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BULLETIN (MITTEILUNGSBLATT DES REKTORS NR. 06/2024) HAS LEGAL VALIDITY

Basic Regulations of the Hochschule für Jüdische Studien Heidelberg

The Board of Trustees of the Hochschule für Jüdische Studien Heidelberg (Heidelberg University of Jewish Studies - HfJS) adopted the following Basic Regulations at its meeting on June 19, 2024. They enter into on the day after their publication on the homepage. The Basic Regulations of 27.11.2019 thus expire.

The use of the male job titles in this document is solely to improve readability and includes the female form. Female members of the HfJS have the right to use the female form, male members may use the male form.

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The Hochschule für Jüdische Studien Heidelberg has the following basic regulations:

§1 Name, Mission and Objectives of the University

- (1) The name of the university is Hochschule für Jüdische Studien Heidelberg (HfJS). The location of the HfJS is Heidelberg.
- (2) The HfJS is an institution of the Zentralrat der Juden in Deutschland K.d.ö.R (Central Council of Jews in Germany).
- (3) It guarantees the freedom of science, research, teaching and study in accordance with Article 5, Paragraph 3, Sentence 1 of the Basic Law of the Federal Republic of Germany (Grundgesetz der Bundesrepublik Deutschland) and in accordance with § 3 of the Baden-Württemberg State Higher Education Act (Landeshochschulgesetz-LHG). Further details can be regulated in the statute of the Zentralrat der Juden in Deutschland K.d.ö.R. for the HfJS.
- (4) With research, teaching and studies, the Hochschule für Jüdische Studien Heidelberg serves in a comprehensive manner for the cultivation and development of Jewish Studies in conjunction with related disciplines. It prepares students for all professional activities within the Jewish community, including religious tasks, that might require the application of scientific knowledge and methods. It promotes young academics in Jewish Studies and related subjects and trains staff for various areas of social life. The HfJS cooperates with universities in Germany and abroad. It maintains a special cooperative relationship with the University of Heidelberg, particularly in the area of doctoral studies.
- (5) The HfJS is not commercially active, but pursues exclusively and directly academic and religious purposes. It also provides training for the Jewish communities.

§2 Members and Affiliates of the HfJS

- (1) Members of the HfJS are the persons named in Section 9 (1) LHG. Discharged and retired professors, honorary professors, visiting professors, adjunct professors, private lecturers, university lecturers from other universities who have been co-opted to the HfJS in accordance with Section 22 (4) LHG and honorary senators are not eligible for election and are not entitled to vote. Students who are on a mandatory internship semester or on leave are not allowed to hold an office in the self-administration during this period.
- (2) Members of the HfJS are those working at the HfJS who are not already members of the HfJS in accordance with Section 9 (4) LHG. They have access to the facilities of the HfJS within the framework of the general statutes and administrative and usage regulations, but have no rights or obligations to participate in academic self-administration. They are not eligible for election and are not entitled to vote. Members of the HfJS are also the alumni of the HfJS.

§3 Bodies

The bodies of the HfJS are

1. Board of Trustees,
2. Senate,
3. Rector.

§4 Member Groups

For the representation in the committees composed according to member groups, one group within the meaning of the basic regulations is formed in each case

1. university lecturers (professors, junior professors and university lecturers) and associate professors, insofar as they work full-time at the HfJS and predominantly perform the duties of university lecturers,

2. the academic staff,
3. the students and accepted doctoral candidates,
4. other employees (administrative and technical staff).

§5 Rector

- (1) The Rector represents the university externally in all matters. He manages the business of the HfJS. The Rector is responsible for all matters for which no other responsibility is expressly defined in these Basic Regulations. In particular, he is responsible for the following matters:
 1. structural and development planning, including human resource development,
 2. the planning of the construction development,
 3. the list of the equipment plans,
 4. the continuous evaluation and improvement of structures and management processes through the establishment and use of quality management in research and teaching,
 5. concluding target agreements with university lecturers on behalf of the chair of the Board of Trustees,
 6. creating a business plan,
 7. the implementation of the business plan,
 8. the distribution of the positions and funds allocated to the university in accordance with the business plan,
 9. the decision on the distribution of land and space in accordance with the structural and development planning,
 10. the appointment of university lecturers in accordance with § 14 of these Basic Regulations,
 11. regular reporting to the Senate.
- (2) The Rector revocably appoints a professor or junior professor who works full-time at the HfJS as his/her deputy for a period of two years. Reappointment is permitted. Further details are regulated in a schedule of responsibilities.
- (3) The Rector is the chairperson of the Senate. He prepares the meetings and implements the resolutions.
- (4) The Rector is elected by the Board of Trustees on the recommendation of the university's governing body. He or she must fulfill the qualifications specified in Section 17 (3) LHG. The election must be confirmed by the Senate with a simple majority of votes. The term of office of the Rector is four years. Re-election is permitted.
- (5) The Board of Trustees may, with the consent or at the request of the Senate and in agreement with the university sponsor, dismiss the Rector with a majority of two thirds of its members.

§6 Head of Administration

- (1) The Head of Administration permanently represents the Rector in the area of business and human resource administration. He is a member of the Board of Trustees and the Senate in an advisory capacity.
- (2) The role of Head of Administration can only be assigned to persons who fulfill the qualification requirements of Section 17 (5) LHG.
- (3) The Head of Administration is appointed by the Rector with the approval of the responsible body.
- (4) The Rector may, with the consent of the responsible body, authorize the Head of Administration to use the title "Kanzler" (chancellor).

§7 Responsibilities of the Senate

The Senate decides on matters relating to research, teaching, studies and further education, insofar as these are not assigned to another body in accordance with these Basic Regulations. The Senate is

responsible in particular for

1. Statement on the structure and development plan,
2. Resolution on study and examination regulations,
3. Matters referred to him by the Board of Trustees,
4. Election of the members of the Board of Trustees,
5. Confirmation of the election of the Rector,
6. Appointment of honorary senators,
7. Election of the equal opportunities officer and the representative for Students with disabilities or chronic illnesses,
8. Approval of the deselection of the Rector,
9. Receipt and discussion of the annual report,
10. Resolution on the basic regulations and their amendments
11. Statement/approval of the appointment proposals,
12. Resolution on the appointment regulations,
13. Resolutions on the election and rules of procedure of the Senate as well as other regulations required to teaching, research and further education,
14. Resolution on proposals for the establishment of new degree programs,
15. Statement on fundamental questions of teaching, research, further education, evaluation and cooperation, resolution on the purpose of positions for professors,
16. Resolution on the awarding of honorary doctorates in accordance with § 15 of these Basic Regulations.
17. Requesting the voting out of the Rector in accordance with § 5 para. 5,
18. Election of the Dean of Studies according to § 11 para. 1.

Furthermore, the responsibilities of the Senate result from the corresponding application of Section 19 (1) LHG in the respective valid version.

§8 Members of the Senate, tenure

- (1) The Senate consists of
 1. in the course of duty
 - a) the Rector of the university,
 - b) the permanent professors and junior professors at the HfJS,
 - c) the Head of Administration in an advisory capacity,
 2. due to elections
 - a) a research assistant,
 - b) a student or a doctoral candidate,
 - c) a full-time employee or worker at the university,
 3. two professors from Heidelberg University, who are proposed jointly by the Rector of the University Heidelberg and the Rector of the Hochschule für Jüdische Studien.
- (2) The tenure is three years for professors of Heidelberg University, and one year for the academic staff member, the student or accepted doctoral candidate and the member according to paragraph 1 no. 2 c). Re-election is permitted.

§9 Board of Trustees

- (1) The Board of Trustees accompanies the HfJS, takes responsibility in strategic terms, decides on structural and development planning and proposes measures that serve to raise the profile and increase performance and competitiveness, and supervises the Rector's management.
- (2) The Board of Trustees has the following tasks in particular:

1. Election and dismissal of the Rector in accordance with Section 5 (4), (5) of these Basic Regulations,
 2. Resolution on the basic regulations of the HfJS and their amendments,
 3. Resolution on the adoption of regulations for administration and use the facilities of the HfJS
 4. Passing resolutions on economic matters, in particular the business plan and the equipment plans of the HfJS
 5. Resolution on structural and development plans as well as on constructional development
 6. Acceptance of the Rector's accountability report
- (3) The members of the Board of Trustees are
1. in the course of duty
 - a) the President of the Zentralrat der Juden in Deutschland as chairperson. The latter shall be authorized to transfer the chairmanship of the Board of Trustees, along with the voting right, to one of the other representatives of the sponsor in accordance with paragraph 3, no. 2 c).
 - b) the Rector of the HfJS in an advisory capacity,
 - c) One representative each from the Baden-Württemberg Ministry of Science and the Arts, the Conference of Ministers of Education and Cultural Affairs and the Conference of Finance Ministers,
 - d) representative of the Federal Ministry of the Interior,
 - e) the Rector of Heidelberg University,
 2. by secondment
 - a) three professors of the HfJS by the Senate,
 - b) a professor by the University of Heidelberg,
 - c) three additional representatives by the sponsor.

The tenure of the delegated members is three years. Voting rights may be transferred among the members of the Board of Trustees.

- (4) The chairperson of the Board of Trustees prepares the meetings in consultation with the Rector of the HfJS and implements the resolutions. He appoints the Rector following a resolution by the Board of Trustees and confirmation by the Senate.
- (5) The Board of Trustees takes the resolutions of the Senate into account in its decisions.

§10 Academic Advisory Board

- (1) The Rector establishes an Academic Advisory Board in consultation with the Senate.
- (2) The Academic Advisory Board is an advisory body for the academic and strategic orientation and performance of the HfJS in terms of internal quality assurance. It advises the Rector on updating the structure and development plan with regard to academic planning and orientation as well as the structural development of the university, including the intensification and profiling of research activities. The Academic Advisory Board discusses the issue of the HfJS's profile. The Academic Advisory Board makes recommendations which are to be submitted to the Board of Trustees and the Senate for discussion and resolution, depending on their responsibilities.
- (3) The members of the Academic Advisory Board are
 1. in the course of his duty the Rector of the HfJS
 2. due to elections
 - a) a professor at the University of Heidelberg
 - b) at least three other university lecturers or scientists in comparable positions from Germany and abroad who are recognized in the scientific community.
- (4) The elected members of the Academic Advisory Board are elected by the Senate for three years.

Re-election is permitted.

- (5) The chairperson of the Academic Advisory Board invites the Academic Advisory Board at least once a year. Further details are regulated in the rules of procedure of the Academic Advisory Board.

§11 Dean of Studies

- (1) The Senate elects the Dean of Studies and a deputy at the suggestion of the Rector. The Dean of Studies must be a professor at the HfJS. The tenure is three years. Re-election is permitted.
- (2) The Dean of Studies' responsibilities includes the tasks related to teaching and studies that are assigned to him/her on a permanent basis. In particular, the Dean of Studies is responsible for ensuring that the range of courses on offer is complete and complies with the study and examination regulations. He prepares the resolutions on the study and examination regulations and ensures the evaluation of the study program. He/she checks and records compliance with teaching obligations. He/she coordinates the student advisory service and provides redress in the event of complaints regarding study and examination operations.
- (3) The teaching duties of the Dean of Studies are reduced by 2 SWS for the duration of the tenure.

§12 Equal Opportunities Officer/Representative for Students with Disabilities or Chronic Illnesses

- (1) The rights, duties, representation and appointment of the Equal Opportunities Officer/the Representative for Students with Disabilities or Chronic Illnesses are governed by Section 2 (3) and Section 4 LHG. The tenure of the Equal Opportunities Officer and the Representative for Students with Disabilities and Chronic Illnesses and their deputies are three years in each case; however, the tenure of the deputies always ends with the tenure of the Equal Opportunities Officer or the Representative for Students with Disabilities and Chronic Illnesses.
- (2) The Equal Opportunities Officer and the Representative for Students with Disabilities or Chronic Illnesses have the right to address the university public in the performance of their duties.
- (3) The Office of the Representative for Students with Disabilities or Chronic Illnesses is part of the university administration. The representative supports the HfJS in its task of considering the concerns of applicants and students with disabilities or chronic illnesses in the design of access, study and learning conditions and works on necessary measures to realize their equal participation and to reduce barriers and disadvantages in higher education. In particular, he/she ensures that disadvantages in access to studies, in the organization of studies and in examinations will be compensated. The representative informs and advises applicants and students with disabilities or chronic illnesses. He/she advises members of the HfJS, in particular lecturers and examiners. In the interests of students with disabilities or chronic illnesses, he cooperates with other members and relatives of the HfJS, the Studierendenwerk and the student self-help organization for the disabled.

§13 University Rabbinate

The HfJS may, with the approval of the sponsor, appoint a rabbi with rabbinical ordination and a relevant M.A. or comparable academic degree to provide pastoral care and spiritual teaching as a university rabbi at the HfJS. In matters of teaching, the University Rabbi reports to the Dean of Studies.

§14 Appointment of University Lecturers

- (1) To prepare the appointment proposal, the Rector forms an appointment committee, which is chaired by him or a university lecturer. The Senate has the right to nominate candidates for the appointment committee. University lecturers have the majority of votes in the appointment committee; it includes at least one expert from outside the university, the Equal Opportunities Officer

and a student or accepted doctoral candidate. The appointment committee draws up an appointment proposal, which should include three names, after obtaining external and generally comparative expert opinions. The Senate comments on the appointment proposal and forwards it to the Rector. Section 48 (2) sentence 5 LHG must be observed for in-house appointments.

- (2) The Rector issues the appointment. Before doing so, he gives the sponsor the opportunity to comment. The latter may object to the appointment within four weeks if there are important reasons beyond academic considerations.

§15 Honorary Doctorate

- (1) The HfJS awards the honorary degree of Doctor of Philosophy (Dr. phil. h.c.) for special academic or social achievements that significantly advance the purpose of the HfJS.
- (2) At least two professors or habilitated members of the Senate of the Hochschule für Jüdische Studien Heidelberg must apply to the Senate for the award, stating their reasons in writing.
- (3) A three-quarters majority of the members of the Senate holding a doctorate is required for an award. The decision of the Senate of the HfJS requires the approval of the Board of Trustees. An award cannot be made against the votes of the representatives of Heidelberg University.
- (4) The doctorate (Dr. phil. h.c.) is conferred by the presentation of a certificate signed by the Rector.
- (5) In special cases, the doctorate may be renewed on the occasion of the 50th anniversary of the doctorate. The university shall express the academic and other public merits of the honored person after his or her doctorate by means of an appropriate laudation.

§16 Honorary Senators

Personalities who have rendered outstanding services to the HfJS can be appointed Honorary Senators by the Senate. A majority of two thirds of the Senate members present is required for the appointment. Honorary senators have no rights or obligations to participate in academic self-administration.

§17 Honorary Professors

- (1) Honorary professors are appointed by the Senate on the recommendation of the Rector. The proposal must be accompanied by an appraisal of the professional, didactic and personal suitability of the proposed candidate. For this purpose, expert opinions should be obtained from professors of the relevant subject at other universities or comparable academic institutions. The Rector shall form a committee to obtain the expert opinions. The expert opinions must be attached to the Rector's proposal. The appointment of an honorary professor may be revoked if there are important reasons other than academic considerations.
- (2) The status of honorary professor expires
 1. by appointment as a university lecturer,
 2. by appointment as an honorary professor or award of a comparable teaching authorization at another university within or outside the Federal Republic of Germany,
 3. by written waiver to the Rector.
- (3) The appointment as honorary professor can be revoked,
 1. if the person concerned has not taught for two years for reasons for which he/she is responsible,
 2. if an awarded doctoral degree has been revoked,
 3. if a serious violation of the principles of good scientific practice has been established.
- (4) Upon expiry or revocation of the appointment as an honorary professor, the authorization to use the title „Professor“ is no longer given.

§18 Senior Professors

- (1) At the suggestion of the Rector, the Senate may, for the duration of their subsequent employment at the university, grant retired professors the designation "Seniorprofessor" as an academic dignity.
- (2) At the suggestion of the Rector, the Senate may award a senior professor for life to outstanding professors who have rendered outstanding services to the university after their retirement. Senior professors for life hold the academic title of senior professor distinctus.
- (3) The status as a retired professor remains unaffected.

§19 Amendment of the Basic Regulations

Changes of these Basic Regulations require a two-thirds majority of members of the Board of Trustees that are entitled to vote.

§20 Entry into Force

This version of the Basic Regulations shall enter into force on the day after its publication on the homepage. At the same time, the version of the Articles of Association dated 27.11.2019 shall cease to apply.