

**Administration and Usage Regulations  
Center for Preventive Medicine and Digital Health (CPD) of the Medical Faculty  
Mannheim of Heidelberg University**

The senate of Heidelberg University has adopted the following amended administrative and usage regulations for the Center for Preventive Medicine and Digital Health (CPD) in Mannheim 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 Center for Preventive Medicine and Digital Health (CPD) is a scientific facility of Heidelberg University in accordance with § 15 (7) LHG that is assigned to the Medical Faculty Mannheim. The CPD is subject to the official supervision of the dean of the Medical Faculty Mannheim of Heidelberg University.

(2) The CPD has the research-related task of contributing to improvement and sustainable safeguarding of comprehensive healthcare in differently structured care areas on a scientific basis through projects and advisory services and, in particular, to improve the prevention and early detection of common and potentially life-threatening diseases through the scientific development, implementation and scientific evaluation of preventive measures. Compliance with its tasks should make the CPD visible to patients and politicians regionally, nationally and internationally. Due to the continuing and even increasingly high overall mortality from cardiovascular and metabolic diseases, in spite of all the therapeutic advances in medicine, the CPD should focus its prevention efforts primarily on the special field of cardiovascular diseases, including metabolic syndrome. The CPD is closely cooperating with the National Cancer Prevention Centre in Heidelberg, which is currently being established, in order to implement comprehensive preventive health measures and providing scientific support since cancer is another extremely significant cause of mortality in the population alongside cardiovascular and metabolic diseases.

The dynamic development of digital medicine is essential for preventive medicine and the establishment of personalised preventive health management.

(3) The CPD promotes collaboration between its members and other institutions and the research foci 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) and the Mannheim Institute for Innate Immunoscience (MI3) as well as the Mannheim Cancer Centre (MCC) and the Mannheim Center for Inflammation Medicine (MACIM), which is currently being established, with Universitätsklinikum Mannheim GmbH and its facilities as well as with the existing life science research institutions at Heidelberg University and with the non-university research institutions in the Rhine-Neckar metropolitan region in the scope of a cross-sectional function. Close cooperation with inpatient and outpatient healthcare facilities and their providers is to be established as well.

(4) The CPD 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, in particular if pursuing academic careers.

(5) The CPD 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 CPD is divided into an institutional Core Faculty and an Adjunct Faculty. Members in the Core Faculty of the CPD are the departments of the Medical Faculty Mannheim of Heidelberg University headed by full professors, who are assigned to the CPD 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 CPD by the faculty council upon recommendation by the dean or the executive director of the CPD; 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 CPD. The members of the Core Faculty of the CPD 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, the Universitätsklinikum Mannheim GmbH and the ZI, as well as other faculties of Heidelberg University and further scientific or other facilities of the Rhine-Neckar metropolitan region and in the state of Baden-Württemberg that cooperate with the CPD, may become associate members of the CPD by resolution of the governing body (§ 3) upon application. Such memberships are usually granted for 3 years and can be renewed upon re-application. The directorate will keep a current list of members of the Adjunct Faculty.

(3) In addition, independent junior research groups or clinical cooperation units (KKE) may be included in the institutional Core Faculty of the CPD. The governing body (§ 3) shall generally decide with a simple majority of its voting members on the inclusion of junior research groups or KKEs 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 CPD 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 CPD shall further include all scientific and other staff members with an area of work assigned to the CPD.

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

## **§ 3 Governing body of the CPD**

(1) The professors in the Core Faculty of the CPD (§ 2 (1)) shall form the CPD's governing body and 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 (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 CPD 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, or the ZI 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 or heads of KKEs as well as a representative of the academic staff of the departments of the faculty in the Core Faculty of the CPD 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 CPD**

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

(2) The governing body (§ 3) 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 CPD.

(2) The executive director shall inform the members of the CPD of the conduct of office and the decisions of the CPD's 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 CPD on scientific and organisational

matters. It shall evaluate its performance of the CPD (§ 1) and make recommendations for future development. It shall deal with overall development of the CPD, 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 six internationally renowned scientists from Germany and abroad who are closely related to the subject. Their selection is to reflect the entire range of the CPD to ensure that the translational alignment of the CPD is reflected 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 CPD'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 CPD and their deputies may participate in the meetings of the Academic Advisory Council of the CPD 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 CPD 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 CPD, for the junior research groups, and for the central tasks of the CPD, 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 CPD 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 CPD 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, a junior research group, or a clinical cooperation unit 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 CPD 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 CPD and its facilities so that its mission can be fulfilled. In particular, they must show consideration for other users, use the CPD 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 CPD 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 CPD 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 29 September 2020 (MBI. No. 16/2020 of 02 October 2020 p. 783 et seq.) shall cease to have effect.

Heidelberg, 03 April 2024

Prof. Dr. Frauke Melchior

Rector

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