in order to implement the interdisciplinary research programme of the CCDC.

(3) The CCDC 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, in particular with the Helmholtz Institute for Translational AngioCardioScience (HI-TAC) that is currently being established.

(4) The CCDC 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.

(5) The CCDC 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 CCDC is divided into an institutional Core Faculty and an Adjunct Faculty. Members of the Core Faculty of the CCDC are the full professors of the Medical Faculty Mannheim of Heidelberg University who are accepted as members of the Core Faculty of the CCDC by the faculty council upon the dean's recommendation; the clinics, institutes, and departments of the Medical Faculty Mannheim of Heidelberg University or of Universitätsklinikum Mannheim GmbH headed by these members will not be members of the CCDC. In particular, the full professors of the Medical Faculty Mannheim who are involved in the application for the research programme as well as the full professors of the Medical Faculty Mannheim in the Core Faculty of the European Center for Angioscience (ECAS) and the Centre for Preventive Medicine and Digital Health (CPD) must be considered for inclusion in the CCDC as well. The members of the Core Faculty of the CCDC are included in a list to be decided by the faculty council of the Medical Faculty Mannheim of Heidelberg University following any changes, to be submitted to the Rectorate for approval.

(2) Independent *junior research groups* can be established within the institutional Core Faculties of the CCDC in addition to the departments. The governing body (§ 3) shall generally decide on the establishment and dissolution of junior research groups at the CCDC upon the proposal of the Executive Director of CCDC 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 CCDC or its departments in the faculty's business plan, approval by the dean, the faculty board, and the faculty council shall be required.

(3) Heads 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 CCDC, may become members in the adjunct area (*Adjunct Faculty*) of the CCDC 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 Adjunct Faculty.

(4) Members of the CCDC shall also include any academic staff and other employees whose area of work is assigned to the CCDC in accordance with § 7 (4) and who are working on the premises of the CCDC within the scope of an ongoing CCDC project.

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

§ 3 Governing body of the CCDC

(1) The professors in the institutional Core Faculty in accordance with § 2 (1) shall form the CCDC' 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 Adjunct Faculty (§ 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 CCDC as far as these are not stipulated by law, the university's constitution, or other boards.

(3) The members of the governing body who are also members of another facility of the Medical Faculty Mannheim, Universitätsklinikum Mannheim GmbH must disclose any conflict

of interest in decisions that may constitute a conflict of interest in light of their other institutional memberships and abstain from voting in such cases. 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.

§ 4 Directorate of the CCDC

(1) The executive director shall conduct the day-to-day business of the CCDC and shall implement the decisions and resolutions of the governing body in cooperation with the other members of the directorate (§ 4 (2)). They shall represent the interests of the CCDC towards the faculty and the university. They shall be the official supervisor of all employees (except for professors in accordance with § 44 LHG) of the CCDC. This shall not affect the respective superior's authority to issue instructions in accordance with § 52 (2) LHG.

(2) The governing body shall elect an executive director and two deputies from among its voting members upon the suggestion of the Dean of the Medical Faculty Mannheim. Together with the vice dean (deputy dean) of the Medical Faculty Mannheim as an advisory (official) member, they form the CCDC directorate. In the case of a tie vote in the directorate, the executive director has the casting vote. Members appointed to the governing body on a temporary basis may not be elected to the office of executive director or their deputies. The executive director and their deputies shall be appointed by the Rector upon proposal of the dean of the Medical Faculty Mannheim. The term of office of the executive director and their deputies shall be 3 years. Re-election shall be permitted. The executive director and their deputies may each be voted out of office by a majority of 2/3 of the voting members of the governing body.

§ 5 Plenary assembly

(1) The plenary assembly comprises the CCDC members working at the facility who belong to the institutional Core Faculty, the junior research groups, and the Adjunct Faculty.

(2) The executive director shall inform the members of the CCDC of the conduct of office and the decisions of the CCDC' 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 CCDC 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 CCDC, 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. 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 CCDC' governing body with the approval of the dean's office. 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 CCDC and their deputies may participate in the meetings of the Academic Advisory Council of the CCDC 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 CCDC 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, personnel, and occupation concept

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

(2) The governing body of the CCDC 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 CCDC 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.

(4) Together with the dean, the directorate shall develop a concept for use of the research building in light of sustainable and innovative implementation of the research programme, which must be submitted to the dean's office for approval. The rooms are to be allocated temporarily, primarily based on excellence and correspondence to the CCDC's primary objective, in particular to groups that use the CCDC's core facilities to implement the research programme. Space in the CCDC shall also be provided for the new professorships to be appointed for the CCDC; further space shall be allocated to the departments and research groups involved in the CCDC on a longer-, but nevertheless limited-term basis with the condition of evaluation, and last but not least, space shall be allocated competitively for innovative projects to support new developments in the field of cardiovascular disease control. Space to departments or research groups shall be allocated in accordance with the utilisation concept on the recommendation of the executive director by the dean. The large equipment required for implementing the research programme shall be operated centrally at the CCDC by the faculty's own technical personnel and is mainly used by CCDC scientists. The core facilities of the faculty can also be used by CCDC scientists in contrast to this.

II. Usage regulations

§ 8 Use, circle of users

All members are generally authorised to use the facilities of the CCDC 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 permission of use in individual cases, in the event of necessary prioritisation or if any conflicts arise.

§ 9 Obligations

Users are obligated to use the CCDC and its facilities so that its mission can be fulfilled. In particular, they must show consideration for other users, use the CCDC 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 or the competent personnel on the CCDC 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 CCDC administrative and usage regulations shall enter into effect on the first day of the month following their publication in the Rector's Gazette.

Heidelberg, 03 April 2024

Prof. Dr. Frauke Melchior

Rector