



ERASMUS SCHOOL OF **ECONOMICS**

Things to know for Econometric Institute members

The Econometric Institute is located on the 10th and 11th floor of the H-building. Director is Albert Wagelmans, room H11-03 (for appointments: Thursday 12:00–14:00 hrs).

Current chair holders are:

Prof. R. Dekker:	: Logistics & Computer Science
Prof. D.J.C. van Dijk	: Finance
Prof. D. Fok	: Applied Econometrics
Prof. Ph.H.B.F. Franses	: Marketing
Prof. J.W. Geweke	: Henri Theil Chair in Econometrics
Prof. P.P. Goos	: Marketing
Prof. P.J.F. Groenen	: Statistics
Prof. H.E. Haralambides	: Maritime Economics
Prof. M.J. McAleer	: Econometric Analysis of Volatility and Ultra High Frequency Data
Prof. R. Paap	: Econometrics
Prof. A.P.M. Wagelmans	: Management Science
Prof. P.P. Wakker	: Econometrics

The Institute has a management team, consisting of the director and the office manager, three faculty representatives, and a PhD student: Patrick Groenen, Erik Kole, Anne Opschoor (PhD student), Richard Paap, Carien de Ruiter, and Albert Wagelmans.

The support staff is located in rooms:

- H11-01: Carien de Ruiter, office manager (deruiter@ese.eur.nl; ext. 81278); Monday-Thursday.
- H11-02: Marjon van Hees, secretary (gouweleeuw@ese.eur.nl; ext. 81264); Monday, Tuesday, Thursday morning.
Anneke Kop, secretary (kop@ese.eur.nl; ext. 81264); Monday-Friday morning.
Marianne Kroek, secretary (kroek@ese.eur.nl; ext. 81264); Tuesday, Wednesday, Friday.
- H11-04: Ursula David, assistant office manager (david@ese.eur.nl; ext. 81259); Monday, Tuesday, Thursday, Friday.

Basically, the secretariat is staffed between 8:00 to 16:30 hrs. General e-mail address for all correspondence: eb-secr@ese.eur.nl.

Marjon van Hees is in charge of the daily and general administration, and educational and personnel matters in particular. Marjon deals with the registration of BA and MA theses, the appointment of student assistants, and with leave registration.

Anneke Kop is in charge of daily financial matters (reimbursement of (travel) expenses etc.). She deals with educational matters (study guide, evaluations, etc.) and is your contact for reports, reprints, Metis and RePub (registration of publications; see below). Anneke also is the Institute's webmaster and, for the time being, in charge of organizing seminars and hospitality agreements.

Marianne Kroek is in charge of the daily and general administration and educational matters in particular, including the BA and MA theses administration, and the digital exam archive.

Ursula David is assistant to the office manager and secretariat coordinator. She deals with visits of (foreign) guests and hospitality agreements. She is in charge of organizing conferences, workshops, seminars, and marketing activities for the education programme.

Carien de Ruiter is the office manager of the Institute, head of the secretariat and assistant to the director. She is in charge of, mainly, financial and personnel matters.

1. ANNUAL LEAVE REGISTRATION

1.1 Leave registration

Every staff member is required to register absence/presence in the presence registration file, available on the wyteboard at the secretariat in H11-02. There are two options for the registration of vacation: either you keep track of vacation days by means of the personal leave registration card, or you keep track of it by means of the above mentioned presence registration file.

Marjon van Hees is your contact for reporting/registering vacation (eb-secr@ese.eur.nl; ext. 81264). Please also report to her if you are absent due to illness. The department must ensure that all absence is being registered adequately.

Leave should be taken in consultation with the employee's (immediate) manager. Taking leave will be permitted as long as it does not conflict with the organisation's interests.

The holiday scheme in the Collective Labour Agreement Dutch Universities [in Dutch: CAO] will be brought in line with the Dutch Civil Code [Burgerlijk Wetboek]. The basic principle is that the scheme will make no distinction between the accrual of statutory leave and leave that exceeds the statutory entitlement, with a uniform expiry period for holiday leave to avoid the build-up of (new) accrued leave entitlement.

Any remaining holiday leave may be carried over to the next calendar year, but must be taken before 1 January of the following calendar year, unless the employee has agreed in writing with his or her manager to take this leave at a later date prior to this time. If the leave has not been taken within the 12 months immediately following the end of the calendar year in which it was accrued and no written agreements have been reached, the manager, following consultation with the employee, is entitled to set dates on which the employee must use the remaining balance.

In the context of the accrual and use of holiday hours, a distinction will no longer be made between healthy and sick employees. The manager must ensure that sick employees use up their holiday entitlement.

Dutch labor laws require you to take at least 20 vacation days per year (in case of a full time position). Please see to it that you have reached this legal minimum by the end of the calendar year.

In 2013, the university will be closed for the scheduled Christmas holiday break from December 23 through December 31. You should set aside sufficient days from your annual leave balance to cover these fixed holidays.

For PhD students: prior to taking leave please discuss your plans with your supervisor and obtain his approval. Then report the dates to the secretariat of the Econometric Institute: eb-secr@ese.eur.nl; ext. 81264.

Please, keep track of your vacation days on your personal leave registration card. Your leave registration card must be completely up to date and signed by your supervisor if you wish to sell vacation days for additional income or other targets (see below). Applications with an incomplete vacation card will not be taken into consideration.

For more information, please refer to:
www.eur.nl/english/staff/employment_conditions/leave/

1.2 Employment conditions selection model / Keuzemodel arbeidsvoorwaarden

For information and application forms, please refer to:

www.eur.nl/english/staff/employment_conditions/employment_conditions_selection_model/

Applications can be addressed to Marjon van Hees, H11-02.

General information about employment conditions can be found at:

www.eur.nl/ese/english/information_for/ese_staff/

2. EDUCATION

The website www.eur.nl/ese/english/information_for/ese_staff/education/

provides useful information about education at Erasmus School of Economics (ESE). You can also download the "ESE staff manual education" from this site.

2.1 Blackboard

Blackboard is used by most lecturers to give information about a course, for the distribution of course materials (overhead sheets, articles, lecture notes, summaries), to make announcements or to check assignments on plagiarism.

To reduce printing costs, we strongly advise you to make your course material available on Blackboard. The secretaries can help you with this.

Please note: the use of copyrighted material for your courses should be avoided. When you use copyrighted material, you have to ask permission from the copyright owner before using this material. Detailed information can be found at:

http://www.eur.nl/ese/english/information_for/ese_staff/education/copyrights/.

2.2 Examinations

Exam questions can be submitted to the Econometrics secretariat on paper (not by email!) until two weeks before the examination date at the latest. Exam questions have to be provided with a standard cover sheet and an exam checklist, which is mandatory for all written examinations.

Please make sure that you fill in all fields of the cover sheet!

You can download the cover sheet and the checklist, and find more information via the start page 'Education for ESE Staff':

www.eur.nl/ese/english/information_for/ese_staff/education.

The secretariat sees to it that examination papers will be delivered securely to the exam administration.

AFTER the exam: please send a digital copy of the exam and the exam solutions (if available) to Marianne at eb-secr@ese.eur.nl. For quality control purposes all exams will be stored in a digital archive.

2.3 Posting examination results

We ask you to pay special attention to the procedures for posting examination results.

The department for examination administration sends the lecturer an EXCEL sheet listing the names of all examination candidates. This file is not to be changed in any way. It is NOT allowed to add or delete names of students in the file.

The lecturer enters the exam results in the 'results' column. If students did not attend the exam, the lecturer enters NO ('Niet Opgekomen' - 'No Show').

If students did attend the exam, but did not hand in any questions, they will receive the grade 1.0. If students have not attended a sufficient number of practical sessions for Bachelor-1 or Bachelor-2 subjects, the lecturer enters GGR ('Geen Geldig Resultaat' - 'Invalid Result').

Send the completed EXCEL sheet by email to eb-secr@ese.eur.nl. The form must also be printed out, signed and handed it at the Econometrics secretariat.

For students who did not sign up for the exam on time (and took the exam at their own risk as a result), a separate file can be created and submitted to eb-secr@ese.eur.nl. This form must also be printed out, signed and handed in at the Econometrics secretariat. You can post the tentative results via the relevant SIN-Online channel. This gives students access to the results before the final results are entered into OSIRIS.

For detailed information on the procedures on exams and (posting of) results: http://www.eur.nl/ese/english/information_for/ese_staff/education/examination_policy_ese/examination_protocol/multiple_choice_exams/submitting_results/.

The secretariat takes care of forwarding the exam results to the exam administration.

2.4 Bachelor and Master theses

The thesis supervisor and the second reader determine the final version of the thesis together by filling in and signing the Thesis Assessment Form with 'fulfilled'. The supervisor also checks whether or not plagiarism has been committed. The student also has to sign the Thesis Assessment Form for publication of the thesis on the Internet. The thesis supervisor hands in the completed and signed Thesis Assessment Form and a digital final version of the thesis to the Econometrics secretariat, where these documents have to be archived. The secretariat sees to it that the Thesis Assessment Form is being sent to the Exam Administration, and that the thesis is being published in the Digital Thesis Archive (RePub) of the University Library.

You can find the Thesis Assessment Form in H11-2, on the Institute's Intranet site, or via the start page 'Education for ESE Staff': www.eur.nl/ese/english/information_for/ese_staff/education/.

Students who want to progress onto the master's programme need to apply by 1 August at the latest. They will need to prove that they will have finished writing their bachelor's thesis by 31 August at the latest. Supervisors can provide students with such proof by filling in a 'Thesis Statement'. With this statement you guarantee that the student will have finished the thesis in time. If you do not believe that the thesis will be ready by 31 August, you should not sign the thesis statement.

You can find the Thesis Statement form in H11-2, on the Institute's Intranet site, or via the start page 'Education for ESE Staff': www.eur.nl/ese/english/information_for/ese_staff/education/.

2.5 Alumni

RECNET is the Rotterdam Network of Econometricians. See for information www.ectrie.nl/alumni/.

Thesis supervisors will be asked to give a RECNET registration form to their graduate student after the graduation.

3. EMERGENCY

Make sure you know:

- The alarm number of Woudestein campus: ext. 81100;
- The layout of your building and floor;
- (Emergency) exits;
- Location of fire alert points;
- Location of fire extinction apparatus;
- What to do in case of a fire alarm, accident, etc.

For detailed information refer to: http://www.eur.nl/english/efb/security_safety/what_do_i_do_in_case_of_an_emergency/.

4. FACILITIES

Information on Campus facilities can be found on the website: www.eur.nl/english/campus_facilities/

4.1 Address list

There is an address list of all EI members. The most recent list is attached. The list is updated and distributed regularly. If your details are missing or incorrect, please report to Anneke Kop. Please also provide the name and telephone number of the person we should contact in case of emergency.

Contact details of all EUR staff can be found in the digital address book at:

www.eur.nl/english/erna/address_book/

4.2 Coffee/tea/water

On the 11th floor coffee and tea can be obtained free of charge in the pantry. There is also a Nespresso machine available. Coffee capsules can be bought at the secretariat at the price of € 15.- for 50 capsules (special blends € 17.-). A watercooler is available in H11-08.

4.3 Computer

For information on IT facilities for staff members, please refer to:

www.eur.nl/ese/english/facilities/it_facilities_staff/

If you use your own laptop, you should have it registered at the I&A department to obtain access to the ESE network. Please note, that also wireless access is available.

For problems with your computer, please contact the I&A department:

(support@ese.eur.nl, ext. 82324).

Applications for software (see the above mentioned website for available software) can be addressed to the office manager Carien de Ruiter, or to the assistant office manager, Ursula David.

4.4 Conference rooms

On the 10th floor: until further notice room H10-09 can be used as conference room for meetings up to 8 persons. For reservations contact the secretariat or send an email to:

eb-secr@ese.eur.nl.

On the 11th floor: room H11-08 can be used as conference room for meetings up to 8 persons. You can make a reservation yourself by using the shared Outlook calendar "H11-08".

THE KEY FOR ROOMS ON THE 11TH FLOOR ALSO FITS ROOM H11-08 AND THE PANTRY. PLEASE LOCK THESE ROOMS AFTER OFFICE HOURS.

4.5 Fax

The fax is located in room H11-08. The fax number of the Institute is +31 10 4089162.

4.6 Guest rooms

Rooms H11-32 and H10-15 are available for guests. For reservations contact the secretariat or send an email to eb-secr@ese.eur.nl.

4.7 Mail

Incoming mail: all Institute members except for PhD students have their own mailbox in room H11-02. PhD students have their mailbox at the Tinbergen Institute.

Outgoing mail: please put mail for EUR departments into the black tray, and external mail into the green bag on the desk in H11-02. When the secretariat is closed, you can leave your outgoing mail in the mailbox near room H11-01.

4.8 Multifunctional machines (MFP)

The MFPs essentially have 3 functions:

1. Copying: for simple copying jobs from paper to paper.
2. Scanning to e-mail: scan a paper document in and send it to an e-mail address as a PDF.
3. Printing: print jobs join a print queue on the server and can stay there for 24 hours. When you log in to any MFP (on campus), you can access all of your print jobs. Then you can choose whether to print them or delete them.

Logging in and out

First you have to log in to be able to use an MFP. This applies to all the available functions. Once you have finished you should then log out. It is important to log yourself out, otherwise the MFP will do it for you after a few minutes. In the intervening time someone else could help themselves to the MFP using your ID.

There are two ways to log in:

1. Typing in your ERNA ID and password by hand.
2. Using a plastic security tag ('druppel') which is available from the secretariat.

You can log out using:

1. The logout icon on the display.
2. Or the button (with the key symbol).

Security tag

The plastic security tag has to be activated once. You need to follow 2 simple steps for this.

1. Pick up a new security tag (one which has not been linked to an ERNA ID yet) and hold it briefly up to the reader
2. On the display, type in your ERNA ID (xxxx@eur.nl) and password.
The security tag is now linked to your ERNA ID. Each ERNA ID can only be linked to 1 tag.

If you lose your security tag, it is important to link a new one to your ID as quickly as possible, because only then will the old tag be automatically deactivated and unusable. The security tag remains property of the EUR.

Instruction manuals

The new MFPs have been designed to be as simple as possible to use. The touchscreens show all the information and options that you need. There is an instruction manual and a demonstration film on:

http://www.eur.nl/erna/informatie/gebruikers_informatie/handleidingen/.

More information is also available on <http://www.ricoh.nl/support/>.

4.9 Office supplies

Office supplies can be obtained from the secretariat.

4.10 Parking

Paid parking applies on all of Woudestein campus. You may apply for the Honeywell parking pass/license via the "application form staff pass", available from the secretariat. Send the completed form to EUR's parking services (parkeren@efb.eur.nl) or hand it in at the porter's lodge (building W).

You can preload credit onto this Honeywell pass at 1 of the 6 parking ticket machines on campus:

- 4 parking ticket machines in the Plaza car park (P1)
- 1 on Tinbergen Plaza (situated between buildings T and L).
- 1 near parking lots P5 and P6, next to the bicycle park and the tennis courts.

Currently, staff rates are 1 euro a day. This will increase to 1,75 euros in 2014 and 2,50 euros in 2015. Each year, you are entitled to twelve free parking days (based on full-time employment). The free parking days regulation does not apply to those with a hospitality agreement. For further information:

www.eur.nl/english/efb/buildings_grounds/parking_car_motorbike/car_parking_rates_licences/staff_parking_tariff/.

4.11 Pictures

There is a picture board of all institute members in room H11-02. If your picture is missing, please contact Marjon van Hees.

4.12 Seminar room

The Institute has its own seminar room, H10-31, for 20-25 persons. For reservations contact the secretariat or send an email to eb-secr@ese.eur.nl.

4.13 Smoking

Smoking is not allowed, except for designated areas.

4.14 University opening hours

In general, the buildings are open from 7:00-23:00 hrs. Until further notice the H-building will be open on Saturdays and Sundays from 8:00 to 17:30 hrs (September – June) and from 8:00 to 1:30 hrst (July – August). The extended opening hours do not apply to official holidays and to the period between Christmas and New Year.

During the aforementioned opening times, the security service can be reached through ext. 81035, beveiliging@efb.eur.nl, security gatehouse/emergency room (W-building, near the roundabout). In case of an emergency, you can reach the security through ext. 81100 (emergency number).

There are two entrances open for pedestrians: at Kralingse Zoom and at Burgemeester Oudlaan. For cars the campus is accessible on Saturday afternoons and on Sundays via Burgemeester Oudlaan.

Please note, that this situation may change during the building activities on the campus. For detailed information, please refer to:

http://www.eur.nl/english/campus_facilities/buildings_grounds/opening_hours_woudestein/ and
http://www.eur.nl/english/campus_facilities/construction_campus/

The following days are official holidays on which the university campus is closed in 2013:

New Year's Day	: Tuesday January 1, 2013
Good Friday	: Friday March 29, 2013
Easter Monday	: Monday April 1, 2013
Queen's Day	: Tuesday April 30, 2013
Ascension Day	: Thursday May 9, 2013
Whit Monday	: Monday May 20, 2013
Christmas Holiday Period	: Monday December 23, 2013-Wednesday January 1, 2014

(Last working day in 2013 is Friday December 20; first working day in 2014 is Thursday January 2.)

4.15 Website

The Institute's website can be found at www.econometric-institute.org/ or http://www.eur.nl/ese/english/about_ese/departments/departments_of_econometrics/.

Each member of the institute is encouraged to establish a home page. Please contact Anneke Kop for further information.

5. PUBLICATIONS

5.1 Personal Metis

All staff members are required to register their publications in "Personal Metis". See http://www.eur.nl/ese/english/research/general_information/research_information_systems/ for further information.

5.2 Reports and Reprints

The Institute has a reprint and report series. For registration and publication, please contact Anneke Kop.

For information on the Institute's publications, please refer to:

www.eur.nl/ese/english/departments/departments_of_econometrics/research/.

6. REIMBURSEMENT PROCEDURES

6.1 Business trips abroad

Application and reimbursement forms are available in room H11-02. The forms are also available from the Institute's Intranet site (see below).

Please submit the travel application form at least 2 months before your trip (to get the director's approval, travel insurance and, if necessary, to apply for an advance).

The Econometric Institute participates in the research schools Tinbergen Institute (TI: www.tinbergen.nl) and Erasmus Research Institute of Management (ERIM: www.irim.eur.nl). Both schools have a support programme for their PhD students, based on a 50% matching principle with the Econometric Institute. PhD students are required to obtain their supervisor's and ERIM's or TI's approval before they apply for financial support at the Econometric Institute.

Submission of the travel application form – co-signed by the PhD student's supervisor – also implies that you can make use of the general insurance policy. Please check your school's support programme for detailed information.

ERIM fellows and members may also apply for financial support from ERIM for outward research visits (see par. 6.4).

6.2 Domestic business trips

Please use the reimbursement form "Formulier voor binnenlandse dienstreizen" for your domestic trips.

6.3 Other

For other reimbursement requests (for books, subscriptions etc.) please use the form "Betaling aan natuurlijke personen". PhD students should contact ERIM or TI.

6.4 ERIM Support Programmes (ESP)

ERIM fellows and members may apply for financial support and research facilities within the ERIM Support Programmes, e.g. for data collection, research visits (outward/inward), personal research assistance, editing of scientific texts, submission fee for journals, etc. The ESP manual can be downloaded through MyERIM ((ERNA login required; www.irim.eur.nl). The manual is also available from the secretariat.

7. SEMINARS

The Econometric Institute has its own seminar series, which are highly recommended. For information on the scheduled seminars see:

www.eur.nl/ese/english/departments/department_of_econometrics/research/

Seminars in Econometrics are held on Thursdays, 15:30-16:45 hrs, room H10-31 (unless indicated otherwise). For information: Andreas Pick (H11-20, ext. 82819, pick@ese.eur.nl) or Wing Wah Tham (room H11-28, ext. 81424, tham@ese.eur.nl).

The Operational Research seminars are held on Fridays, 12:00-13:00 hrs, room H10-L31 (unless indicated otherwise). For information: Remy Spliet (H07-14, ext. 82333, spliet@ese.eur.nl).

We hope this information helps you to find your way at the Econometric Institute. If you have any questions, please do not hesitate to contact one of us.

Information for EI members and downloadable forms can be found on the EI Share site (Intranet; log in with your ERNA account). Please report to Anneke if you cannot get access to the EI Share site.

Please also visit on a regular basis the EI website:

<http://www.econometric-institute.com>;

http://www.eur.nl/ese/english/about_ese/departments/department_of_econometrics.

Recently, the Econometric Institute also launched a Facebook account:

<https://www.facebook.com/econometric.institute>.



