

update

N° 16 – May 2013

Meeting with the Dean

The Meeting with the Dean will take place **21st May at 15.00h** in **H 12-30**.

15.00 introduction by Enrico
15.10 Dean
15.30 Health Group presentation
15.40 Behavioral Group presentation
15.50 short coffee break
16.00 OSE Group presentation
16.10 Q&A
16.30 end

After the meeting please join us in the Coffee Room, **H 12-02** for drinks and snacks!
Please confirm as soon as possible if you will join the meeting and/or drinks, preferably by e-mail to te-secr@ese.eur.nl.

Rules for contracts or agreements

Please contact Ramona for any kind of contract, for example for commissioned research, buying data, etc., before you make any agreement. She will assist with having the contract signed in accordance with the rules set by EUR / ESE, for example:

- Only the Director or in certain cases only the Dean can sign for contracts.
- The clauses of the contract have to be checked by the legal department.
- The contract party is always ESE, even if a staff member may be the person who actually executes the agreed activities.
- In a contract for commissioned research there has to be a reference to EUR's contract terms.
- The contract has to be registered in the ESE's database.

Please note that a contract is only valid if signed by the correct person within ESE!

Reminder: thesis supervision

Before supervision starts:

- Students fill in thesis application form at the secretariat.
- Master students also fill in the Master Thesis 'contract' guidelines.

After the thesis is complete:

- The supervisor fills in the assessment form and delivers it to the secretariat as soon as possible.
- The student or the supervisor sends the digital thesis to te-secr@ese.eur.nl.
- Master students can then hand in their three hardcopies of the thesis at the exam administration and make an appointment for the exam.

Applied Economics staff page

Have you see the special website for Applied Economics employees? Here you can find forms, information, news and updates.

You will find the [website of the Department of Applied Economics](#) here:

ESE homepage >> About ESE

>> Departments

>> Department of Applied Economics

Then, under the header **more information**

click on **page for employees**.

Business trip abroad

If you are traveling abroad on business please remember to fill in the form 'Foreign Business Trip'.

This is necessary to get your **costs reimbursed** and for **insurance!**

You can find the form on the website of Finance & Control (information for >> ESE staff >> Finance) under Foreign Business Trip or get a copy at the secretariat.

Agenda

- 9th May
Ascension Day (EUR closed)
- 20th May
Whit Monday (EUR closed)
- 21st May 15.00h
Meeting with the Dean