Preface

On behalf of the Graduate School CentER I would like to welcome you to the PhD program of The Tilburg School of Economics and Management (TISEM).

The PhD program is a very important aspect of academic research at TiSEM. The interaction between young PhD candidates, who have an open mind and fresh ideas, and experienced faculty members often leads to groundbreaking research. This is why TiSEM invests a substantial amount of money and time into our graduate school. And this has paid off. With recent top-placements at, among others, Harvard, Chicago, Yale, Bocconi, Cambridge and SMU we pride ourselves on providing an excellent research environment for our PhD students. Now it is your time to make yourself and us all proud. We are very happy to host you for the next three years of your life and to support your PhD studies with excellent facilities, funding, knowledgeable supervisors and day-to-day administrative support.

We realize that doing a PhD is not an easy task. Therefore we are always available to support and guide you through the academic jungle of your PhD life. This book can be seen as your go-to guide-book to the school’s procedures, rules, regulations and funding opportunities. You can use it as a reference throughout your PhD project and read it as an introduction to your life as a PhD student. If anything is still unclear, or if you are looking for additional support, please do not hesitate to contact the graduate office any time. We are here to help you to make the most of your PhD project.

I hope you enjoy your time with us and I wish you good luck in writing your PhD-thesis at CentER.

Prof. Dr. Joost Driessen
Vice-dean of Research
Scientific Director CentER
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1. Introduction
Welcome to CentER Graduate School. CentER is an internationally acclaimed research institute at the Tilburg School of Economics and Management 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 programs in economics and business.

The CentER members divide their time between teaching a variety of courses and conducting research. Research activities are divided into eight research groups. CentER’s research excellence has not gone unnoticed. See our rankings for more information.

Each of the graduate degree programs includes a two-year Research Master degree and a three-year PhD program. Since its inception in 1992, more than 350 CentER students have successfully completed their PhD studies.

CentER’s outstanding reputation in the international economics community and its business research excellence attract scholars from all over the world. These visiting scholars conduct research, publish papers in CentER’s Discussion Paper series, offer short courses on a variety of academic topics, and participate in informal exchanges with students and professors.

If you are reading this guide that means you have either finished your research master at CentER already or you are joining us from an external party. This guide is meant to help you start your work at CentER and guide you through the process of becoming a PhD. Topics such as the PhD track itself will be covered and you will also find practical information in this guide such as information about the research facilities and employee benefits.
2. Overview PhD track

2.1 The PhD Track Introduction

At CentER Graduate school you can either pursue a PhD in Business or a PhD in Economics. The PhD programs both take three years in which you work on a PhD dissertation. In principle PhD candidates do not follow any courses but fully focus on conducting research. This chapter will walk you through the process from choosing a supervisor, to defending your dissertation. Below a basic timeline of the typical PhD process is presented.

PhD Defense Trajectory

Introduction

The following procedure will guide you through the complete PhD defense trajectory. Please start the procedure at least six months before the preferred defense date. For the official regulations, please go to http://www.tilburguniversity.edu/education/research-masters-and-phd-programmes/regulations/.

General acknowledgements

1. The terms ‘supervisor’ and ‘promotor’ are interchangeable. Officially, the term ‘supervisor’ is used.
2. The terms ‘thesis’ and ‘dissertation’ are interchangeable. Officially, the term ‘dissertation’ is used.
3. Link to the Doctorate Board: https://www.tilburguniversity.edu/education/research-masters-and-phd-programs/doctorateboard/
4. There is no official CentER template for the layout of the dissertation, except for the cover. You are allowed to use a full color picture on the cover.
Step 1: Appointment of supervisors

Within 4 weeks of registering with the Graduate School

1. Please fill out the application form for the appointment of your PhD thesis supervisors, which can be found here https://www.tilburguniversity.edu/education/research-masters-and-phd-programs/regulations/. All PhD candidates must have at least two supervisors of which one full professor from Tilburg University/TiSEM.

   **Important:** your supervisors have to be appointed officially before you can book a provisional PhD defense date at the secretariat of the doctorate board.

2. Please make sure that the supervisors sign the form on the back side. The Graduate Office arranges the signature of the Director of Graduate Studies.

3. Hand in the form at the Graduate Office (T702) including:
   - A copy of a legalized birth certificate or an extract from the municipal basic administration (‘Gemeentelijke Basis Administratie’), or a copy of your passport/ID card. With a view to privacy, the Doctorate Board Office shall destroy the photocopy of the passport after the defense or after deregistration.
   - A certified copy of your diploma (MSc or MPhil). If you do not have a certified copy, you must hand in the original document at the Graduate Office for certification.
   - A certified copy of your grade list. If you do not have a certified copy, you must hand in the original document to the Graduate Office for certification.
   - A short description of your thesis, about one A4, or the table of contents.

4. After approval by the Director of Graduate Studies, the Graduate Office sends all the documents to the Doctorate Board.

5. If the Doctorate Board approves the appointment, they will send a confirmation letter to the PhD candidate and (co-)supervisor(s).

Step 2: Appointment of a PhD-Committee

At least 6 months before your public defense

1. The supervisor decides whether your PhD manuscript is ready to be sent to the committee members.

2. Together with your supervisors, you need to compose a PhD committee. The PhD committee cannot consist of only members from your own department. The Directors of the Graduate Schools see to a balanced composition of the committee.

3. You can either arrange a tentative date for your public defense (with the secretaries of the Doctorate Board) or you can decide not to set a date yet, but to only appoint the committee and decide upon a date of the public defense after you had your pre-defense.

4. Fill out the form: application form for fixing a date for the defense of a PhD thesis and the appointment of the PhD committee. If you do not have a date for the public defense yet, you can leave that field blank. Please make sure that the supervisors sign
the form on the back side. The Graduate Office arranges the signature of the Director of Graduate Studies.

5. Hand in the form to the Graduate Office.
6. The Graduate Office sends all documents to the Doctorate Board.
7. A date for the pre-defense will be set by the supervisor. The pre-defense will be arranged by the (co-)supervisor or the secretaries’ office of the department involved. They are also in charge of sending the manuscript to the committee members before the pre-defense.

**Step 3: Pre-defense**

*At least 4 months before your public defense*

1. At the pre-defense, the committee first appoints a chairman (this can be the supervisor).
2. Present the main ideas of your thesis in about 30 minutes.
3. The committee members ask questions.
4. Committee members who cannot be present at the pre-defense, will inform the supervisor of their questions and comments before the pre-defense. The supervisor will then ask the questions and give the comments.
5. At the end of the pre-defense, you leave the room and the exam committee discusses the quality of your thesis and the defense.
6. The committee then decides whether or not and under which conditions you can be admitted to the public defense. The thesis can be accepted (i) without revisions, (ii) with minor revisions, (iii) with major revisions, or (iv) can be rejected. The committee can distinguish between revisions that are necessary to improve the thesis, and revisions that are advisable but can be left for the postdoc period when you will prepare your papers for submission to journals.
7. You are called in and the chairman announces the decision of the PhD committee. The chairman then announces the required changes.
8. During the pre-defense, you and your supervisor take note of all the questions and suggestions and/or collect the remarks from the committee if these are written out. You or your supervisor bundle all remarks and suggestions in a to-do list with the required changes to the thesis. This list is sent to the committee members for approval.
9. Please note that depending on the outcome of the pre-defense, it may be necessary to set a new date for the public defense. If this is the case, the supervisor needs to contact the Graduate Office and the Doctorate Board.
10. When the thesis has been revised, you are required to send the thesis and a detailed list of changes to the thesis - which is your response to the PhD committee members - to the supervisor.
11. If you have not arranged a date for the public defense yet, you need to arrange one after the pre-defense is held.
Step 4: Manuscripts

10 weeks before your public defense

1. After the approval of the adjusted manuscript by your supervisors, one of your supervisors will send the manuscript, together with a detailed list of how you have responded to the required changes to the Graduate Office.
2. The Graduate Office sends the manuscript and your comments to each committee member including the assessment form. The committee members need to return their signed assessment form to the Graduate Office within two weeks.
3. In case one or more members vote against your admission to the public defense, a new pre-defense needs to be arranged.
4. When all committee members agree upon admission to the final defense, the Graduate Office sends a copy of the outcome, including the assessment forms of the committee members to the Doctorate Board. You will also be informed about this.
5. The Doctorate Board sends a letter stating the admission to the public defense to you, the Director of Graduate Studies, your supervisors, and the committee members.

Step 5: Printing the dissertation

About 7 weeks before your public defense

1. After your manuscript is approved by your committee. You have to email the first pages (as a DOC file or PDF file) (see Article 20) to the secretary of the Doctorate Board for approval.
2. After the first pages are approved. Email the PDF file of the final thesis, and the text for the back cover and invitation as a DOC file, to the Graduate Office. The text for the back cover should include information or a summary of the dissertation and some lines on the author. Inform the Graduate Office whether you want the invitation in bookmark or postcard format.
3. The Graduate Office requests an ISBN number, adds the list of previous dissertations, and arranges proof prints (hard copy for the thesis itself, PDF for the cover).
4. Approve the proof prints. Please note that for the thesis, the hard copy needs to be signed for approval and returned to the Graduate Office. If necessary, new proof prints can be made. After your approval, 85 copies of the thesis will be printed. The entire printing process will take about four weeks.
5. In case you would like to order more copies, or if you would like to have certain pages printed in color, additional fees will apply.
6. The Graduate Office informs you when the thesis is ready. Pick up the copies and deliver 35 copies with an invitation to Post office (P 0.33) of Tilburg University. Please do so at least three weeks before the date of your defense.
Step 6: Preparing the defense

Start at least 1 month before your public defense

1. Arrange the standard attire for yourself and your assistants:
   - if male: tailcoat, white waistcoat and bow-tie or other clothing appropriate to the occasion.
   - if female: suit, or other clothing appropriate for the occasion.
2. The ceremony takes place in the large auditorium or the Ruth First room. The reception afterwards will take place in the 'Kleine Foyer', which can accommodate a maximum of 125 guests. Please contact DFB Servicedesk for catering during the reception. Note that you pay for the reception costs yourself.
3. Prepare the official defense with your supervisors. The procedure of the defense can be found in the PhD regulations, Chapter 7.

All information found in paragraph 2.1 can be found in the PhD regulations.

2.2 Teaching

All internal PhD candidates employed by Tilburg University can be deployed for teaching activities, PhD candidates that are here on a scholarship can also, voluntarily, engage in teaching activities. These activities can include teaching tutorials or workshops, but also checking and correcting bachelor theses or exams. These activities will take a maximum of 20% of your time.

Trainings are available for PhD candidates that are going to teach. You will be able to follow part of the University Teaching Qualification (UTQ) course, but you will not get the complete certificate. During the course you will learn among others to prepare and teach classes and to supervise and mentor students. For more information about this course you can contact the education officer of TiSEM: drs. Susan van Soest, email address: s.vansoest@tilburguniversity.edu

2.3 The R&D Interview

Annual Result and Development interviews (or R&D interviews) are held with all employees. In the R&D interview, the results you achieved and agreements you kept regarding your work, your progress and your plans are evaluated and appraised by your superior.

You will have the R&D-meeting with your educational coordinator who will ask your supervisor for input. If your EC is also your supervisor you will have the interview with the DGS (Director of Graduate Studies). You will also be asked to prepare this interview by giving an overview of your activities and your schedule. https://www.tilburguniversity.edu/intranet/human-resources/result-and-development/

2.4 Job Market Preparation

Ideally, most candidates will be on the job market during the last year of their PhD studies. In principle, you should be on the market if:

(1) You have a job market paper ready and you have presented it in a Tilburg University workshop.
(2) You will be able to deliver a presentation on your job market paper (and discuss the other chapters in your dissertation).
You will need to have 3-4 (including your advisors) recommendation letters. Therefore, the ultimate decision to go on the market should be jointly made with your dissertation advisors. This requires you to be in close contact with them, keeping them informed about both your progress and your job preferences. Also, keep in touch with other faculty members to secure the necessary number of recommendation letters.

All information concerning the track towards the job market can be found on the CentER website. Note that the time line of the job market differs between the several tracks, so please make sure you know what time line is applicable for your research track. It is important to orientate yourself during the summer before your last year, and, to have your job market paper ready.
3. **PhD course program**

In consultation with your supervisor you can follow courses during your PhD track. There are several courses and training you can follow both at CentER and TiSEM, but also at other faculties or even externally.

### 3.1 Courses at Tilburg University

It might happen that during your work on your dissertation you find yourself in areas of which you do not have the proper knowledge yet, therefore Tilburg University allows you to follow courses during your PhD track. These courses can include courses of the research master program, but also regular master or even bachelor courses. All available courses can be found in the Osiris Catalog on catalogus.tilburguniversity.edu. Please note that following courses should always happen in consultation with your supervisor.

#### Enrolling in Courses

PhD candidates need to enroll for a course via the Graduate Office, it is not possible to enroll for these courses directly as a PhD candidate is considered a contract student by the student administration https://www.tilburguniversity.edu/education/contractteaching/.

If you would like to follow a course but not take the exam, you can join the course without enrolling officially. You will not be able to receive a certificate afterwards. If you would like to follow a course and take the exam, you need to register officially.

To register for courses, you will first have to request an “education plan form” at the Graduate School. You should fill out this form in consultation with your supervisor and education coordinator. Once filled in, the form together with the contract education form should be handed in at the Graduate Office. The contract education form can be found on the website under “Contract Education”. The deadline for registration for a 1st semester course is 1 September and for a 2nd semester course it is 1 January. It will not be possible to register after the deadline.

#### Courses at Other Research Schools

It is also possible to follow courses at other Dutch research schools if you wish to do so. To follow a course at another school you should seek contact with your Education Coordinator and the Graduate Office, they will let you know how to proceed.

### 3.2 LNBM Courses

You can take part in LNMB courses without any charge. The LNMB is a Dutch Network on the Mathematics of Operations Research. This network is an interuniversity co-operation in which all Dutch universities and the Centre for Mathematics and Computer Science (CWI) in Amsterdam participate. The PhD courses that you can follow at this network can be found on http://www.lnmb.nl/pages/courses/phdcourses/. The courses take place in Utrecht, for reimbursements of travel expenses please check with the secretariat of your department.

### 3.3 Trainings

As a staff-member of Tilburg University you can also follow several courses and trainings. Among them are language courses, leadership skills, research skills and more. Especially for PhD candidates there is a career counseling program. This training helps you to answer some important questions towards the end of your PhD project. The goal is to systematically
reflect on your future career and to develop job-seeking and job application skills. This program is free of charge. For the dates and more information you can visit https://www.tilburguniversity.edu/intranet/career-development/courses-and-training/training-and-courses-for-staff/career-counseling-for-phds/.

Another course that might be interesting before starting your thesis is the EndNote course. You can follow this course online at https://www.tilburguniversity.edu/intranet/information-for/scientists/research/publishing/endnote/. The full list of courses and trainings can be found on https://www.tilburguniversity.edu/intranet/career-development/.
4. Funding
Most PhD candidates at CentER are considered employees of Tilburg University and will receive a salary. All university salaries are based on collective agreements between Tilburg University and the labor unions representing university employees. PhD candidates are allowed to follow courses. In addition PhD candidates may have access to the following funding and reimbursements.

4.1 Editing Services
CentER will pay the cost of having one chapter of your thesis edited by a professional proof reader. CentER will also pay the editing costs of a chapter which you would like to submit to a top or very good journal. More information on the list with top and very good journal is available via the Service & Quality Officer of CentER.

4.2 Job Market Costs
Candidates who would like to attend a job market conference can have the conference fee, the costs for traveling and hotel paid for by CentER. The maximum amount that can be reimbursed is € 1,500. Requests have to be submitted in advance to CentER for approval by the Director of Graduate Studies and the Education Coordinator, and must contain a budget estimation. To be eligible for this reimbursement you must be on the job market.

4.3 Dissertation Printing Costs
PhD dissertations from TiSEM are published in the CentER thesis series. If you are a regular PhD candidate, CentER will pay for the printing costs. If you are an external PhD candidate, you need to pay for the printing yourself. The only exception is if you would like to have pages printed in color, these costs you must pay yourself. See chapter 2 for more information on printing your dissertation.

4.4 PhD Research Trips (Applicable to PhD Candidates Employed by TiSEM)
Formal application deadlines twice in an academic year (June 1st and December 1st). Application should be sent to center-gs@uvt.nl. The graduate office will forward the documents to the DGS and relevant EC. First round of decisions in June and second in December.

Visits should not be longer than one semester.

Applicants make sure that possible teaching duties are covered by someone else while they are away.

Students funded by grants that provide resources beyond salary and have funds for staying abroad for at least one semester do not qualify for CentER funding.

1) The application should include:

CV with achievements and working papers
Invitation from a foreign scholar (to ensure the trip is prepared and the PhD will have a committed tutor there)
Indication of a clear work plan
Letter/email of support by the supervisor
2) Upon return the student should submit a short report on the visit and its achievements.

3) Unsatisfactory performance of applicants play a role in the evaluation of future applications supported by the same supervisor(s).

### 4.5 Conference and Summer School Visits

The departments should reimburse these costs. Please contact the secretariat of your department for more information. Note that attendance to these activities will only be reimbursed if your education coordinator and supervisor gave your permission for this. For more information on procedures on all the activities you can contact the Graduate Office.
5. Appointment & Facilities
As PhD candidate you have the right to an office, this will be arranged by your department. In addition to this Tilburg University offers its employees some extra benefits and services. Below you can find these services and the facilities of which you can benefit as an employee of Tilburg University.

5.1 General Information on Working at Tilburg University
There are a couple of things that are necessary or good to know when starting at Tilburg University. To help you get around there is a page on the intranet for new employees. On the intranet you will also find a page with information specifically for PhD candidates. Below some of this information to get yourself started is listed, for more information you can always turn to the intranet or the HR department.

5.1.1 The Intranet & My Employee Portal
The intranet is a central information page for Tilburg University employees, you can log in by using your Tilburg University username and password. The intranet can, among others, be used to find information about support, career development, leisure, HR and the policy of the university.

My Employee Portal is a quick and simple way to manage your personnel affairs online. It is a central webpage where you can browse your personnel data and quickly and simply handle any HR business, at any time and any place. You will have easy and safe access to My Employee Portal via the intranet with your Tilburg University username and password.

The My Employee Portal can be used for the following services:
- Consulting and changing personal data, for instance, your home address.
- Viewing your pay slip.
- Reporting illness and recovery and reporting pregnancy
- Requesting parental leave or permission to save for a period of prolonged leave
- Finding out the current status of your facilities budget and the value of a leave hour for any requests for facilities under the Employment Conditions Options model.
- Applying for internal vacancies online and setting up a job alert so that you are informed by e-mail of any new internal vacancies

The My Employee Portal can be accessed through the intranet: My Employee Portal

5.1.2 HR Service Center
The HR service center can be contacted about HR regulations, payroll, My Employee Portal and more. The HR service center can be found in building M, room 902. Their phone number is (013 – 466) 4011 and their email address is: hrservices@tilburguniversity.edu

The HR-advisor for PhD Candidates is: Drs. Monique van Alphen

5.1.3 Income
The salary stated in your appointment letter is the gross salary. The gross salary is the amount of salary before deduction of taxes, social security premiums and premiums for our pension scheme for retirement, disability and in case of death while in employment. Tilburg University deducts these costs before the amount is transferred to your bank account. You will find your salary slip via my employee portal. The usual payment date is around the 24th of the month.
As mentioned above, your salary is not the only remuneration you will receive. In the month of May you will receive your holiday allowance (‘vakantiegeld’), which is 8% of your gross salary received in the previous period from June to May. You will also receive an end-of-year bonus (‘eindejaarsuitkering’) in December, which is 8.3% of your gross salary received in the period from January to December. Both payments are gross payments.

5.1.4 Pension & Health Insurance
In the Netherlands you can accrue pension in two or three ways: 1) AOW, 2) pension that you accrue with your employer (ABP in case of Tilburg University) and 3) the pension that you arrange yourself (individual). AOW is a benefit you will receive from the government on reaching the AOW-age. See the site: https://www.svb.nl/
You will accrue a pension with ABP, see: https://www.abp.nl/english/

Health insurance
The basic health insurance is compulsory for everyone living in the Netherlands or paying income tax here. Insurance companies must accept everyone for basic health insurance. The basic insurance covers the costs of medication, hospital treatment, care provided by a general practitioner and maternity care. You will also be able to take out supplementary insurance for medical expenses not covered by the basic health insurance. Children up to the age of 18 are insured free of charge.

Tilburg University has agreed a collective contract with the CZ-Groep. When applying, do not forget to mention the Tilburg University collective insurance number (1740). You can obtain a CZ information pack (including application form and premium table) from the HR Service Center.
https://www.tilburguniversity.edu/intranet/human-resources/employment/collective-health-insurance/

5.1.5 Holidays
According to the CLA a 38-hour working week constitutes a full-time employment contract. The corresponding annual amount of leave to which you are entitled is 29.

Instead of the 38-hour CAO working week, you can choose to work 40 hours per week (and to build up more days of recreational leave) or to work 36 hours per week (giving up leave days in exchange). Two working hours per week corresponds with 12 days of leave per year. Full-time employees therefore have the following options:
- to work 40 hours per week with 41 days of recreational leave per year, or
- to work 38 hours per week with 29 days of recreational leave per year, or
- to work 36 hours per week with 17 days of recreational leave per year.

Many Tilburg University employees in practice opt for the 40-hour working week with many leave days. But the choice is yours and will depend on your personal situation, among other things. In the case of part-time employees, the above applies in proportion to the number of hours of employment.
Every year the university has a number of collective days off. The collective days off are usually:

- The days between Christmas and New Year's Day
- The Friday after Ascension
- The Monday before or Friday after a public holiday.

Make sure you have registered to spend your leave on the electronic leave card in My employee portal, before 1 June of the calendar year. More information about this can be found on the intranet.

5.1.6 Conduct & Integrity
To make the values and standards at our university explicit, a Code of Conduct has been drafted. In this code, the values that inspire working and studying at Tilburg University are described. It is a framework for reflection on the university’s core values and describes the requirements regarding personal conduct of employees and students. The Code of Conduct offers room to call one another to account. Specific rules of conduct are laid down in separate regulations, which are referred to below. These regulations contain complaint procedures and provide possibilities to impose sanctions. All information about the code of conduct can be found on the intranet.

5.1.7 Associations & Meetings
The Graduate Students Society (GSS) is the main representative body of Research Master and PhD candidates affiliated to the CentER institute. It was brought to life on 16 September 2002 and since then it has been doing its best to serve the graduate student community. The GSS represents the interests of graduate students by working together with key people in management and other committees within the faculty. It also organizes academic events such as a seminar series for graduate students, provides practical information about the graduate programs and living in Tilburg through an online forum, and organizes a number of social events.

Tilburg University has a very active personnel association called Unifriends. Unifriends organizes events such as city trips, bicycle trips and creative courses, events organized by Unifriends are Dutch-spoken.

Foreign employees can become member of the Tilburg International Club (TIC), the TIC organizes all kinds of enjoyable social and educational events that contribute to a close international community. Tilburg University finances the first two years of membership for you and your family.

You also have the opportunity to participate in the dynamic campus life at Tilburg University. The Academic Forum regularly organizes lectures, debates, exhibitions, culture courses, talk shows, films and music performances.

5.1.8 Language Courses
Both Dutch and English are spoken extensively at the University. The Language Center offers a wide range of courses aimed at improving oral and written language skills.
There is a Dutch language course for those coming from abroad. The course is designed to help you develop and improve fluency in Dutch so that you can get by on a day-to-day basis in the Netherlands. Grammar and vocabulary lessons concentrate on everyday situations, such as shopping, getting medical help, traveling, work, and topics of general interest. Basic reading and writing skills in Dutch are also part of the course. If you have come to the Netherlands with your partner, he or she may also be interested in the Dutch course.

5.1.9 SHE Advisor

Working with computers can lead to various health-related problems. Each department has an expert Safety, Health and Environment advisor, the so called SHE advisor. Do not hesitate to call upon the assistance of the SHE advisor to organize the most ergonomic work environment for you.

5.1.10 CLA and Options Model

Tilburg University is a member of the VSNU, the association of universities in the Netherlands. Tilburg University Employees are a part of the Collective Labor Agreement (CLA) of the Dutch Universities. This agreement contains provisions related to salary, holiday leave, parental leave and other topics. The CLA can be found on http://www.vsnu.nl/.

On top the above mentioned CLA, Tilburg University provides its employees with an annual budget that they may use towards an Options Model. The Options Model allows you to mix and match benefit modules that work best for you and your family. The Options Model can be used for:

- Extraterritorial costs
- Broadband internet
- Commuter costs
- Purchase of a bicycle
- Union membership contribution
- Sports card
- Extra pension
- Life-course scheme
- NS Off-peak discount pass
- Training facilities
- Purchase additional hours of leave

All the information on the abovementioned compensations can be found on under human resources on the intranet.
5.2 Research Facilities
CentER students have access to excellent research facilities, which we have listed for you below.

5.2.1 Seminars
CentER hosts an average of 30-35 visiting researchers annually for periods ranging from a week to several months, as well as more than 200 seminars and informal workshops per year. Various seminars are held each week, providing frequent opportunities for visiting researchers, PhD candidates and CentER faculty members to discuss current research and ongoing projects.

For more information on the seminars and the weekly time schedule of the seminars you can visit https://www.tilburguniversity.edu/about/schools/economics-and-management/news/events/seminars/.

5.2.2 CentERlab
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.

CentERlab is located in rooms CZ01, CZ02 and CZ04. These can be found at the basement level of building C at the University.

5.2.3 CentERdata
CentERdata is the institute for data collection and research that is affiliated with our School. They conduct panel surveys through a tele panel of around 2000 households in the Netherlands. It is an eminent party in survey, policy and consumer research and an expert in the field of customized software development for complex domestic and international projects in which innovation plays a key role.

CentERdata can support you in every phase of a research project: from developing the methodology to building the software, from data collection to data analysis and reporting and the dissemination of results. The data is freely available to PhD candidates. For more information about CentERdata visit https://www.centerdata.nl/en/.

5.2.4 Tilburg University Library
Tilburg University has an excellent library providing workplaces and information for researchers and students. Through the library the University provides access to a very extensive set of databases for information, articles and research data. The complete list of databases can be found on https://libsearch.uvt.nl/all/.
WorldCat Discovery
With a Tilburg University login you can access WorldCat discovery. WorldCat Discovery is a search engine that searches in the collection of Tilburg University, as well as in the collections of other libraries worldwide. WorldCat Discovery provides access to more than 1.8 billion electronic, digital and physical resources. It is also possible to access WorldCat from home if necessary. To access WorldCat Discovery from home a VPN connection has to be established, instructions can be found at https://www.tilburguniversity.edu/students/it/vpn/.

5.2.5 Research Data Office
The Research Data Office (RDO) is the virtual one-stop shop for researchers and Schools for all questions about research data management. The RDO offers support and advice on:
- Managing, storing and preserving research data.
- Research data management plans for funding proposals.
- Issues related to the university’s Research Data Management Regulations.
- Processing personal data in research data.

The Research Data Office can be contacted at researchdataoffice@tilburguniversity.edu, typically they respond within two working days.

More information on data management and the data policy at Tilburg University can be found on the intranet. If you are interested in future developments, resources, and useful tips on research data management you can also follow the LIS research support blog: https://blog.uvt.nl/rs/.

5.3 Other Facilities & Services

5.3.1 Library & IT Services (LIS)
The LIS provides several important services. They are responsible for managing the university’s collections as well as providing IT facilities and the support that comes with them. If you ever have any IT issues you can contact them at phone number +31 13 466 2222 or mail to ITSupport@tilburguniversity.edu.

5.3.2 Eduroam (Wi-Fi)
Like many other universities and research institutes, Tilburg University provides Eduroam Wi-Fi hotspots. Eduroam is available everywhere on campus, and when logged in, it can be used on other campuses or institutes that use Eduroam as well. Logging in is done by entering your username@uvt.nl and your regular password when connecting to the network.

5.3.3 Sports Center
The sports center is located next to the university at Academielaan 5. Next to a gym there are squash courts, tennis courts, football fields and many other facilities available. The university sports card also allows you to make use of external locations such as swimming pools and the ice sport center at Stappegoor. For the full list of available sports you can visit the website at https://www.tilburguniversity.edu/campus/sports-center/.
5.3.4 Restaurants
There are several restaurants available on campus. The main restaurant can be found in the restaurant building but there is also a cafeteria in building P and C. In addition there is a café in building E and a Starbucks in building G. For the complete list of restaurants and their daily menus you can visit https://www.tilburguniversity.edu/contact/openinghours/restaurant/.

5.3.5 Vending Machines
Vending machines can be found all over campus. The vending machines use an E-wallet system which you can link to your university card. To link your university card you can go to either a printer or the loading station in the library building. Once your card is linked to your account you can charge it by logging in to myNetPay. It is also possible to link your E-wallet to other cards like for instance your public transport card.

5.3.6 University Card
The University card is credit card sized, and contains your photograph, name, administration number and card number. With this card you will be able to identify yourself within Tilburg University. The card is used to get access to buildings, to borrow books from the library, and to use the printing facilities. It is also possible to connect the card with your e-wallet which is mentioned above.

5.4 Other General Information

5.4.1 Parking
Parking at Tilburg University is free. There are several parking lots on and around campus, the main parking lot is at the Warandelaan 2. For all parking sites see the campus map.

5.4.2 Opening Hours
The general opening hours are Monday to Friday from 08:00 to 18:30. However, buildings where lectures or special activities take place are opened till 22:30. The Library, Sports Center, Student desk and Restaurants have different opening hours which can be found on https://www.tilburguniversity.edu/contact/openinghours/.

5.4.3 Public Transport
Tilburg University has its own train station called “Tilburg Universiteit. Train information can be found on http://www.ns.nl/en or their app. And bus information can be accessed through 9292.nl. The bus stops close to university are called: ‘Station Universiteit’, ‘Conservatoriumlaan’ and ‘Universiteit van Tilburg’.

5.4.4 Housing
Tilburg University does not provide accommodation to its employees and/or students. There is some information on the website, but it is mainly focused on students.

Depending on what kind of accommodation you are looking for, there are several organizations that can be of help. Below you will find a list of some of these organizations
with a short description. If you want to know about the different areas in Tilburg, you can ask your colleagues!

- **Woninginzicht.nl**: In the Netherlands you can subscribe for “woningcorporaties” which possess their own real-estate and rent it at an affordable price. This website groups together the available accommodations of Tilburg’s “woningcorporaties”. By making an account you can respond to the available accommodations which will always be online for seven days before a new tenant is picked. Unfortunately the website is only available in Dutch.

- **Funda.nl**: Is the largest housing website in the Netherlands. If you are looking to buy, this is a good place to start.

- **Rental agencies:**
  - HousingXL.nl
  - Vesteda.com
  - HuurExpert.nl: This website has a lot of studios
  - Huurowningen.nl
  - Pararius.com

- **Facebook page**: You can become a member of a Facebook page called: “Woonruimte aangeboden/gezocht Tilburg”, where you will primarily find rentals like; studios, student rooms and the occasional house.

### 5.4.5 General Practitioner & Dentist

In the Netherlands, the general practitioner (*in Dutch: huisarts*) is the first point of contact in case health issues, unless there is an emergency. General practitioners (GP) in the Netherlands have more responsibilities than in many other countries, because of this, you might not be directed to a specialist as quickly as expected. If necessary the GP will prescribe you medication which can be picked up at a pharmacy, or refer you to a specialist at the hospital.

**You always have to make an appointment (usually by phone) before you can visit a GP!** To make an appointment with a GP, you have to subscribe yourself to their practice. To make sure that everyone is able to visit a GP close to their home, most have a policy to only accept patients within a certain zip code. Since you have to be subscribed to visit, it is recommended to already subscribe before you have an actual reason to visit as it might take longer in that case. On [https://zorgvinder.cz.nl/](https://zorgvinder.cz.nl/) you can find nearby practices, unfortunately it is only available in Dutch. Another way to search for a practice, is to search on Google Maps, and call one close to you to inform about their procedure for accepting new patients.

Most costs related to GP visits will be covered by your health insurance. Always remember to take your health insurance card with you when visiting the GP. Depending on the practice you may have to ask your insurance for a reimbursement yourself, therefore always ask for a proof of payment.

If you need to speak to a GP out of office hours, you can call the GP Medical Post at 0900 – 33 22 222. Note that you should only call this number in case your situation cannot wait until your GP’s next available hours. The GP Medical Post may give you self-care advice,
arrange a GP for you at the GP medical post or at home, or arrange an ambulance for you. In case you need an ambulance always call 112! Also see: www.huisartsenposttilburg.nl

For dentists, the procedure is similar. Dental practices are also listed on https://zorgvinder.cz.nl/. Note that dental costs are often not included in basic insurance packages, check with your health insurance if an additional package is worthwhile for you.
6. Important individuals & organizations

As a PhD candidate within CentER you will be involved with many individuals and departments within TISEM. We would like to mention some of them which could be of importance during your time at CentER.

6.1 Supervisor
The PhD candidate is supervised by their supervisors (in Dutch “promotor”). Every candidate must have at least two supervisors of which one is a full professor. In addition, at least one of the supervisors must be a member of the same department as the candidate.

6.2 Daily Supervisor
It is possible that instead of the supervisor an associate professor (in Dutch a “Universitair Hoofddocent” or UHD) or an assistant professor (in Dutch a “Universitair docent, UD) will act as your supervisor on a daily basis.

The PhD candidate can turn to the daily supervisor on matters such as scientific problems and questions, or on matters concerning teaching. It is recommended to have regular meetings with your daily supervisor and to schedule them in advance.

6.3 Departments
As a PhD candidate you will be working within a Department. You will have contact with:
- the Head of Department (HoD)
- fellow staff members
- Members of the secretariat of your department. The secretariat can inform and help you on such matters as travel arrangements, reimbursements, computers, assignment of office space, and other matters.

6.4 Education Coordinators
From the beginning of your studies you will be in contact with an Education Coordinator (EC). Education Coordinators are faculty members who, together with the Directors of Graduate Studies (DGS), are responsible for the education of Research Master Students and PhD candidates right from the outset. The Education Coordinator is responsible for holding the Research & Development meeting once a year. In the event that the EC is also your supervisor, the Director of Graduate Studies will hold the meeting. The EC is also the person to go to in case you encounter problems with your daily supervisor which you cannot settle between the two of you. The EC’s of the departments are as follows:
Education Coordinators

**Department of Accountancy**  
dr. Bart Dierynck  
*Room K806*  
b.dierynck@tilburguniversity.edu

**Department of Finance**  
Dr. Rik Frehen  
*Room I 606*  
r.g.p.frehen@tilburguniversity.edu

**Department of Econometrics and Operations Research (OR)**  
prof. dr. Peter Borm  
*Room P 2.208*  
p.e.m.borm@tilburguniversity.edu

**Department of Management (Organization and Strategy)**  
prof. dr. Tal Simons  
*Room P 1.143*  
t.simons@tilburguniversity.edu

**Econometrics and Operations Research (Econometrics)**  
dr. Pavel Cizek  
*Room P 3.226*  
p.cizek@tilburguniversity.edu

**Department of Economics (Macro)**  
dr. Burak Uras  
*Room P 1.126*  
r.b.uras@tilburguniversity.edu

**Department of Economics (Micro)**  
dr. C. Argenton  
*Room P 2.109*  
c.argenton@tilburguniversity.edu

**Department of Finance**  
dr. Marco Da Rin  
marco.darin@tilburguniversity.edu  
*Room I 501*
6.5 CentER  
During your PhD period you will be in regular contact with CentER. CentER consist of a Board of Directors, the Graduate Office and a Policy officer.

The Board of Directors

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Prof. dr. Joost Driessen</td>
<td>Vice-Dean of Research</td>
<td>Room T 720 <a href="mailto:j.j.a.g.driessen@tilburguniversity.edu">j.j.a.g.driessen@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Prof. dr. Eline van der Heijden</td>
<td>Director of Graduate Studies (Economics)</td>
<td>Room P 3.215 <a href="mailto:eline.vanderheijden@tilburguniversity.edu">eline.vanderheijden@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Prof.dr.ir. Renata Sotirov</td>
<td>Director of Graduate Studies (Business)</td>
<td>Room P 2.213 <a href="mailto:r.sotirov@tilburguniversity.edu">r.sotirov@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Linda van Klink</td>
<td>Team leader Research Support Team</td>
<td>Room T 705 <a href="mailto:l.m.vanklink@tilburguniversity.edu">l.m.vanklink@tilburguniversity.edu</a></td>
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The Graduate Office

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<tr>
<td>Cecile de Bruijn</td>
<td>Graduate Officer PhD</td>
<td>Room T 702 <a href="mailto:c.t.e.debruijn@tilburguniversity.edu">c.t.e.debruijn@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Janneke Schrama</td>
<td>Graduate Officer PhD</td>
<td>Room T 702 <a href="mailto:j.b.p.schrama@tilburguniversity.edu">j.b.p.schrama@tilburguniversity.edu</a></td>
</tr>
<tr>
<td>Ank Habraken</td>
<td>Graduate Officer PhD</td>
<td>Room T 702 <a href="mailto:a.habraken@tilburguniversity.edu">a.habraken@tilburguniversity.edu</a></td>
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Service & Quality

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<tr>
<td>Lisette Barten</td>
<td>Policy Officer</td>
<td>Room T 704 <a href="mailto:l.barten@tilburguniversity.edu">l.barten@tilburguniversity.edu</a></td>
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6.5.1 The Board of Directors
The Board of Directors are responsible for defining research policy. The implementation of the policy set by the Board is taken care of by the Team Leader of the Research Support Team and the Graduate Office Support staff who also provide the administrative support for the graduate programs and quality control.

6.5.2 Directors of Graduate Studies
There are 2 Directors of Graduate Studies:

- Director of Graduate Studies Business, Renata Sotirov
- Director of Graduate Studies Economics, Eline van der Heijden

The Directors of Graduate Studies (DGS) are in charge of the Graduate Programs in Economics and Business, offered by CentER. They coordinate the Education Coordinators and work closely with the Vice-Dean of Research and the Team leader of the Research Support Team. The DGS also make the final decision on admissions and on awarding grants and honors to the students.

You can contact the DGS should you have serious problems during your studies. You can contact the DGS directly via email or check with the Graduate Office first. You can turn to the HR department in case you have questions or should you need advice on legal issues, insurance or salary payments.

6.5.3 Graduate Office
The persons you will be mostly in contact with will be the staff of the PhD Graduate Office. You can always pass by their office, or ask your questions via email. The Graduate Office is located in the Tias building in room T702, their email address is: center-gs@tilburguniversity.edu.

The PhD Graduate Office staff can provide you with information on matters such as:
- Application procedure
- Admission procedure
- Reimbursements
- PhD defense
- Job market conference
- Discussion papers
- Experiments Center Lab

For information about PhD employee regulations you can turn to the Human Resource Department.

6.6 PhD representation
There are several bodies at Tilburg University representing employees and students.

6.6.1 The Graduate Student Society (GSS)
The Graduate Students’ Society (GSS) consists of and represents over 160 CentER graduate students from both the Business and Economics programs. Their main goal is to support
you in your professional development while enabling you to enjoy your time at Tilburg University.
The GSS is active in three main areas:
* Organizing social events and sporting activities
* Planning professional events and promoting communication among graduate students
* Voicing your concerns on matters and issues
Every year, the GSS elects graduate students to the GSS Board which serves as a hub for all three areas. However, every graduate student is invited and encouraged to contribute ideas or support.

Social Life
Promoting social life means helping you feel at home, meet other graduate students, and make new friends. Consequently, the GSS organizes social events and sporting activities for all graduate students.
Recent events include:
- GSS Welcome Week
- Drinks on 3rd Friday of each month
- Summer BBQ
- Trips to touristic highlights, such as Keukenhof and Efteling
- Beer Pong
- Hart van Brabant Race
- Squash Tournament
- Movie nights
For more on their events visit their Google event calendar.

Academic Life
The GSS plans professional events and promotes communication among graduate students to increase the likelihood of a successful academic and professional career.
- A key professional event is the GSS weekly seminar series (every Thursday) where graduate students have the opportunity to present and discuss their research with other students and professors.
- The GSS also promotes the organization of workshops to teach valuable academic skills. Two recent examples of such workshops are an introduction to LaTeX and Python.

Board members

Chairman: Clemens Fiedler, c.fiedler@tilburguniversity.edu
Treasurer: Bohorquez Correa Santiago, s.bohorquezcorrea@tilburguniversity.edu
Social Events Organizer: Ana Dias Mendes Correia Moura, a.c.moura@tilburguniversity.edu
Social Events Organizer: Lucas Avezum, l.avezum@tilburguniversity.edu
Seminar Organizer  Arshad Farah  f.m.arshad@tilburguniversity.edu
Seminar Organizer  Floris Hendriks  f.hendriks_4@tilburguniversity.edu
IT & Social Media  Zihao Liu  z.liu_4@tilburguniversity.edu

**Representation**

Within Tilburg School of Economics and Management (TiSEM), the GSS also represents graduate students by voicing your concerns on matters ranging from department policies to university-wide issues.

- Part of the GSS board consists of a team of representatives for the various academic disciplines at TiSEM, who regularly **meet with the directors of graduate studies** and education coordinators to discuss student concerns.
- Representation also includes **talks with the faculty and university management** about school and university-wide issues.

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**Representation**

- Rep. Econ - RM 1st year  Hazel Sezer  a.h.sezer@tilburguniversity.edu
- Rep. Econ - RM 1st year  Floris Hendriks  f.hendriks_4@tilburguniversity.edu
- Rep. Econ - RM 2nd year  Maciej Husiatynski  m.husiatynski@tilburguniversity.edu
- Rep. Econ - PhDs  Elisabeth Beusch  e.beusch@tilburguniversity.edu
- Rep. Accounting  Martin Kapons  m.m.kapons@tilburguniversity.edu
- Rep. Finance  Ricardo Barahona  r.barahona@tilburguniversity.edu
- Rep. Management  Matthijs Verhulst  m.j.verhulst@tilburguniversity.edu
- Rep. Marketing
- Rep. Operations Research  Aras Selvi  a.selvi@tilburguniversity.edu

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**6.6.2 Tilburg PhD Platform (TiPP)**

Tilburg PhD Platform (TiPP) is the consultative body for PhDs of the five Schools at Tilburg University and has a PhD representative of each school as a member.

Activities of TiPP are, among others:
- Supporting, setting up and maintaining well organized Graduate Schools
- Supporting and maintaining well organized PhD councils or platforms at the Schools
- Promoting contact between PhDs of the different Schools
- Advising parties in the University Council on PhD matters
- Representing PhDs from TiU within the Promovendi Network Nederland (Promovendi Netwerk Nederland)
- Discussing potential problems for PhDs in the Schools, exchanging experiences and best practices
- Discussing (organizational) matters at TiU that concern PhDs with the University Council.

6.6.3 University Council
The University Council is Tilburg University's employee board and has 18 members: 9 student members and 9 staff members. The staff members are represented by Onafhankelijken and TiU International.

6.6.4 Faculty Council
The Council is an important institution within the School of Economics and Management. Through the Council, personnel and students have a say in the research and education policy and decision-making. The Faculty Council confers with the School's Management Team six times per year.

6.6.5 Student Associations
Tilburg University is home to a whole range of student associations and societies. While many might not be relevant to you as a PhD candidate, there might still be some interesting associations, like sports, culture and entrepreneurial associations. You can find all associations on this page: https://www.tilburguniversity.edu/students/studying/studentlife/organizations/

6.7 Tilburg School of Economics and Management
The Faculty has a several bodies in which policy is discussed. Please find some mentioned here:
- The Management Team (MT) is responsible for the organization and coordination of the educational programs and the academic research of the School.
- The Heads of Departments are responsible for the organization and coordination of the education and research activities of the departments.
- The Academic Directors take care of the policy, quality, programming and organization of the education programs.
- The Education Committees advise the Academic Directors about education programs.
- The Examination Committee is responsible for the organization and coordination of all the (preliminary) examinations.
- The Assessment Committee (AC) advises the MT on tenure and promotion requests for academic staff.
- Through the Faculty Council, personnel and students have a say in the policy of the School's Management Team.