

2011-2012

CES Information Sheet

Center for Economic Studies - Katholieke Universiteit Leuven

Who is Who

Chairman: Prof. Erik Buyst

Director Undergraduate Studies: Prof. Geert Dhaene

Director Graduate Studies Economics: Prof. Jo Swinnen

Administrative Coordinator: Karla Vander Weyden

Projects Coordinator: Andras Avonts

Administrative Staff CES: Heidi De Vadder, Pascale Kapers

Board of Department: Prof. E. Buyst, Prof. G. Dhaene, Prof. F. Verboven, Prof. J. Swinnen, S. Miegielsen, K. Vander Weyden

Practical questions about...

- *Your contract?* Contact the Human Resources Department ("Personeelsdienst") or Karla Vander Weyden (room 02.149), paid by Department, or Andras Avonts (room 02.147), paid by projects.
- *Your research project?* Contact Andras Avonts (room 02.147).
- *Your Ph.D.?* Contact Annie Vercruysse.
- *Other practical questions?* Contact Pascale Kapers or Heidi De Vadder at the secretariat (room 02.151).

General

Building

The building opens at 6 am and closes at 9 pm. If you live outside the Leuven ring and you don't have a one-year ticket, you may use the university car parking Frederik Lintstraat or Parkstraat. You can also get a key (deposit of 5 euros) for the bike park. In this case, be aware of its opening hours (6 am - 9 pm). Ask Karla Vander Weyden about access to the parking and Heidi De Vadder/Pascale Kapers about the bike park.

Keys and cards

When you first arrive at the department, Karla Vander Weyden will provide you with a key to your office and a magnetic card. For both you should leave a total deposit of 15 euros. The magnetic card gives you access to the building and to the car parking Frederik Lintstraat/Parkstraat at any time of the day or night, including weekends.

You will also receive a Personal Identification Card ("Personeelskaart"). It allows you free entrance at university libraries, reduced prices at Alma restaurants, and special discounts at several shops and fitness centres in Leuven. For more info on the latter, check <http://www.samenaankoop.org/> ("Dienst Samenaankoop").

Your personal information (K.U. LOKET)

Your personal data as a member of the department are stored in a database at the Human Resources Department. We urge you to check whether they are correct and make any necessary changes at <http://www.kuleuven.be/sapredir/kuloket>. To have access, you need your user name ("gebruikersnaam") and your password. You can find your user name on the back of your Personal ID Card ("gebruikersnummer", u00xxxx). This is also your "intranet user id". If you do not know your password, you can search for your personal info at <http://cwisdb.cc.kuleuven.be/persdb-bin/persdb?lang=N&oproep=vraag>; click on "Meer info" and then on "Wijzigen of toekennen paswoord". You will receive your password by email.

You also need to register your leave days in KULoket: Personeelslid / Mijn Verlof / Verlof aanvragen / select the days you want to apply for leave in the calendar that is shown.

After you have completed this action, your promoter can approve of this application for leave.

Your personal web page

Every member of the department has a personal web page: www.econ.kuleuven.be/firstname.lastname. On this page you should include a list of your publications and discussion papers. It is important that you keep this list up-to-date. To do so, send the information to Karla Vander Weyden or Heidi De Vadder and they will update the database.

Computers and ECON Network

The acquisition of computers is decided by your research group. The IT Department (room 00.170) has a list of "suggested buys" and the final orders are placed by Pascale Kapers (secretariat). You will receive an ID number and an e-mail address from the IT Department. Once you are connected to the network you have access to four important network drives:

- **R:** This is a drive common to the whole department. But pay attention: it is cleaned up once a week. So be aware that whatever you save there can be erased and can be viewed by others!
- **W:** This is a personal drive.
- **X:** This is the drive common to members of your Research Group. A backup of this drive is made automatically once a week by the IT Department.
- **Y:** This is also a personal drive, with the added utility that it can be accessed remotely via your web page.

A number of programmes can be installed on your computer directly from the network, through "ninstall". These programmes include database applications like DataStream, IMF/CDROM, etc., and statistical, graphics and other software. Other databases and programmes can be accessed directly from the network, through "nmenu". The information sessions organised by the IT Department are a good way to find out more about the possibilities.

For daily problems or doubts, you can use the HELPDESK via http://www.econ.kuleuven.be/di_site/default.asp or by dialling 26666.

Portable computers and beamers

In case you need to use a portable computer, you should contact the IT department (26666). In room 02.101 and 03.101 there is a beamer present. For the use of such equipment in other rooms of our Faculty or the University, you should make a request by dialling 22000. The administrative staff at the secretariat (room 02.151) can help you with that.

Travel arrangements and reimbursements

The secretariat can help you with your travel arrangements for seminars, conferences, and summer courses. It is important that well in advance of your trip you inform the secretariat in order to fill out the appropriate form ("aanvraag afwezigheid dienststopdracht"). You can find the link in the section K.U.LOKET / Personeelslid / Beroepskosten/Kostenformulier.

For reimbursement of your travel expenses, you should hand in to Pascale Kapers (secretariat) a copy of the invitation to the event in which you took part, the receipts of your expenses and indicate what budget

can be used. You can also fill out an F2-form (Kostenformulier) on-line through K.U.LOKET / Personeelslid / Beroepskosten / Kostenformulier .

Doctoral students and assistants should always obtain approval from their supervisors for their travel plans.

Library and electronic access to journals

Opening hours:

Monday: 08.30 – 22.00

Tuesday: 08.30 – 22.00

Wednesday: 08.30 – 22.00

Thursday: 08.30 – 22.00

Friday: 08.30 – 17.00

Lending period/number of items. **Students:** two weeks, max. 6 books; **External users:** two weeks, max. 3 books; **Staff K.U.Leuven:** one month, max. 10 books. All cases twice renewable.

Many journals can be accessed online in full-text mode, with facilities to download and print articles. Check out “e-sources” at <http://www.bib.kuleuven.be/etew/english/index.htm>. Another very useful research tool is the Web of Science, offering extensive search capabilities through all journals indexed by SSCI, SCI-EXPANDED or A&HCI. Find out more about the Web of Science and related research-oriented databases at <http://isi1.isiknowledge.com/portal.cgi> (you may have to refresh the page after following this hyperlink).

Proofreading

The department offers, free of charge, proofreading by a native speaker of English for papers that appear in the CES Discussion Paper Series. It is encouraged that you make use of this service before issuing a discussion paper and submitting it to a journal. To have a paper proofread, send it electronically to Karla Vander Weyden, either in Word or in PDF format, and indicate whether you want British or American English. Use double-spaced typesetting and wide margins in order to facilitate proofreading. Papers in Word will be corrected electronically using the 'Track Changes' function. Papers in PDF will be corrected manually.

Stationary and supplies

Self-service at the cupboards at the secretariat (room 02.151). Ask the administrative staff in case you need something that is not available.

Mailing

Mail arrives at and leaves the Faculty twice a day. You can bring the letters to be mailed to the secretariat (room 02.151) and leave them in one of the blue boxes above the copier. Always mention your name on the envelope under the Department address. Mail within the university does not require stamps. To indicate this, write “huispost” or simply “HP” in the upper-right corner of the envelope and drop the letter in the box.

Incoming mail is distributed twice a day. You will receive a mailbox in the cafeteria on the 4th floor (04.101).

In order to make use of DHL, Taxipost, or other mailing services, contact the administrative staff (room 02.151).

Photocopies + Scan + Fax

For very small numbers of copies, you can use the copy machine (+ scan and fax) at the secretariat.

For small numbers, you should first obtain a copy card from the student secretariat (room 00.120) linked to credit. This card can then be used on the copy machines in the library, in room 91.120.

For large numbers of copies, we make use of an external company (Alpha Copy). The copies are delivered in the morning of the next day. Alpha Copy also provides the service to sell photocopies of your course, directly to your students.

All copies are charged to your Research Group.

Telephone and fax

From the telephone on your desk you can call any number in Belgium. Telephone numbers consist of 9 digits. Within the university, the first four digits are always the same (016 3). The other five digits are your personal number and are normally written on the phone.

To call someone within the university, simply dial the last five digits (this is free of charge). You can find a list of all telephone numbers within the Faculty at <http://www.econ.kuleuven.be/fetew/medewerkers.aspx>. For telephone numbers within the university, check out

<http://cwisdb.cc.kuleuven.be/persdb-bin/persdb?lang=E&oproep=vraag>.

To call someone outside the university, first dial "0" and then dial the number, including the area code (016 for Leuven). In order to call someone outside Belgium, you should contact the administrative staff at the secretariat (room 02.151).

The fax machine is in room 02.151 (in copier). The fax number is 016/326796. You can use it both to send and receive faxes. If you wish to send a fax, you always need to dial "0" before the actual number.

Guidelines for the usage of telephones at the Faculty of Business and Economics

At the K.U.Leuven there is a range of different authorizations concerning the usage of the telephone. The Board of the faculty has decided to give the following authorizations:

- the authorization "World" for faxes, professors, post-doc's, the secretariats of the research units, the deans office, the directors of the administrative staff and the administrative personnel who have an international assignment (i.e. Erasmus and English programs).
- the authorization "Belgium + mobile phone (047, 048, 049)" for all other personnel categories. When an assistant or other members of the administrative staff wants to make use of an international line they have to use the phone of their secretariat or their promotor/director.
- The authorization "Belgium" for all the phones in public places like meeting rooms, the cafeteria and hallways.

When exceptionally an assistant has to make a lot of international phone calls (e.g. for a certain project), it is possible for the promotor to ask for an international line for a certain period. The promotor has to send an e-mail to the administrative director with the reason, the name of the assistant and the period when the international line will be used.

The Board of the Faculty has decided not to use a fixed phone budget for each personnel member. Each quarter the head of each research unit gets an overview of the phone usage within the research group so measures can be taken against exaggerated high usage.

Reservation of rooms

In order to reserve a seminar room 02.101, 03.101, etc... contact Student Secretariat (26612) or via lokalenreservaties@econ.ku.leuven.be. If you would like to book our small meeting room 02.117 (for max 8p), please send your request to the secretariat 02.151.

Garbage collection

Garbage is collected selectively. Paper and cardboard can be disposed of in the red boxes in the corridors. The following garbage fractions can be deposited in the garbage room 93.132, next to the elevator: glass, small and dangerous office waste, batteries, computer and electronics, toner, iron. Residual waste is collected by the cleaning staff.

Maintenance of your office

For problems in your office (e.g. light or heating does not work), contact Heidi De Vadder or Pascale Kapers. They will contact the maintenance department.

Ph.D. Students and assistants

Structure of the department

The Department of Economics is the largest of the 5 research centres of the Faculty of Business and Economics. The research at the department is organised in seven **Research Groups** (Econometrics; Development Economics; Public Economics; Energy, Environment and Transport; International Economics; Monetary and Information Economics; Economic History). Some of the doctoral students are part of LICOS, formally a research unit of the Faculty but with preferential links to the CES as 3 of the 4 program directors are CES members. You are affiliated with one of these Research Groups and, as you will see below, many of the decisions concerning your activities at the department are centralized to the level of your Research Group or your promotor.

Responsibilities, work schedule and holidays

You might be assigned education tasks (correction of exams, guidance of undergraduate dissertations, assistance in preparing lecture notes, etc.) by your supervisor.

Full-time contracts and scholarships specify that you work 38 hours a week, during normal office hours. Finishing a Ph.D. in time means that the 38 hours may be rather a minimum. You have to agree with your supervisor on your schedule and on your holidays. You can fill in your holiday demand via "mijn verlof" in K.U. Loker: <https://www.kuleuven.be/personeel/intranet/index.html> that will be submitted for approval to your supervisor. Finally, note that a scholarship cannot last more than four years, so Ph.D. students are strongly encouraged to finish their Ph.D. in four years.

Difference between PhD-students and research assistants

Most of the people working on a PhD at the department receive a scholarship from the university. The maximum period for a scholarship is **48** months. You cannot extend this contract. This is important to know.

Scholarships for EU-citizens

These are the scholarships paid on projects, university funding or scholarships from FWO/IWT. You receive as a student the same rights as a personnel member.

More information can be found at:

https://admin.kuleuven.be/personeel/intranet/statuten/overzicht_bursalen

Scholarships received by International Office for non EU-citizens

These scholarships are for people from non-European countries. They receive a scholarship from the international office and are often paid less unless the promoter decides he wants to pay as much as the other scholars. The extra payment has to come out of his budget.

Some of the scholarships are paid entirely by the promoter.

They don't receive all the same advantages as the regular scholars.

More information can be found at:

<http://www.kuleuven.be/internationaal/toelatingsbeleid/statuten/statuten.html>

Only in Dutch, please come by if you need info.

Assistants paid as research assistant

They are considered as personnel and have all the same rights as the employees of the KULeuven.

The main difference is the cost for the employer is higher.

There is no limit to the length of the contract.

Supervision of exams

One of your other responsibilities at the department, and an important one, is to participate in the supervision of exams. This task is organised at the level of the faculty and assigned to all assistants and Ph.D. students. There are three exam periods during the year: January, June, and August/September. Before making holiday plans in one of these periods, you should consult **Marleen Vranckx** about the possibility of being exempted from this responsibility. Once you are assigned responsibility for a certain exam, make sure that you know exactly what you may and may not do. Marleen Vranckx can provide you with a Guide for the Supervision of Exams.

Representatives in commissions and ombudsman activities

Each year a number of assistants and Ph.D. students need to take part in two other activities: (i) to act as a representative of the assistants and Ph.D. students in one of the committees of our Faculty (Department Board, Faculty Board, Undergraduate and Graduate Programme Boards); and (ii) to act as ombudsman for one of the programmes offered by the department. These activities are normally assigned on a volunteer basis. You can consult Karla Vander Weyden for more information about this.

TOLEDO/BLACKBOARD platform

TOLEDO/BLACKBOARD is an electronic learning platform and is also used as an electronic bulletin board for students. Two kinds of messages can be distinguished: general messages and course-specific messages. In case your supervisor wants you to help him/her to post course-specific messages on TOLEDO/BB you should attend one of the Information Sessions on this subject organised by the IT Department. For more information, look at <http://www.econ.kuleuven.be/fac/onderwijs/toledo/> or contact Marie Tolleneer (26693).

Ordering books

In addition to the project budgets, each supervisor has also a budget for the acquisition of new Library books, which will then be part of our Faculty Library. You are encouraged to suggest titles to be acquired.

Language courses

The CLT (<http://www.clt.be/>) and ILT (<http://www.ilt.kuleuven.be/ilt/>) provide a number of language courses, including Dutch. One of the courses provided by the ILT is an Academic English Course, which is of great use to doctoral students. Participation is encouraged.

Finances

In this section you will find the most important information on finances.

Buying or being reimbursed from the university is a complex matter and rules are changing rapidly.

Before you want to order or buy something, it is wise to ask Pascale Kapers first.

If you want to have a look at the rules, you can read them on the following webpage (only in Dutch):

<https://admin.kuleuven.be/sab/ic/intranet/bedrijfskosten/index>

Ordering

If you want to order something, the main rule is to contact Pascale Kapers. Do not order yourself, because several rules need to be respected. If you don't follow the rules, you might not be reimbursed.

Most of the things need to be ordered at the university. The university has several contracts with suppliers.

Supplies that are ordered at a store or a company need to be ordered with an 'order form'. Pascale Kapers will make the order form. If you ordered something without the order form, we need to pay a fine to the university.

Assistants need the approval of the supervisor if they want to order something or travel.

Ordering/making restaurant reservation

People who need a restaurant reservation, need to contact the secretariat to make a reservation. We will also make the order form, so the invoice can be sent to us. You can opt to pay yourself, but then you will need to ask for the receipt and the VAT-receipt in order to be reimbursed.

Ordering computer hardware and software, data, mobiles or other electronic supplies

If you need computer hardware, software, a mobile you can check the website of the informatics service and you will find an information sheet with the best buys: [ECON Suggested PC's & Prices in Excel XLS formaat](#) .

You can also contact the informatics service and ask them for advice.

Then you can contact Pascale Kapers to place the order.

Data can be ordered from different companies

Ordering books

If you need to order a book, Pascale Kapers will order it for you. Please provide us with the title, author, ISBN-number, publisher. We usually buy books at Amazon unless it is not available at Amazon.

Ordering Furniture

If you need furniture (chairs, tables, ...) you need to contact Karla Vander Weyden first. She knows what is available or what needs to be ordered. Ordering will be done by Pascale Kapers.

Ordering Hotels and trips

If you need to travel abroad for work, best is to contact Heidi De Vadder or Pascale Kapers.

They will help you with booking of the tickets and the hotel.

You can also opt to book the hotel yourself. See section reimbursement for the procedure.

Gifts

Gifts can be bought for personnel members. Make sure it does not exceed 50 Euro's/person/year.

This means that the amount for the person who receives the gift cannot exceed 50 Euro.

The amount for third parties may not exceed 125 Euro/person/year.

If you want to buy something, please ask Pascale Kapers.

Ordering rules

Things that cost less than < 5500 Euro, can be ordered by Pascale Kapers. You need to tell them who they have to order with and what so they can make the order form.

Things that cost more than > 5500 Euro need to be ordered by the Aankoopdienst of the university.

We need to fill out a form so it can be ordered: [inlichtingenblad 'aanvraag aankoop vanaf 5.500 EUR'](#) .

Payments with corporate credit card and Reimbursements with F2-forms

It will happen you will have to pay yourself, mainly if you travel abroad, if you pay for conference fees, buy books abroad, membership fees, you buy train/bus/parking tickets or eat at a restaurant.

ZAP-members can opt to pay with a corporate credit card. The use and the procedure how to get a credit card can be found at the following website: <https://admin.kuleuven.be/fd/intranet/en/corporate-credit-card-procedure>

If you do not have a corporate credit card or you cannot pay with the corporate credit card, you can get a reimbursement.

You need to fill out the 'F2-form' in KULOKET. You can find it at K.U.LOKET / Personeelslid / Beroepskosten / Kostenformulier . You fill it out and then send it to 'doorsturen naar KBH/Antenne', which is Pascale Kapers. Please stick your receipts on a paper with tape (no staples).

Note: F2-forms cannot be filled out by BIO-scholars (scholars International Office). They need to contact Pascale Kapers.

How about the receipts/invoices? Which information needs to be on it?

Always make sure **the address of the KULeuven** is on the invoice and the VAT-number:

BE 0419.052.173 .

This applies for all the expenses, so for conference fees as well.

If you booked travel, we will need an invitation (mail, ...) or the "aanvraag afwezigheid dienstodracht" form.

Sometimes you do not need an invoice but a receipt. This is the case for train tickets, bus tickets, parking tickets and restaurant tickets. In the latter case you need the receipt and the VAT-receipt.

Traveling by car

If you travel by car and you are a personnel member, you can register your car at the university.

This is important if you need to get reimbursed.

You can register in KULOKET: [K.U.Loket](#)- > Personeelslid > Mijn gegevens ->Mobiliteit

If you want to be reimbursed you need to fill out the form yourself in KULOKET as well: [K.U.Loket](#)- > Personeelslid > Mijn gegevens ->Mobiliteit .

Payment third parties

Guests can also be reimbursed or receive a honorarium.

When a guest arrives, the secretariat will provide him/her with an expense claim form.

It is important to know that the same rules apply for the receipts. We need all original receipts.

The invoices of the guest cannot be paid by their home university or company.

They need to pay for it themselves if they want to be reimbursed.

Please make sure you advise them as such.

Reimbursement of 750 Euro for PhD expenses

PhD-students are allowed to receive 750 Euros for the PhD. They can give a receipt/invoice for the printing of their thesis, buy books, get reimbursed for conferences, buying of computer hardware/software.

The same KUL-rules apply for buying or ordering these items.

Funding of the costs

Most of the costs are funded by projects of the ZAP-members.

It is important that the PhD-students or research assistants ask for permission if they need to buy or travel.

PhD-students who are not being paid on projects but are paid from the university funding, will receive 2000 Euro/year from the department. If you don't spend the 2000 Euro you cannot transfer it to the next year.

Miscellaneous

Coffee, etc.

Coffee is free. There are two coffee machines in the cafeteria on the fourth floor. Just bring your own cup. At lunchtime there is free soup at the cafeteria (room 04.101).

The Faculty has a sandwich service. You can order your sandwich before 10 am through the following link: <http://www.econ.kuleuven.be/broodjes>. You can collect your order at the student secretariat (groundfloor) at lunchtime.

Newspaper

The Wall Street Journal Europe is available daily at the main entrance of the building. You can also consult other newspapers like the Financial Times at our Faculty Library.

Public transportation

If you use public transportation to commute, you can get a reimbursement of 70% of your train ticket. You can receive full reimbursement in case you come by train and purchase a one-year ticket. More information at

https://admin.kuleuven.be/personeel/intranet/praktisch/verplaatsing_woon_werk.html#NMBS

(only in Dutch).

Holidays

On the following days, the university is closed and all classes are cancelled.

Saturday	1 January	2011*	New Year's Day
Wednesday	2 February	2011	K.U.Leuven Patron Saint's Day
Monday	2 April	2011*	Easter Monday
Sunday	1 May	2011*	Labor Day (replaced by 27/12/2011)
Thursday	2 June	2011*	Ascension Day
Monday	13 June	2011*	Whit Monday
Monday	11 July	2011	Flemish Community Day
Thursday	21 July	2011*	Belgian National Holiday
Monday	15 August	2011*	Assumption Day
Monday	5 September	2011	Leuven Fair
Tuesday	1 November	2011*	All Saint's Day
Wednesday	2 November	2011	All Souls' Day
Friday	11 November	2011*	Armistice Day
Sunday	25 December	2011*	Christmas Day (replaced by 28/12/2011)
Monday	26 December	2011*	Boxing Day
Tuesday	27 December	2011	Replacement for 1 May (Labor Day)
Wednesday	28 December	2011	Replacement for 25 December (Christmas Day)
Thursday	29 December	2011	Collective closure
Friday	30 December	2011	Collective closure

The dates marked with an **asterisk** are Belgian national holidays. Shops, offices and schools are closed. On 15 November (Royal Dynasty holiday), all government offices are closed. The administrative offices of the university are closed between Christmas and New Year's Day. You can check the Academic Calendar at:

https://admin.kuleuven.be/personeel/english/intranet/absence/holiday_2011_ap

When you're ill

When you are ill, please notify your supervisor and the secretariat (ces@econ.kuleuven.be). Send the medical certificate to the secretariat.

More help from the secretariat

The administrative staff at the secretariat will probably be able to help you in a number of ways not mentioned here. That ranges from printing colored slides to making special arrangements for seminars and conferences organised at the department.

More info

For more info on *Working at the K.U. Leuven*, please check the Human Resources Department website at <http://www.kuleuven.be/personeel/> (only in Dutch).