



ERASMUS SCHOOL OF **ECONOMICS**

Department outing

The Department Outing of this year will take place in June. Do you have any suggestions for either the afternoon or the evening program? Please let us (Ramona / Manuela) know your ideas before 15 February via te-officemanagement@ese.eur.nl.

ESS portal

When you submit your expense claim or business trip request in the ESS portal, please note two important things:

- At the end of the expense claim, choose **'save and send'**! If you choose 'save', the claim will not be sent through and will not be processed.
This is also necessary when you make changes in an existing expense claim!
- Please hand in the **original receipts** at the secretariat.

Do you have any problems submitting expense claims, leave day requests, business trip requests? Don't hesitate to ask us or contact the helpdesk at ess-servicedesk@eur.nl.

Teaching evaluations

During each block we will ask the course coordinators to supply information for the teaching evaluations. Please supply the secretary with the names of everyone involved. Being evaluated or not being evaluated will have impact on the P&D meeting at the end of the year.

Thesis contract

As from 1st February, students who start Master thesis supervision will no longer need to fill in the Master Thesis Contract.

Please do still send students to the secretariat to hand in the Master Thesis Application Form. Digital application will be made available soon.

Collective leave days

Every year the EUR sets a maximum of 7 collective leave days. For 2014, these days are:

- Monday 29 December 2014
- Tuesday 30 December 2014
- Wednesday 31 December 2014
- (Friday 2 January 2015)

Please **register** the collective leave days in the **ESS portal** so they are deducted from your total number of available leave days.

Agenda

- 15 April
Research Day & ESE awards
- 17 April
Valedictory Lecture Justus Veenman
- 9 May
Inaugural Lecture Kirsten Rohde

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