



## ERASMUS SCHOOL OF **ECONOMICS**

### **TE Department Outing 2013**

The TE department outing will take place on 18<sup>th</sup> October, starting at approx. 14.00h.

Please mark the date in your calendar!

You will receive more information in September.

### **Exams via e-mail**

When you hand in your exam questions, please remember to **not send them by e-mail**. Always hand your exam questions in to the secretariat on paper.

### **Data processing computer**

Are you having problems with analysis of large datasets because of the limitations of your desktop? All TE staff has access to the Power PC, which enables faster analysis of larger datasets.

If you want to use the Power PC, please reserve a time-slot via the secretariat.

More information, username and password, are also available at the secretariat.

### **Application Foreign Business Trip**

For all your foreign business trips please fill in the application form at least two months before the actual trip.

This is the requirement of the financial department, who processes the application form, pays the advance if applicable, and sends you the documentation for insurance and reimbursement.

### **Exam cover sheet**

A new exam cover sheet is available. Please make sure that you always use the most recent cover sheet.

### **Thesis Assessment Form**

The new Thesis Assessment Form has been in use for a few months but we still see the old forms coming through. Please use the new form with the integrated part for the Master defense. The forms are available at the secretariat.

### **Start Centennial and HeartBeat Festival**

The HeartBeat Festival will mark the official start of the Centennial Year on 5<sup>th</sup> September. The festival will take place in the surroundings of the Erasmus Pavilion and Erasmus Plaza. Entrance is free. Employees with a permanent position at the EUR can get free coins if they register.

More information about the festival is available on the website:

[www.eur.nl/heartbeatfestival](http://www.eur.nl/heartbeatfestival).

### **Agenda**

- 7 August 16.00h  
TE Summer Drink, H 12-02
- 5 September  
Start Centennial and HeartBeat Festival
- 18 October  
TE Department Outing