



Information Guide for new CentER Graduate School students (2009/2010)

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1. Introduction

1.1 Map of the campus



Legend

C = Cobbenhagen building	O = Olympia building
D = Dante building	P = Prisma building
E = Esplanade building	S = Simon building
F = Food Plaza	T = Tias building
G = Goossens building	V = Vigilant building
K = Koopmans building	W = Warande building
L = Library	Z = Zwijsen building
M = Montesquieu building	

1.2 Mission and History of the Programme

CentER is an internationally acclaimed research institute in the Faculty of Economics and Business Administration at Tilburg University in the Netherlands. Established in 1988, CentER has evolved into a broad-based research institute spanning every field of economics and business administration. In addition, CentER offers outstanding graduate programmes in economics, business and management.

CentER is located in the centre of Europe, and is in close proximity to cities such as Amsterdam, Brussels, London, Paris and Berlin.

CentER began as a small research centre focusing on game theory, macroeconomics and applied econometrics. The institute reinvented itself in 1992 as a graduate school and broadened its scope to include additional research fields. The initial graduate degree programme, the Graduate Programme in Economics (GPE), was launched that year, followed by the Graduate Programme in Management (GPM) the following year. In 2001 this programme was remodelled as the Graduate Programme in Business (GPB).

CentER is committed to recruiting the finest calibre students from all backgrounds from all over the world. We strive to attain the highest level of academic excellence in teaching and research in pursuit of our goal of producing graduates and researchers who reflect the institution's unwavering quality standards with distinction and honour. As an international research and academic training institute, we are proud to accept students of all nationalities.

1.3 Purpose of the CentER programme

The Research Master & PhD programme in Business and Economics consists of a two-year research master's programme and a three-year PhD phase. The first two years are dominated by course work and coincide with Research Master programme. Students with excellent results continue with the doctoral dissertation for three years, leading up to a PhD defence at the end.

During the Research Master programme, you will build up theoretical and technical knowledge of the subjects and develop the skills required for cutting-edge research in these fields.

During the PhD phase, you will apply what you have learned in the Research Master programme. The programme revolves entirely around original research and a final dissertation. You will be supervised by a member/members of Faculty. By doing independent research and working with experienced staff members, you will gain research experience and develop strong analytical capacity. Also, during the research master phase, a number of teaching and research assistantships are available, and you are encouraged to apply for these vacancies. During the programme, you are provided with ample opportunity to build a research record and to advance your career even before the PhD programme is completed.

The Graduate programme in Business (GPB) gives a broad basis in one of five fields, or tracks: Accounting, Finance, Marketing, Operations Research and Organisation. The GPB is developed to train highly motivated and highly qualified young candidates in applying advanced theories and techniques to problems facing companies. We aim to develop all the skills to do research at the highest level, and to be placed at excellent schools in Europe, North America and elsewhere.

The Graduate Programme in Economics (GPE) provides students with a sound basis in economic and econometric theory, a broad background in applied fields, as well as a specialization in fields of interest (Macroeconomics, Microeconomics or Econometrics). The programme acquaints students with analytic and empirical tools that are frequently used in economic research. The programme is designed to build theoretical and technical knowledge of the subjects and to develop the skills required for cutting-edge research in these fields.

2. Important contact names – CentER Graduate School

2.1 Board of Directors

The Board of Directors and the Scientific Council govern CentER. The Programme Committees of the Graduate Programme in Economics (GPE), the Graduate Programme in Business (GPB) and the Graduate Programme in Information Management (GPIM) advise the Directors of Graduate Studies on issues related to the Graduate School.

In addition, research within each of the nine research groups is co-ordinated by Research Coordinators. Research Coordinators and Directors meet four times per year in the Research Coordinators Team Meeting (RCT). The RCT Meeting advises on all research policy matters. The

Vice-Dean of Research also forms part of the Faculty Management Team (FMT), thereby establishing a link with the Faculty of Economics and Business Administration, of which CentER is a part.

The current Board of Directors are:

<i>Dick den Hertog</i>	Vice-Dean Research. Dick can be found in room K232 (telephone +31 13 4663050). His e-mail address is: d.denhertog@uvt.nl
<i>Peter Kort</i>	Director of Graduate Studies (Economics). Peter can be found in room K538 (telephone+31 13 4662062/2430). His e-mail address is kort@uvt.nl
<i>Luc Renneboog</i>	Director of Graduate Studies (Business). Luc can be found in room K908 (telephone: +31 13 4668210). His e-mail address is Luc.Renneboog@uvt.nl
<i>Tim Nieuwenhuijsen</i>	Administrative Director. Tim can be found in room K230 (telephone +31 13 4668003). His e-mail address is T.Nieuwenhuijsen@uvt.nl

2.2 Educational co-ordinators

Each track within the Research Master/PhD programme has its own academic advisor (Education Coordinator). A list of the current advisors can be found below:

GPE

<i>Feico Drost, room K607, e-mail: f.c.drost@uvt.nl</i>	Econometrics
<i>Jenny Ligthart, room K324, e-mail: j.ligthart@uvt.nl</i>	Macroeconomics
<i>Johannes Binswanger, room K414, e-mail: j.binswanger@uvt.nl</i>	Microeconomics

GPB

<i>Jeroen Suijs, room K813, e-mail: jeroen.suijs@uvt.nl</i>	Accounting
<i>Juan Carlos Rodríguez, room K909, e-mail: j.c.rodriguez@uvt.nl</i>	Finance
<i>Inge Geyskens, room K1017, e-mail: i.geyskens@uvt.nl</i>	Marketing
<i>Gül Gürkan, room K535, e-mail: ggurkan@uvt.nl</i>	Operations Research
<i>Tal Simons, room K1109, e-mail: t.simons@uvt.nl</i>	Organisation

GPIMS

<i>Piet Ribbers, room K710, e-mail: p.m.a.ribbers@uvt.nl</i>	Information Management
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2.3 Responsibilities of Educational co-ordinators

The responsibilities of the Coordinators range from evaluating applications to monitoring and advising both Research Master and PhD students throughout the five year programme.

A complete list of the tasks and responsibilities of the Coordinators can be found here:

<http://center.uvt.nl/about/edcoord.html>

2.4 Graduate Office

The Graduate Office of the Graduate School consists of the following personnel:

<i>Ank Habraken</i>	<i>Graduate Officer.</i> E-mail: a.habraken@uvt.nl
<i>Jasmijn van der Mast</i>	<i>Graduate Officer.</i> E-mail: j.a.vdrMast@uvt.nl
<i>Ailsa Rainer</i>	<i>Graduate Officer.</i> E-mail: a.rainer@uvt.nl
<i>Corine Struis</i>	<i>Graduate Officer.</i> E-mail: c.struis@uvt.nl

Both Graduate Offices (K202 and K208) are open daily.

For more information about CentER's Organisational structure, please see: <http://center.uvt.nl/about/orgcenter.doc>

2.5 CentER Graduate Students' Society

The CentER Graduate Students' Society (GSS) is organised for students by students to foster a community of Research Master and PhD students in Economics and Business. As well as organising academic seminars and workshops, the GSS also organises social events such as barbeques. The GSS also communicates with CentER management on behalf of Research Master and PhD students.

More information about the GSS can be found on their website: <http://stuwwww.uvt.nl/gss/>

2.6 Student Associations at Tilburg University

For a short description on international student organisations at Tilburg University, please see the following webpage:

<http://www.tilburguniversity.nl/prospectivestudents/masters/studentlife/studentsassociations.html>

3. General and Administrative Issues

3.1 Expenses and financial aid

3.1.1 Tuition fee for Research Master Students

The tuition fee for Research Master students changes slightly every year, and the most up-to-date amount can be found on our website: <http://center.uvt.nl/gs/tuition.html>

The fees for the academic year 2009/2010 will be as follows:

€ 1,620 for European Economic Area (EEA) citizens

€ 10,296 for non-EEA citizens

3.1.2 Tuition fee compensation for students

Non-EEA students

The tuition fee for Non-EU or EEA students joining the programme will be €10,296 for the study year 2009/2010. CentER offers tuition fee waivers of €7,812 which leaves students to pay the legal minimum amount of €2,484.

EEA-students

If you are an EEA student in higher education, you may be eligible for a student grant in the form of a performance grant, a loan and a student card entitling you to reductions in travel costs on public transport.

For more information about possible grants, and the terms and conditions, please consult the IBG website: http://www.ib-groep.nl/International_visitors/Welcome.asp

3.1.3 Scholarships (all nationalities)

For excellent students a number of scholarships are available; namely full "Koopmans" scholarships of €1000 net per month, or CentER scholarships of €420 net per month. In 2009/2010 we awarded ten "Koopmans" scholarships and fifty-four partial scholarships. Scholarships will be awarded on the basis of academic merit and always include a tuition waiver for non-EEA students. Approximately 90% of students who apply for CentER scholarships are successful.

For more information about how to apply for a CentER scholarship, please see: <http://center.uvt.nl/gs/tuition.html>).

You can also apply for outside funding organised through the grant finder site: <http://www.grantfinder.nl/>. Partnership and Nuffic (Huygens) scholarships can also be applied for.

Netspar scholarships

Netspar will provide four scholarships of €3,000 per year for selected students entering the second year of the Research Master programme. An open competition will be held among the second-year Research Master students of the Economics Faculties participating in the Netspar programme. More information about these scholarships can be found here:

<http://www.netspar.nl/education/mphil/>

Tilburg University Scholarship Programme (TUSP)

Tilburg University has its own scholarship fund for excellent students applying for a graduate programme (MA, MSc, Research Master) at Tilburg University. TUSP scholarships can be awarded to students from countries all over the world, except to Dutch nationals. The terms and conditions of these scholarships can be found here:

<http://www.tilburguniversity.nl/prospectivestudents/masters/scholarships/TUSPscholarships/>

Please note that the Graduate Office should receive both scholarship and tuition fee waiver applications by February 1st.

3.1.4 Research Grants

During the course of an academic year, various research grants for PhD position become available (for example: TopTalent and Mozaïek). You will receive timely notification about these grants via e-mail, but in the meantime if you should have any questions, your contact person at CentER is Marjoleine de Wit (Marjoleine.dewit@uvt.nl) who will be more than happy to answer any queries you may have. Alternatively, please contact your Education Coordinator who may be aware of any specific grants relating to your study.

3.1.5 Prizes

During the course of an academic year, various research prizes (e.g. excellent thesis prizes etc.) are awarded. You will be informed of application criteria and deadlines by the Graduate Office via e-mail.

3.2 Academic Year

The Tilburg University academic year starts in September and ends the following August. It consists of two semesters each of thirteen college weeks per semester.

In addition to this, CentER offers a three-week Quantitative Methods in Economics and Quantitative Methods in Business course, which begins before the beginning of the academic year. Prior to the beginning of the academic year, a Welcome Week takes place. Your Graduate Office Coordinator (see point 2.4) will inform you of the precise dates.

3.3 Lecture periods

The first Semester starts on the first Monday in September and ends one week before the Christmas holiday period. CentER courses start on 14 September 2009.

The Second semester starts at the end of January. You are advised to check the precise dates in the Electronic study guide:

<http://studiegids.uvt.nl/it10.vaklijst?pfac=FEB&p=&d=&b=&m=&EN=&NE=&LetterFase=A&taal=e>

3.4 Exam periods

Examinations for courses followed in the first semester take place in December and January, with re-sits given from March to June. Examinations for courses followed in the second semester take

place in March, May and June. These re-sits are held from June to August. You are advised to check the Electronic Study guide <http://studiegids.uvt.nl/it10.vaklijst?pfac=FEB&p=&d=&b=&m=&EN=&NE=&LetterFase=A&taal=e> for the precise exam date. For information about registration for examinations, please see item number 3.11.6

3.5 Public holidays in the Netherlands

The following religious holidays are celebrated in the Netherlands:

- Christmas (*Kerstmis*) - December 25-26)
- Easter (*Pasen*)- changes every year but is usually held at the end March or one weekend in April)
- Ascension day (*Hemelvaart* - changes every year but is usually held on a Thursday at the beginning of May)
- Whitsun (*Pinksteren* - changes every year but is usually held at the end of May/beginning of June)

For an up to date academic calendar, including holidays, please see the following webpage: <http://www.tilburguniversity.nl/prospectivestudents/bachelors/practicalissues/dailylife/academiccalendar.html>

3.6 Tilburg University opening hours

The university buildings are open from Monday to Friday from 07.30 until 18.30, although Research Master/PhD students have access to building K from 06.30 until 22.30. Please note, that in order to make use of access after 18.30, you will have to register at the reception on the ground floor of Building K.

Buildings in which lectures or special activities take place are opened until 22.30

For a full list of opening times of various support offices, please see:

<http://www.tilburguniversity.nl/contact/open.html>

3.7 Montesquieu Learning Centre

The Montesquieu Learning Centre is a learning environment with ICT facilities where students of Tilburg University – with or without the supervision of a lecturer – can work on group assignments.

This Centre is located on the ground floor of the Montesquieu building (see map of the campus on page 1, building M) and consists of three “classrooms”, a room with computers with video editing software and web-cams and a room specially suitable for video recording of educational situations. The larger part of the Learning Centre is an open space where students can gather and work in groups. A total of over 250 seats and 150 PC's are available

For more information about the centre, including how to reserve rooms and equipment, please consult their website: <http://www.uvt.nl/diensten/lis/mlc/>

3.8 Campus Library and IT services

At the campus library, you can study, borrow books, work in small groups, and last but not least access the internet and your E-mail on one of the many student computers. For more information, please see their website: <http://www.tilburguniversity.nl/services/lis/>. This site is extremely informative and highly recommended.

The library is open from Monday - Friday between 08.00 and 21.30. As from 2009, it is also open on Saturday and Sunday between 10.00-17.00 hours.

3.9 Status as a Tilburg University student

3.9.1 The Faculty

As CentER students, you are regarded as members of the Faculty of Economics and Business Administration.

3.9.2 Central Student Desk

At the Central Student Desk you will have your photo taken for your student card. This card will take approximately a week to be processed. At the Student Desk you will also receive your user name and password, you can enrol for exams, relay address changes, and get information about facilities and procedures. A lot of useful information is also available on their internet site: <http://www.tilburguniversity.nl/students/studentadministration/studentdesk/>.

Many exam registrations, change of address etc., can also be done online. The Central Student Desk can be found next to the Selexyz Gianotten book store, on the ground floor of the Goossens building. Please see the map of the building shown on page 1.

3.9.3 Your personal student number

Before arrival at the university, you will have been issued with an administration (ANR) number by one of the CentER Graduate Officers (see point 2.4). Your ANR number is very important and you should provide it on all correspondence within the university. It is often required if you need access to electronic facilities and databases.

3.9.4 ICT services for students

A comprehensive webpage concerning all you need to know about working on your student desktop can be found here: <http://www.tilburguniversity.nl/services/lis/rules/studentdesktop-library.html>

M-drive

On your student server you receive a home directory with 250 MB disk space for data storage. For more information about this, please see: <http://www.tilburguniversity.nl/services/lis/instruction/coreftp.html>

Webmail

All students have a UvT-mailbox. Because your mail environment is based on the IMAP protocol you can create folders in your mailbox where you can archive the mail you have read. As from the start of the new academic year the disk space of the (IMAP) mailbox will be **100 Mb**. The maximum size of a mail message you can send or receive *within the university domain* is 10 MB.

To access your UvT mailbox both in and outside the Campus, please log on here: <http://www.tilburguniversity.nl/services/ict-servicepoint/>

Virtual Private Network (VPN)

VPN is used to give access via the Internet to services and servers that are not freely accessible via the public Internet. More information about this service can be found here: <http://www.tilburguniversity.nl/services/lis/vpn/>

Use of computers, printers, etc

A number of printer/copiers for students are located on the university campus. Some are located in the campus library, and some in the Montesquieu Learning Centre. To learn more about their precise locations, and prices, please see this link: <http://www.tilburguniversity.nl/services/dfb/repro/copyprint/students/>

Overview of software on student's desktops.

A comprehensive list of software available on student's desktops in the Campus library can be found here:

<http://www.tilburguniversity.nl/services/lis/students/software/>

3.9.5 Catering facilities on the campus

Vending machines

Scattered over the campus you can find vending machines serving anything from coffee and soup to chocolate bars. Note that vending machines on the campus only accept chip card ('ChipKnip') payments. A chip card is your normal bank guarantee card with an in-built "chip" facility. Not all Dutch bank guarantee cards are automatically supplied with this chip, and you may have to apply for one separately. For further information about this, please contact your own bank.

On the campus there are five machines which will enable you to load your chip card; in the library on the first floor near the lockers; at the entrance of the MENSA; at the entrance of the Prisma building, in the lunchroom, Cobbenhagen building and on the ground floor of the Montesquieu building.

Food plaza

The Food Plaza can be found centrally on campus in the Mensa. The menu is published weekly in *Univers* (the University newspaper) and on the internet:

<http://www.tilburguniversity.nl/rv/restaurant/menu.html>

Coffee rooms

Besides the Mensa, the university has three coffee rooms, one in the Cobbenhagen and two in the Prisma buildings. The assortment ranges from coffee, tea, and chilled drinks, to soup, sandwiches, and fruit.

Grand Café 'Esplanade'

This Esplanade is an on-campus-cafe and is located on the ground floor of Building E.

The exact opening times of all the catering facilities mentioned above can be found here:

<http://www.tilburguniversity.nl/rv/>

3.10 Status as a Research Master student

3.10.1 Research Master room, computer and printing facilities

The CentER Research Master room for 1st year students is located on the third floor of the Koopmans building (room K303). Here you will be able to access one of eight computers and the printing facilities in room K309. These computers are fitted with standard Tilburg University software, but should you wish to have any study-related software added, the Faculty's ICT unit situated in K108 can help you. Research Master students in the second year of study can take part in our scheme to earn a laptop. In order to improve the flexibility of workplaces, we have decided to award 50 laptops to our students. You can earn a laptop by either working for one of the research departments for 40 hours or by becoming a member of our Ambassador's Club.

3.10.2 Use of pantries

Research Master students in the 1st year may make use of the free coffee and tea facilities offered in the pantry on the 3rd floor of the Koopmans building, and Research Master students in the 2nd year may make use of the pantries situated closest to their relevant departments.

3.10.3 Weekend access to buildings

CentER students can access the Koopmans building in the weekend with a special weekend pass. To apply for this pass, please contact the Management Team Secretariat, who are situated on the 1st floor of K building. More information about the secretariat can be found here:

<http://www.tilburguniversity.nl/faculties/feb/organisation/fo/so/>

3.11 Where can I find what I am looking for?

3.11.1 General UvT-website

The Tilburg University' website site can be found here: www.uvt.nl

3.11.2 CentER-website

CentER's website can be found here: <http://center.uvt.nl/>

3.11.3 Individual study guide

Information about courses given at Tilburg University can be found in the Electronic Study Guide (ESG). You can produce your personal study programme in the Individual Study Guide (ISG). Here you will find all information of importance to you personally, make your own lecture schedule, find information on examinations you may take, etc.

To call up the ISG please go to <http://studiegids.uvt.nl/it10.home?taal=E> Then click on the box that says "here" to receive your personal guide. You can then log-in with your UvT user name (S+anr) and UvT password.

3.11.4 Registration for courses via Blackboard

You need to separately apply for each Blackboard Course. In Blackboard terms this is called enrolling. The enrollment for a Blackboard course can be arranged via the Individual Study Guide. To access the Blackboard Learning System you have to login here with your **UvT-username** (S+anr for students) and **UvT-password**: <http://edubb.uvt.nl/webapps/login/>

A comprehensive .pdf file can be downloaded here:

http://drcwww.uvt.nl/its/voorlichting/pdf/Toegang_virtuele_leeromgeving_Engelstalig.pdf

3.11.5 Career development resources

A branch of a student Organisation, AIESEC, is located at Tilburg University. AIESEC organise career weeks and application and assessment training for students who are nearing the end of their studies and are searching for employment. This assistance is offered under the title "Make a move" and more information can be found here: <http://www.aiesec.nl/>

Tilburg university also has its own career development office on the campus. For up to date information about courses offered, please see their webpage:

<http://www.tilburguniversity.nl/employees/cml/training/wp/>

3.11.6 Registration for exams and re-takes

At Tilburg University written exams are organised by the Central Student Administration. You can register for exams and re-takes online here via the Student Administration site:

<http://www.tilburguniversity.nl/students/exams/written/>

To enable you to enter this site, you will need to type in your ANR number and your personal password, (your library password). If you already possess proof of registration you can get this password from the Central Student Desk by showing proof of identity.

Important! Registering for working groups and/or (pc-) examinations via Blackboard and/or COMAP follows a different procedure than registering for written examinations. For information about Blackboard/COMAP you *cannot* report to the Central Student Desk, but to the Faculty of Economics and Business Administration's Education Office in room K224.

Please make sure that you check the Electronic Prospectus on time. For more information please see: <http://www.tilburguniversity.nl/students/exams/written/#examdates>

Important: If you have missed the final registration date, you will receive a warning via e-mail. If you miss the final registration date for the second time you will have to pay a fine of €25, so If you think you have missed a date, please get in touch with the Central Student Desk a.s.a.p.

Every academic year, there are two opportunities to take preliminary examinations (main exam and re-take) with the exception of the thesis

3.11.7 Application for assistant-/trainee-/internships

Assistant/trainee/internships are offered to students if a vacancy arises. If you would like to know which (or if any) vacancies are available, please contact your Education Coordinator who is listed in item 2.2.

3.11.8 Counselling

Within the faculty, the first stop for both PhD and Research Master students with questions relating to their study or otherwise should be directed to their Educational Coordinator. Depending on the seriousness of the problem, you will be offered information or be referred to other staff members who can offer assistance.

If the problem is of a more serious nature, or cannot be solved by your Educational co-ordinator and/or Director of Graduate Studies, the Vice-Dean of Research can be approached. Student counselling is also available at a central level and is situated on the ground floor in Prisma Building. For information about the facilities offered, please see the website of the Student Service Centre: <http://www.tilburguniversity.nl/freshmen/counselling.html>

Other related webpages which may be of interest are the following:

- Complaint regulations for aberrant behaviour at Tilburg University: <http://www.tilburguniversity.nl/employees/behaviourcodes/unacceptable/complaint/>; and
- Confidential Advisors and code of conduct: <http://www.tilburguniversity.nl/employees/behaviourcodes/>

3.12 Language vouchers

Recently a 'language voucher system' has been implemented at the university. This means that all Tilburg University students will receive a number of language vouchers with which they can take courses of the Language Centre of Tilburg University during their studies. Certain conditions have been set for entitlement and use of these language vouchers, and these are explained in a helpful booklet which can be found here:

<http://www.tilburguniversity.nl/services/dsz/languagecentre/languagevouchers/rules.pdf>

3.13 Student organisations

3.13.1 Chinese Student Association of Students and Scholars (Tilburg branch)

Our association is the Tilburg Branch of the Dutch Chinese Association of Students and Scholars. Our objective is to give support to Chinese students studying in the Netherlands, and furthermore, to organize and carry out a variety of culture activities, for example the Mid-Autumn party and celebration of the Spring Festival, to help students get to know each other better and to make Chinese students feel more at home. Their website can be found here: <http://www.acssg.nl/>

3.13.2 TULIP

The student organizations ICONN, ESN, AEGEE, AIESEC, AWAKE International and the MAK are united in one platform, called TULIP. What all of these organizations have in common is their focus on international students and Dutch students with an international mindset. Tulip also promotes the interests of international students to other organizations and political student parties within the University. Activities organized by a member of TULIP or another cooperating organization can carry the TULIP hallmark, which means that a high quality activity for international and internationally minded students is guaranteed. You can visit the website for more information and an agenda of upcoming activities: www.tilburguniversity.nl/tulip

3.14 Tilburg University Newspaper (Univers)

Univers is the weekly paper of Tilburg University. Its international website brings a weekly news update in English for foreign students and staff. With columns and background articles on university policy, academic research and internationalisation of higher education.

The editorial staff of Univers is housed on the second floor of the Prisma Building - room P2.137. Visit the Univers website at www.tilburguniversity.nl/univers

3.15 Scriptorium

The Scriptorium provides individual coaching to help students with academic writing assignments in Dutch or in English. In addition to helping students become better writers, the Scriptorium also offers assistance in looking for the right sources and citing them correctly. These services are free for all Tilburg University students. The Scriptorium is a service run jointly by the Language Centre and Library and IT Services and is located on the first floor of the Tilburg University library. Scriptorium Services are available by appointment only. For more information go to www.tilburguniversity.nl/services/dsz/languagecentre/scriptorium

3.16 Sports Centre & Pendragon

The Sports Centre is located at Academielaan 5, and includes two sports halls, a squash centre, a fitness/cardio-fitness centre, a climbing wall, and outdoor facilities. You can also use facilities at associated organizations, such as a swimming pool, a track for athletics, a skating rink and other sports halls. Equipment is available for free, or under certain conditions (rent/deposit).

Opening hours: Monday to Friday between 8.30 and 24.00. Variable opening hours during the weekend (announced on the website and door of the sports centre). For more information check www.tilburguniversity.nl/services/dsz/sportscentre

3.17 Student Service Centre (SSC)

During your stay in Tilburg, you might want to discuss your career planning. Tilburg University offers you guidance, coaching and workshops about:

- Making career choices
- Developing your career focus
- Improving your application skills (like composing a CV, resume or writing a cover letter).

In their Student Service Centre you can find all information about career service, books about career issues and about job openings and internships. More information can be found on their website: www.tilburguniversity.nl/ssc

3.18 Studium Generale

The Studium Generale offers cultural workshops at the Tilburg University campus. These are given in Dutch but teachers can translate essential information for you. Examples of such workshops include poppin' dance class, bellydancing, tap dancing, photography, ballroom dancing, salsa, cosmetics, drawing and painting, singing, how to pimp your own stuff, drum/guitar/piano courses and also the University choir. The Studium Generale also offers study-related activities on campus, including symposia, lectures, debates and sometimes theatre and music performances, which highlight developments in scientific and cultural life. Most programmes are in Dutch, but sometimes in English. Come and see. Surprisingly interesting! Everyone is welcome! For more information and enrolment visit the website at www.tilburguniversity.nl/services/dsz/sg

4. Academic Rules and Procedures

4.1 Education Plans

Upon arrival at Tilburg University you will receive an Education Plan from the CentER Graduate Office. Please make an appointment with your Educational Co-ordinator to discuss your Education Plan, including compulsory courses, your choice of electives, possible exemptions etc. This document should be filled in, signed and returned to the Graduate Office by the **first week of October** at the very latest.

When completing these forms, please pay attention to the fact that if course exemptions have already been granted and approved (see below) by your Education co-ordinator/Director of Graduate Studies, please fill this part of the form in as well.

Once approved, Education Plans can be changed, but you should bear in mind that any changes in your programme could delay your graduation.

4.2 Information on programme and courses

Information about the study programme, and courses to be followed can be found on the CentER website. For the individual tracks in the Business programme see: <http://center.uvt.nl/gs/gpb/>, and the Economics programme see: <http://center.uvt.nl/gs/gpe/>

4.3 Overview of study programme

An overview of your study programme can be found on the electronic study guide: <http://studiegids.uvt.nl/it10.home?taal=e>

In the right-hand column you will see "Please click here for a personal guide". The guide is very user-friendly and will guide you through the process. If however, you have any problems, please do not hesitate to contact the Graduate Office in K208.

4.4 Course exemptions

Based on your previous education, you may qualify for course exemption(s). Note: this usually only applies to students joining the programme with an MSc., and students joining the Research Master in possession of a Bachelor are rarely granted course exemptions.

4.4.1 Requirements for course exemptions

Applications for course exemptions should be handed in to your relevant Educational Co-ordinator. He or she will require a grade list, short description of the course and a motivation letter from you.

4.4.2 Deadline for exemption applications

Applications for course exemptions should be received at least one month before the beginning of each semester. Applications can be handed in directly to your Educational Co-ordinator.

4.4.3 Evaluation and acceptance

Once the Educational Co-ordinator has approved your application for exemption(s), please check that the Graduate Office is aware of this, so that they can arrange for the Director of Graduate studies to give the final approval. Once this approval has been received, the Graduate Office will take the necessary steps to have this exemption officially recorded.

4.5 How to choose electives

4.5.1 General requirements on the level of electives

CentER offers its own field courses (electives), but you may choose elective(s) from another doctoral programme consistent with your interests and needs.

4.5.2 Procedure for choosing electives outside Research Master programme

Once you have found a suitable doctoral course via the electronic study guide: <http://studiegids.uvt.nl/it10.home?taal=E>, please seek the approval of your Educational Co-ordinator. Once he or she has approved your choice, you may register for this course.

4.5.3 Network courses for Research Master 2 students

CentER has a partnership with a number of student networks, including DISC, EIDMA, ENTER, LNMB, NAKE, NOBEM and SIKS. For more detailed information about these networks, please see here: <http://center.uvt.nl/gs/network/>

4.5.4 NAKE-courses

The Netherlands Network of Economics (NAKE) is a joint initiative of various economics faculties in the Netherlands, which pool their resources to provide a national graduate programme in general and quantitative economics. The current director of NAKE is Prof. Dr. Jenny Ligthart from Tilburg University.

These courses take place in Utrecht, and for more information about NAKE itself, directions to Utrecht and up to date course programme, please see the NAKE site: <http://www.nake.nl/>

4.5.5 Travel reimbursements (Research Master 2 students)

Research Master students in the second year can declare 60% of their train costs for following network courses, but you must pay for a "voordeelurenkaart" yourself (this card entitles you to 40% discount on travel). The *voordeelurenkaart* is available from Tilburg Central train station.

4.6 Study Abroad

4.6.1 Research Master students

Because the CentER Research Master programme is a self-contained one, you will not need to go abroad to follow your study. However, if you are interested in courses at a particularly good university, you may be able to follow a semester abroad. Please let your Educational Co-ordinator know which courses you may be interested in, and he or she will discuss this with the Director of Graduate studies. Please note: CentER cannot offer you financial support should you wish to study abroad.

4.6.2 PhD students

CentER PhD students may qualify for funding to cover the costs of a research visit at prestigious international universities.

The financial support offered can be up to €5,000 to cover travel, housing and living expenses for up to three months at your chosen university abroad.

To qualify for reimbursements the following criteria should be met:

- You must be a PhD student currently in the employ of the CentER Graduate School;
- The stay will be financed by CentER only once during your PhD phase;
- The University to be visited must be considered a top institute in its field of expertise.

For more information about this, please contact Ank Habraken in K208.

4.7 Examinations

4.7.1 Assessment criteria and grading system

The ECTS grading scale adopted by Tilburg University has been developed in order to help institutions translate the grades awarded by host institutions to ECTS students. It provides information on the student's performance additional to that provided by the institution's grades: it does not replace the local grade. As a guideline, 60 ECTS are equivalent to 1680 hours of study.

The following table shows the ECTS grading scale and how it is defined:

<i>ECTS grade</i>	<i>Dutch grade</i>
A	7.5-10

B	6-7
C	5-5.5
D	4-4.5
E/F	<4

4.7.2 Registering for exams and retakes

At Tilburg University the Central Student Administration organizes written exams. The final registration date is one month before the month in which the exams take place.

4.7.3 Which exam grade counts?

If you need to re-take exams, then usually the highest grade counts. Sometimes only the last obtained grade counts, even if it is lower. The rules can vary per subject and per course. For a detailed outline of the rules regarding examinations, please see here:

<http://www.tilburguniversity.nl/students/statute/ch4/>

4.7.4 Second opinion and appeal opportunities

For six weeks after the publication of the results of a written preliminary examination, the student may ask to inspect his/her examined work in mutual agreement with the examiner with respect to time and place. Also at his/her request, a copy of this work can be provided, at cost price. More information about this can be found at the Faculty's Academic Affairs Desk in K228.

4.7.5 Further information

More information about the Faculty's examination regulations can be found in the "OER" (Education and Examination Rules):

<http://www.tilburguniversity.nl/faculties/feb/education/studyinfo/eer/>

4.8 Graduation requirements

The Research Master programme has a study load of 120 ECTS (including the thesis). Once you have obtained 120 ECTS and are nearing graduation, you will need to obtain a graduation form from the Central Student Desk. This form should be signed by your supervisor and handed into the Central Student Desk three weeks (21 days) before graduation day. For further details, please see: <http://www.tilburguniversity.nl/students/graduation/>

4.9 Withdrawal from the programme: procedure and consequences

If for some reason you wish to withdraw from the programme, please inform the Graduate Office in K208. At the same time, you should de-register yourself in person at the Central Student Desk. Depending on when you withdraw, you may be entitled to reimbursement of some of your tuition fee. For more information about this, please contact the Student Administration or consult their website: <http://www.tilburguniversity.nl/students/registration/deregistration/>

4.10 Temporary withdrawal from Research Master Programme

If for some reason you wish to temporarily withdraw from the programme, please inform the Graduate Office in K208.

4.11 Consequences of temporary withdrawal from the Research Master programme

Please note that any delay in your programme could mean that you will not be able to finish your studies before 31 August, which means you will have to re-register as a student and pay extra

tuition fee at Tilburg University in order to graduate. Please also note that CentER only offers financial support for a maximum of two years (one year for a side-inflow student).

4.12 Receiving an MSc. after one year

If you decide to stop following the Research Master programme and graduate with an MSc. from another programme, you should notify the Graduate Office in writing (by e-mail to center-gs@uvt.nl). Your file will then be sent to the Faculty's Examination commission who will examine your study progress so far and advise you which MSc. you will be able to graduate with.

Please note: because each programme is different, you may have to make up study deficiencies by taking extra courses.

Important: if you have received a CentER tuition fee waiver and you eventually graduate with an MSc. from another programme, you will have to pay the fully backdated MSc. tuition fee otherwise you will not be able to receive a diploma. This amounts to €7,812 in the 2009/2010 study year.

4.13 Re-admission to the programme

If you have spent time away from your studies, and want to recommence, you will have to ensure that you are still registered as a student at Tilburg University. To do this you should go to the Central Student Desk. If a new academic year has started, you will have to ask the CentER graduate office to re-issue you with an updated admission letter. This will be sent to the Central Student Desk who will take care of further administration.

5. Thesis information

5.1 Purpose and basic outline of thesis

At the beginning of the Spring Semester in the second year of the Research Master, students should begin writing their theses under the supervision of a CentER faculty member. 30 ECTS will be awarded for the Research Master thesis.

5.2 Finding a topic for your thesis

In October every year, a Thesis Information day will be organized. Here the current Research Coordinators will give presentations, on behalf of their departments, in half-hourly sessions throughout the day. They can give you assistance and tips on writing a thesis, but you are expected to find your own thesis topic. In the meantime, if you have any questions about finding a supervisor or writing a thesis, please do not hesitate to contact your Educational Co-ordinator. A list of these Coordinators can be found at the beginning of this document in point 2.2.

5.3 Finding a faculty supervisor

CentER boasts 170 faculty members, and any one of these people within your research area can be approached to supervise your thesis. Using the links below, you can find out about the interests and research areas of faculty members. If you are still unsure as to whom you can approach, please make an appointment with your Educational Coordinator who can advise you further. We urge our students to be pro-active in their search for a supervisor. Do not expect supervisors to come to you, but search the CentER website for someone whose academic interests best suit you and e-mail them to make an appointment to talk to them.

Faculty members involved in the Economics programme can be found here: <http://center.uvt.nl/staff/faculty/gpe.html>, and for the Business programme please consult this webpage: <http://center.uvt.nl/staff/faculty/gpm.html>

5.4 Off-campus supervisors

Research Master students are required to choose internal supervisors only. PhD students however can choose a supervisor from outside the university to act as a co-promotor.

5.5 Research proposal

For more information about your research proposal, including guidelines and basic requirements, please contact your Educational Coordinator.

5.6 CentERlab and CentERdata

CentERlab is CentER's facility for conducting economic and business experiments. It consists of a dedicated computerized laboratory, containing 24 partitioned workstations (the A-Lab) and 10 individual cubicles (the B-Lab). In addition, we maintain an online subject recruitment system targeted at the student population of Tilburg University. More information about CentERLab can be found here: <http://center.uvt.nl/lab/>

CentERdata has in-house experts in the area of quantitative analysis, and conducts high-quality research and consultancy, commissioned by the government and (the service) industry. Useability and applicability from the client's point of view are the starting point for every project. In close cooperation with the client, problems are analyzed and budgeted, after which the research is carried out and evaluated, using the latest scientific insights and methods. Information about CentERdata can be found here: <http://www.uvt.nl/centerdata/en/>

5.7 Writing a thesis

During the academic year, CentER will offer a one-off thesis-writing lesson. This lesson will offer tips and tricks for writing a thesis, and the use of academic English.

5.8 Editing and translation services

CentER offers an editing service for non-native English speakers. This service is for CentER PhD students and faculty, and is intended to be used for the translation and correction of PhD dissertations and articles that will be submitted for publication. CentER has a budget for this editing service; those wishing to make use of the service should contact the Graduate Office.

5.9 Requirements on (empirical) research and literature study

There are no specific academic requirements for theses because they differ per department. If you would like to know the exact requirements, please contact your Educational Co-ordinator listed in item 2.2 or the Research Co-ordinator for your track. An up to date list of all the Research Coordinators can be found here: <http://center.uvt.nl/about/app3.html#rescor>

5.10 Supervision

Supervisors will advise graduate students in their research and provide guidance as necessary. Graduate students must ensure that they have regular meetings with their supervisors to discuss plans and inform them of research progress and problems. Supervisors can also give advice on the thesis. Before you begin writing your thesis, it is important that you agree with your supervisor in advance how many hours of supervision you can expect from him/her.

5.11 Deadlines for submitting your thesis

Ideally, your thesis should be finished and graded by your supervisor before the end of the second semester (31 August in any year). Due to summer holidays, you should ensure that you make timely arrangements with your supervisor to defend your thesis.

5.12 Thesis grades

Theses will be graded according to the ECTS grading system. For a full explanation of this system, please see point 4.7.1.

5.13 Who will evaluate and grade the thesis?

Your supervisor and (if applicable) thesis committee member(s) will evaluate and grade your thesis. Once a decision has been reached your grade will be sent to the Central Student Administration for registration.

6. Research Assistantships

During the research master phase, a number of teaching and research assistantships are available and you are encouraged to apply for these vacancies. For applying for a research assistantship the Head of Department should be contacted.

The Heads of Departments can be found here:

<http://www.tilburguniversity.nl/faculties/feb/organisation/management/hod/>

7. Transcript and degree certificate

Upon graduation you will receive a MSc. diploma in Business or Economics from the Central Student Administration. Along with the degree, you will also receive a transcript showing that you have followed CentER's Research Master programme and the grades you have achieved. The University's examination commission have the power to award a *cum laude* distinction. This can be awarded if you receive an average grade of at least 8.

7.1 Transcript and degree certificate legalization

The IB (Informatie Beheer) group, is responsible for the execution of several acts and regulations such as student grants and information management. Besides this, they also offer a legalization of Dutch educational documents to students who have studied in the Netherlands.

When going abroad the recognition of your educational documents can be a major issue and some countries will only accept legalized documents. The IB-Group (section Diploma-recognition & Legalization) legalizes Dutch educational documents on behalf of the Dutch Ministry of Education, Culture and Science (*OCW*).

For more information about how to make use of their service, how much this service costs, which diplomas can be legalized etc., please see their website:

http://www.ib-groep.nl/International_visitors/Welcome.asp and click on "Diploma Assessment"

Note: the IB-Groep only legalizes Dutch diplomas and not foreign ones; for this you must address the authorities in the country of origin.

8. After the Research Master programme

8.1 PhD positions at Tilburg University

Selection of candidates for the PhD programme is based on individual performance during the Research Master programme, and the places will be allocated to the most suitable candidate(s). Current CentER Research Master students who fulfil our requirements of gaining an average grade of 8.0 (or higher) for both their coursework and thesis, are guaranteed a paid PhD position at the end of their study.

As well as this, there might be some vacancies on certain projects, e.g. NWO, EU. For more information please contact Ank Habraken (a.habraken@uvt.nl).

8.2 Career options for CentER graduates

The majority of CentER's PhD graduates take up academic positions in Dutch or overseas universities, though a significant number of graduates have found employment in the private and public sectors and in international Organisations. Among these non-academic institutions are Price WaterhouseCoopers, Morgan Stanley, Standard & Poor's, Essent and the International Monetary Fund (IMF).

8.3 Top Placements

Fully qualified PhD students embark on independent research. After completing the PhD thesis, students are expected to be able to successfully enter the international job market. Recently our students were placed at top universities, such as Columbia University, Texas A&M University, University of Cambridge, University of Chicago and University of Toronto. For more information about successful placements, please see our webpage: <http://center.uvt.nl/gs/placement.html>

8.4 Application for PhD positions

The deadline for PhD applications is 1 February. If you want to apply for the PhD phase, please hand in the following documents to the Graduate Office in K208:

- Application form (http://studiegids.uvt.nl/it10.appl_form?bron=on&appl=CentER)
- Motivation letter / research proposal;
- Research Master Grade list;
- 2 recent recommendation letters;

* In contrary to outside applicants, GRE/GMAT and language tests do NOT have to be supplied.

Once your completed application package has been received, it will be forwarded to the selection committee (consisting of at least one Educational Co-ordinator and the Director of Graduate studies) for appraisal.

8.5 Terms of employment, remuneration and benefits

As PhD candidates at CentER are considered employees of Tilburg University, they will receive a starting salary of approximately €2,400 (gross per month) and the same conditions as other employees. This salary increases yearly to achieve the final salary of approximately €3,100* (gross per month). This salary is based on a structure determined by collective bargaining agreements between Tilburg University and the labour unions representing University employees. For detailed information on salary scales, and employment conditions, please consult the Personnel website: <http://www.tilburguniversity.nl/employees/contact/personnelofficers/>

* Please note: This amount is based on a monthly salary, plus holiday and year-end bonus monies.

8.6 PhD positions outside Tilburg University

As a CentER PhD student you can take advantage of the ENTER exchange network and study at one of the Network's partner universities. For more information about ENTER, please see the ENTER website: <http://www.enter-programme.com/>

The contact person at CentER for the ENTER network is Ailsa Rainer. Ailsa can be found in room K202 and her e-mail address is a.rainer@uvt.nl

CentER regularly receives correspondence regarding academic positions at other institutes, so please regularly check the posters hanging on the white board in the hallway just in front of the CentER entrance on the 2nd floor. Sometimes details of these positions will be sent to you electronically.

9. Tilburg University partner institutions

The Faculty of Economics and Business administration at Tilburg University has a number of partner institutions abroad. For a full list of partner institutions, please see:

<http://www.tilburguniversity.nl/prospectivestudents/bachelors/whytilburg/theuniversity/partnerinstitutions.html>

10. CentER accreditation, grants, honours and prizes

Both Research Master programmes have been accredited by the Royal Dutch Academy of Sciences (NVAO). Apart from this accreditation various faculty members have been awarded grants, honours and prizes. For a full list of these honours, please see <http://center.uvt.nl/research/grants/honors.html>

11. CentER alumni

CentER's alumni (Master and PhD) can join the CentER Society, which is our alumni network. CentER Society maintains contacts between graduates of CentER, organizes activities for alumni, maintains a Web page and publishes a newsletter. Members of CentER Society will be kept up to date on developments at CentER and we also organize yearly get-togethers for all members. CentER Society members are invited to all Faculty seminars and receive the CentERpoint magazine free of charge. Moreover, they can serve as a useful source of information for those who are taking their first steps on the job market.

For more information about CentER alumni, please consult our webpage:

<http://center.uvt.nl/alumni/list.html>

For more information about CentER Society, please see here: <http://center.uvt.nl/cs/>

12. Avoiding plagiarism

Plagiarism is taking another person's words, ideas or statistics and passing them off as your own.

The complete or partial translation of a text written by someone else also constitutes plagiarism if you do not acknowledge your source.

Plagiarism encompasses many things, and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is blatant plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism.

Since we cannot always be original it is entirely acceptable to present another person's ideas in your work. However, it must be done properly to avoid plagiarism. Within the Faculty of Economics and Business administration we also possess a special software tool which can check for plagiarism.

12.1 Plagiarism - principles and rules

- When borrowing another person's words, use quotation marks and include a complete reference (author's name, date, pages).
- Internet sources must also be acknowledged.
- When borrowing another person's ideas, acknowledge their origin.
- Do not paraphrase another writer's words and pass them off as your own.

Two basic rules:

1. If you use someone else's words, data, etc., use quotation marks and give a complete reference.
2. If you borrow someone else's ideas, give a complete reference.

13. Arrival in Tilburg

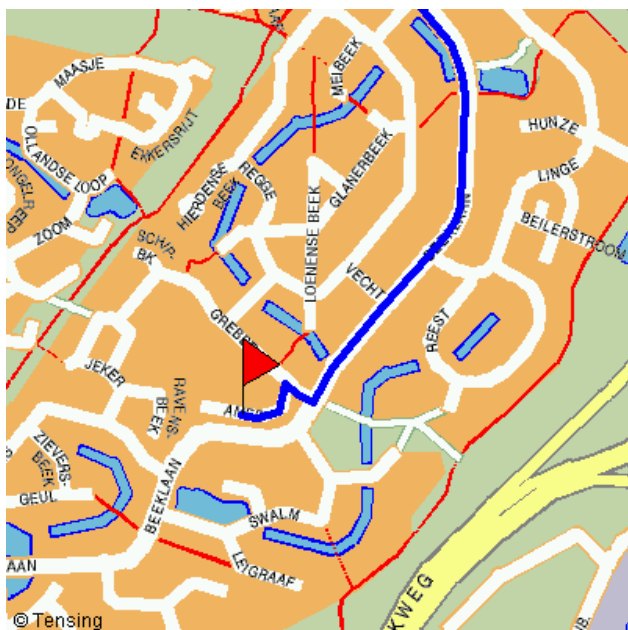
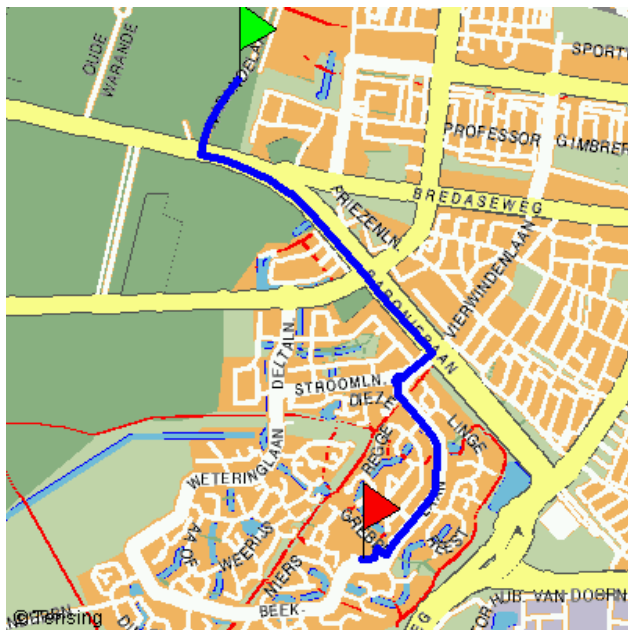
13.1.1 Accommodation

Together with the housing co-operations *WonenBregburg* (<http://english.kamerpunt.nl/>) and *Kamerbemiddeling Tilburg* (<http://www.kbthousing.nl>), Tilburg University guarantees accommodation to all international students.

13.1.2 Receiving your key

You will be welcomed at the university by representatives of the housing agency during the arrival days on 20, 21 and 22 August 2009). Alternatively, “WonenBregburg” (see first map, under) can be found at: Hogeschoollaan 120, Tilburg (they are situated very close to the university. For the exact whereabouts of Hogeschoollaan, please see the map at the beginning of this document).

Kamerbemiddeling Tilburg (see second map, under) can be found at Amer 5-A, 5032 AZ Tilburg, Telephone: 013-4683248



You will be able to reserve your own accommodation on-line. This is a simple process and can be arranged via this website:

<http://www.tilburguniversity.nl/prospectivestudents/bachelors/practicalissues/beforearrival/reservation/>

You will also be able to find information about payment, terms and conditions and the tenancy agreement.

General information about the accommodation:

- The size of the rooms varies between 8 m² and 20 m².
- Rooms are part of a unit where the kitchen, showers, and toilets are shared with several other students. Students always have a private bedroom.
- Rooms are equipped with a bed, a desk, a chair, a wardrobe, bookshelves, carpets, curtains and bedding materials.
- All student residences have a laundry facility either built in or within easy distance.
- All student residences are supervised by a caretaker.
- Most student residences are conveniently situated near the University or the city centre.
- Monthly rent is between € 350 and € 450.

13.2 Bank account

In order to make it easy for you to open a bank account, Tilburg University has a special agreement with the Rabobank, which is located conveniently close to the University campus. Together with the Rabobank, we have created a simple application form, which will be sent to you by e-mail in advance by the International Office (IO) in June.

Once you have filled in the form and returned it to IO, they will make sure that your bank account is ready for you on your arrival in the Netherlands. You will have time to collect your bank card and other details about your account as soon as possible after your arrival. It is possible to complete this form after your arrival in Tilburg, but it will then take approximately one month before you will be able to use the account.

If you have been accepted to our programme, and have not been contacted regarding a bank account, please contact one of our graduate officers (see 2.4)

13.3 The Campus

Below you will find information concerning each building on the campus.

13.3.1 Cobbenhagen Building C

Internet café

There are 24 pcs in the internet café. These computers do not have a disc drive or a CD-Rom, but do have internet access. Opening hours are from Monday to Friday between 7.30 and 22.30. Note: closing time depends on the time of the last lecture.

13.3.2 Dante Building C

Internet café

On the ground floor are 20 pcs, which have the same software as the computers in the Library and are equipped with disc drives and CD-ROMs. There is also the possibility to print. This is open until 22.00.

13.3.3 Esplanade Building E

ASSET FIRST International Office

Faculty association Asset is the association for all students of International Business Administration and Economics, organising activities and providing services that prevail to all students of this faculty. ASSET FIRST International is situated in room E 112.

Blackbox

The University theatre, the Blackbox, can be found on the ground floor. Local and University groups practice and perform here.

13.3.4 Goossens Building G

Selexyz Gianotten

Selexyz Gianotten is a book shop. Here you can buy textbooks, stationary, notebooks etc.

13.3.5 Koopmans Building K

Electronic information board

General announcements about conferences etc.

MAK-office K 2.17

MAK Mentorship System FEB is located at K2.17. Office hours are on Monday to Friday between 09.00 – 17.00. During these hours there will be somebody available from the MAKboard to answer your study related questions.

13.3.6 Olympia Building O – Sports Centre

The Sports Centre is located on the Academielaan 5. International students can buy a Sports Card. Further information can be found in the information package and in the information guide 2009-2010. With the Sports Card, students can participate in all different kinds of sports, such as Thai Bo, soccer, volleyball, tennis, climbing, squash, fitness, etc. For some activities (tennis, squash, climbing, aquarobics, fitness) students have to subscribe. You can also book a court (for tennis, soccer, basketball, etc.) at the Information Desk. You can check the website for information about sports organisations and events or for information about the Sports Card and schedules. Opening hours are from Monday to Friday between 09.00 and 24.00 and during weekends at certain times (you can check this on the noticeboard at the Sports Centre).

13.3.7 Prisma Building P

ESN-office

ESN is situated in room P 101 (ground floor). Office hours are Monday to Friday between 12:30 pm and 2:30 pm. During these hours there will be someone available from the ESN board to answer your questions. You can also sign up for ESN activities in this office. During the above mentioned office hours you can reach them at +31 (0) 619177381. Other student organisations are also located in building P.

International Office

University Office – International Office is situated in building P on the second floor. The International Office supports all faculties in the application of the University's international policy. The International Office is also responsible for services and support for exchange students, both incoming and outgoing, as well as the regular incoming foreign students.

Student Advisory Office

The student psychologists, study counselors and student counselors are situated here. You can make an appointment with a Student Counselor or/and psychologist at the Central Student Desk

(G 79). If you would like to make an appointment with a Study Counselor, you can go to the Student Service Centre.

Main Entrance, Building P

Here you can find a few services like copy machines, train and bus timetables, printers and telephone boxes. Other student organisations are situated here, in corridor P1.

Language Centre

A variety of language courses are offered by the Language Centre. Further details about these courses can be found on their website or from the Language Centre Information Desk.

The front office of the Language Centre is situated at the Student Service Centre (ground floor of building P).

Copyshop and Giftshop

You can have copies made here and have your essays bound.

You can also purchase gifts here with the University logo.

Office hours are from Monday to Friday between 09.00 and 12.30 and from 13.00 to 17.00. The copyshop is located in room P-0.30

Internet café

In P 51 are 24 pcs, with no disc drive or CD-Rom. There is, however, internet access. Opening hours are from Monday to Friday between 8.00 and 22.30 (or until the last lecture).

Student Service Centre (SSC)

Several services for students are located at the Student Service Centre (SSC) at Tilburg University. The SSC offers a wide range of services and support in the form of coaching, counselling, advice and information about study programmes and career planning. The SSC also offers guidelines with regard to academic skills concerning linguistic, cultural and philosophical aspects. For making an appointment with one of our specialists mentioned below please contact the SSC.

Career counsellors

During your stay in Tilburg, you might want to discuss your career planning.

The career counsellor of Tilburg University offer coaching and workshops on:

- Making career choices
- Developing your career focus
- Improving your application skills (like composing a CV or writing a letter of application and job interview techniques).

The SSC offers also books about career issues and information about job openings and internships.

Student Psychologist

You can contact the student psychologist for questions, doubts or problems with:

- Studying (method of studying, discipline, fear of exams, fear of failure)
- Yourself or your circle of family and acquaintances (e.g. illness or passing away of family members)
- Contact with others (friends, fellow students and flatmates, lecturers, parents)
- Adapting to your new surroundings, a new country (different customs and habits)

The psychologist will analyse your problems and provide you with an adequate solution: a single consultation, a brief individual coaching, participation in a course or a workshop, or reference to another specialist.

The Student Service Centre is located on the ground floor of the Prisma building, (next to the cash dispenser)

13.3.8 Vigilant Building V

Security is situated in building V. To report an emergency call 013 – 466 2525.

If you lose something on campus, you can visit the security office. If your lost item has not yet been found, you can receive further instructions here.

It is also possible to fill in an on-line request at:

<http://www.tilburguniversity.nl/services/dfb/security/lost.html>

13.3.9 Zwijzen Building Z

You can go to this Silence Centre if you want to spend some time resting, reflecting, meditating or praying. It also provides room for a limited number of activities like slide shows, video projections and art exhibitions. Opening hours are from Monday to Friday between 09.00 and 20.30.

14. Medical Care and Health Insurance

14.1 Doctor

If you need medical care during your stay in Tilburg, you can contact a general practitioner (huisarts). Further information regarding locating a general practitioner can be found in the "Tilburg Survival Kit". In the city centre, you will find two GP's who deal regularly with international students:

Dr. Hilbink, Korvelplein 10, 5025 JN Tilburg. Tel: 013-542 0505. By appointment only

Dr. Wouts, Tuinstraat 5, 5038 DB Tilburg. Tel: 013-542 3225. Consulting hours Monday – Friday 8 am – 9:30 am (without an appointment). Afternoons by appointment only (closed on Thursday afternoon). Please check the website: <http://www.wouts.praktijkinfo.nl>

14.2 Centrale Huisartsenpost (Urgent Care)

If you need medical care during the evening or at the weekend, you should visit the *Centrale Huisartsenpost* at Lage Witsiebaan 2a, Tel: 0900-332 22 22.

You must telephone the *Centrale Huisartsenpost* prior to your visit.

14.3 Ambulance Services

In the case of a serious accident or sudden illness requiring immediate medical attention call the general emergency phone number: **112**

14.4 Accidents and emergencies

If possible, always consult a GP (*huisarts*) with any health problems. You should only go to the Accident and Emergency Department (*EHBO*) in a hospital in the case of severe illness and/or injury. Your medical insurance will not reimburse the high costs of a consultation in hospital, if this visit is for an illness which could have been handled by a GP or the *Huisartsenpost* (You can see a doctor here, if you fall ill outside of the normal working hours). There is an Accident and Emergency Department (*EHBO*) in all hospitals.

14.5 Dentist

Students can visit any dentist in Tilburg. You can find a dentist by looking in the Yellow Pages (*Gouden Gids*) under *Tandartsen* (dentist). See also www.telefoongids.nl.

14.6 Health Care and Insurance

EU students have to take their EU health card to every consultation. Students from outside the EU have to pay for each consultation in cash and send the invoice to their insurance company for reimbursement.

15. Visa renewal

All non-EU and EEA students are granted a single-entry visa (MVV) which gives them permission to study in the Netherlands.

At the beginning of your study you will receive permission to stay in the Netherlands, and this permission has to be renewed every year. Approximately two-thirds into your first year of study you will receive a form, in Dutch, from the Immigration department (it is not possible to say specifically when you can expect to receive this).

A translation of this form can be found at the Nuffic site: www.nuffic.nl

It is extremely important that you do not ignore this form, and you should complete it and send it back to the sender.

If you have any problems with filling in this form, please do not hesitate to contact the Graduate Office in K208.

16. Public transport in Tilburg

16.1 Travel Directions by Public transport

Tilburg University – Central Station	Central Station – Tilburg University
<p>From bus stop: Conservatoriumlaan (2 minutes walk from bus stop “Tilburg University”)</p> <ul style="list-style-type: none">• Line 2: direction “Centrum”• Line 3: direction “Stappegoorweg”• Line 131: direction “Tilburg CS” <p>From bus stop: Tilburg University</p> <p>Line 4: direction “ Station Reeshof”</p>	<p>To bus stop: Conservatoriumlaan</p> <ul style="list-style-type: none">• Line 2: direction “Reeshof”• Line 3: direction “Reeshof”• Line 131: direction “Breda CS” <p>To bus stop: Tilburg University</p> <ul style="list-style-type: none">• Line 4: direction “Reeshof”

16.2 National Bus Ticket

The key to the Dutch public road transportation network is the National Bus Ticket (‘Nationale Strippenkaart’), valid throughout the country on all buses, trams, and underground trains.

The Netherlands is divided into transport zones, with standard fares, payable according to the number of zones travelled through. Each zone costs one ‘strip’. So travelling within one zone costs two ‘strippen’, crossing into a second zone raises the fare to three ‘strippen’.

Unlimited travel and changes are allowed within each zone during a certain period of time (specified on the back of the card).

National Bus Tickets, with either 15 (€ 6.90) or 45 (€ 20.40) 'strippen' can be bought at railway stations, tobacconists and post offices. Tickets bought from the bus driver are much more expensive.

Please note that in certain places you can only travel by OV-chipcard (more information can be found at <http://www.ov-chipkaart.nl/?taal=en>)

16.3 Brabant Bus Ticket

If you just want to travel by bus in Brabant (except South East Brabant), you can also use a special Bus Ticket.

- Price: € 13,50
- For everyone between 12 and 64 years old
- Valid on every bus in Brabant, except South East Brabant (Asten, Bergeijk, Best, Bladel, Cranendonck, Deurne, Eersel, Eindhoven, Geldrop-Mierlo, Gemert-Bakel, Heeze-Leende, Helmond, Nuenen c.a., Laarbeek, Oirschot, Reusel-De Mierden, Someren, Son en Breugel, Valkenswaard, Veldhoven en Waalre)
- It's 3 "strippen" per person during rush hour (90 cents) or 2 "strippen" during non-rush hour (60 cents)
- You can travel for 1 hour when your "strippen" have been stamped



For further information about public transport: tel. 0900-9292 <http://www.9292ov.nl> or www.bba.nl

17. Shopping

17.1 Supermarkets

Supermarkets are easy to find in Tilburg. The 'Albert Heijn' at Jan Heijnstraat 10, near the central railway station, belongs to one of the biggest supermarkets chains. If you are looking for something you cannot find anywhere else, try there. This supermarket is open from Monday through Saturday from 08.00 until 22.00 hours.

Closer to the university at the Westermarkt, you will find a smaller 'Albert Heijn' and an 'Em-té' supermarket. For directions to the Westermarkt, please see their website (in Dutch): <http://www.westermarkttilburg.nl/index86.html> If you click on "waar" in the left-hand column, you will find a map of the location.

17.2 Other stores

In the centre of Tilburg you will find a number of large department stores, clothing stores, markets etc. For more information about these facilities, and shop opening times, please see: <http://www.tilburguniversity.nl/tilburg/living/shopping.html>