

## **Rules of Procedure of the Scientific Advisory Board**

The Scientific Advisory Board of the Center for Jewish Studies, Heidelberg (HfJS) (§10 of the Basic Regulations) has adopted the following Rules of Procedure on April 9th, 2020. The rules come into force the day after their publication on the homepage.

The use of the function names in the masculine gender form in German in these Basic Regulations serves exclusively for better readability and includes the respective feminine form. Female members of the HfJS have the right to use the feminine function name, male members similarly the masculine designation form.

### **§ 1 Tasks**

The Scientific Advisory Board is an advisory body for the scientific and strategic orientation and services of the HfJS in terms of internal quality assurance. Its activity relates primarily to

- advising on the updating of the structural and development plan with regard to the scientific planning and orientation, as well as the structural development of the university, including the intensification and profiling of research activities, and
- discussion on questions pertaining to shaping of the distinctive profile of the HfJS.

The Scientific Advisory Board makes recommendations to be submitted to the Board of Trustees and the Senate, as appropriate for their respective competence, for discussion and resolution.

### **§ 2 Membership, Term of Office, Chairmanship**

(1) Belonging as members of the Scientific Advisory Board are:

1. by dint of office, the Rector of the HfJS
2. by election
  - a) one professor from the University of Heidelberg
  - b) at least three other professionally qualified university teachers or researchers recognized in the scientific community and holding comparable positions within the country or abroad.

(2) The members of the Scientific Advisory Board are elected by the Senate for a term of three years. Reelection is permissible.

(3) Membership in the Advisory Board is a personal honorary post, and a substitute representative is not possible. In exercising this office, members are responsible only to their conscience and are required to perform their duties impartially. A member can submit his or her resignation from the Advisory Board to the HfJS at any time.

(4) The Scientific Advisory Board shall elect, based on a majority of its voting members, a chairperson and a deputy chairperson from among its members for the respective term of office.

### § 3 Sessions

(1) The chairperson summons the Scientific Advisory Board to a meeting at least once a calendar year. If required, further participants can also be brought into the meetings upon recommendation of members of the Advisory Board.

(2) The invitation to the sessions, accompanied by the agenda, shall be sent out no later than one month before the meeting. In exceptional cases, this regulation can be waived.

(3) The chairperson opens, directs and closes the meetings.

(4) The meetings of the Scientific Advisory Board are not open to the public.

(5) The Scientific Advisory Board has a quorum if a majority of its appointed members are present. A decision of the Scientific Advisory Board is adopted if it receives a majority of the votes of the members present.

### § 4 Minutes of the Session

(1) Minutes of meetings of the Scientific Advisory Board shall be recorded.

(2) The transcript must contain:

1. the place and date of the meeting,
2. the names of the persons present,
3. the essential content of the deliberations and
4. the results of the discussions as contained in the draft to be signed by the

chairperson.

(3) The minutes shall be signed by the chairperson.

#### § 5 Confidentiality

The members of the Scientific Advisory Board are required to maintain strict confidentiality regarding the deliberations and content of the information provided to the Scientific Advisory Board.

#### § 6 Reimbursement of Expenses

Travel expenses of the members of the Scientific Advisory Board are reimbursed in accordance with the State Travel Expenses Act of Baden-Württemberg.

#### § 7 Amendments to the Rules of Procedure

The Scientific Advisory Board can adopt changes to the Rules of Procedure.

#### § 8 Entry into Force

The Rules of Procedure shall enter into force on the day after their publication on the homepage of the HfJS.