

## **Administration and Usage Regulations**

### **Mannheim Institute for Innate Immunoscience (MI3) of the Medical Faculty Mannheim of Heidelberg University**

The Senate of Heidelberg University passed the following administrative and usage regulations for the Mannheim Institute for Innate Immunoscience (MI3) its meeting on 19 March 2024 in accordance with § 19 (1) sentence 2 no. 10 LHG:

#### **I. Administrative regulations**

##### **§ 1 Legal status, assignment, and tasks**

(1) The Mannheim Institute for Innate Immunoscience (MI3) is a scientific facility of Heidelberg University in accordance with § 15 (7) LHG, assigned to the Medical Faculty Mannheim. The MI3 is subject to the official supervision of the dean of the Medical Faculty Mannheim of Heidelberg University.

(2) The MI3 at the Medical Faculty Mannheim has the research-related task of intensifying basic research, translational research, and therapy research in the field of immunology with an emphasis on innate immunity, in the field of inflammatory diseases and malignant tumours as well as the immunotherapy of these diseases, leading them to excellence and making them visible regionally, nationally, and internationally.

(3) The MI3 promotes the collaboration of its members with other facilities and the research focuses of the Medical Faculty Mannheim, in particular with the European Center for Angioscience (ECAS), the Mannheim Center for Translational Neuroscience (MCTN), the Mannheim Institute for Intelligent Systems in Medicine (MIISM), the Center for Preventive Medicine and Digital Health (CPD) as well as the Mannheim Cancer Center (MCC) and the Mannheim Center for Inflammation Medicine (MACIM), which is currently being established, with the Universitätsklinikum Mannheim GmbH and its facilities, the Mannheim DKFZ-Hector Cancer Institute and the immunological research institutions of the University Hospital and the Medical Faculty of Heidelberg and the German Cancer Research Centre (DKFZ) as well as with the other life science research institutions of Heidelberg University and the non-university research institutions in the Rhine-Neckar metropolitan region in the scope of a cross-sectional function.

(4) The MI3 shall support 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, particularly in the pursuit of an academic career, and participates in the teaching obligations of the Medical Faculty Mannheim of Heidelberg University in accordance with its spatial, technical and personnel resources.

##### **§ 2 Structure and membership**

(1) The MI3 is divided into an institutional Core Faculty and an Adjunct Faculty. Members in the Core Faculty of the MI3 are the departments of the Medical Faculty Mannheim of Heidelberg University headed by full professors, who are assigned to the MI3 by the faculty council on the recommendation of the dean. Additionally, full professors of the faculty may be accepted as personal members of the Core Faculty of the MI3 by the faculty council upon recommendation by the dean or the executive director of the MI3; 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 MI3. The members of the Core Faculty of the MI3 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) Heads of departments or scientific research groups from other facilities of the Medical Faculty Mannheim and the University Hospital Mannheim, but also from other faculties of Heidelberg University and from other scientific facilities in the Rhine-Neckar metropolitan region that cooperate with MI3, can become associated members of MI3 upon request by resolution of the governing body. 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.

(3) In addition, independent junior research groups may be included in the institutional Core Faculty of the MI3. The governing body (§ 3) shall generally decide with a simple majority of its voting members on the inclusion of junior research groups at the CPD upon the proposal of the executive director of CPD. As far as inclusion of junior research groups is relevant for the budget beyond the funds allocated to the MI3 or its departments in the faculty's business plan, approval by the dean, the faculty board, and the faculty council shall be required.

(4) Members of the MI3 shall further include all scientific and other staff members with an area of work assigned to the MI3.

(5) All members shall be required to name the MI3 as (an) affiliation in their scientific publications.

### **§ 3 Governing body of the MI3**

(1) The professors in the Core Faculty of the MI3 (§ 2 (1)) shall form the MI3's governing body and be entitled to vote in it. Apart from this, the plenary assembly (§ 5) shall elect two professors of the Medical Faculty Mannheim from the Adjunct Faculty (§ 2 (2)) as further 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 MI3 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, or 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 of the faculty in

the Core Faculty of the MI3 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 Executive director of the MI3**

The executive director shall conduct the day-to-day business of the MI3 and shall implement the decisions and resolutions of the governing body in cooperation with their deputies. They shall represent the interests of the MI3 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 MI3. This shall not affect the respective superior's authority to issue instructions in accordance with § 52 (2) LHG.

The governing body shall elect an executive director and two deputies from among its voting members to serve as a directorate; members appointed to the governing body temporarily are not eligible for the office of executive director or deputy executive director. 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 members of the institutional Core Faculty working at the facility as well as the associate members of the MI3.

(2) The executive director shall inform the members of the MI3 of the conduct of office and the decisions of the MI3 management within the scope of the plenary assembly, generally twice a year.

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 MI3 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 MI3, development of individual departments and research groups, and with fundamental questions of the centre's research alignment.

(2) The Academic Advisory Council shall comprise at least four 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 MI3's 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.

(3) 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 the remaining term of office of their predecessor. The executive director of the MI3 and their deputies may participate in the meetings of the Academic Advisory Council of the MI3 as

guests at the invitation of the chair of the Academic Advisory Council.

(4) The chair of the Academic Advisory Council shall inform the executive director of the MI3 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 MI3, for the junior research groups, and for the central tasks of the MI3, including administration of the central funds, investments, operating costs, and maintenance funds, in its plan upon the executive director's request.

(2) The governing body of the MI3 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 MI3 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 generally authorised to use the facilities of the MI3 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 MI3 and its facilities so that its mission can be fulfilled. In particular, they must show consideration for other users, use the MI3 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 MI3 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**

The MI3 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 05 November 2019 (MBI. No. 20/2019 of 18 November 2019 p. 1799 et seq.) shall cease to be effective at the same time.

Heidelberg, 03 April 2024

Prof. Dr. Frauke Melchior

Rector

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