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| UpdaTE > January 2018**This bulletin aims to supply all employees of the department Applied Economics with relevant information. We will keep you up to date on procedures, interesting information and events. If you have any questions or comments, or if you would like to post information, please contact Manuela** **(ettekoven@ese.eur.nl****).**dots.gifNew Department DirectorAs of 1 April 2018 Jan van Ours will be our new department director. dots.gifProfile pagesThe new profile pages are online again. Please check if your page is available on [www.eur.nl/en/ese/people](http://www.eur.nl/en/ese/people). dots.gifResearch AssistantsThe department can appoint two Mphil students per year as Research Assistants. The appointment should be between 0.2 fte – 0.5 fte per student. Please bear in mind that international students may be limited by law in the number of hours they are allowed to work. See also enclosed letter for more information. dots.gifPublications in MetisAs soon as you have a publication, it is necessary to fill in Metis. This is really important because Metis is for example linked with your profile page.dots.gifHow to import you time table to your calendarIf you want to import your time table form sin-online to your (Outlook) calendar, please follow the following steps:1. Go to Sin-Online and save your selected timetable on your desktop (ics file)
2. Go to your default calendar
3. Click on file
4. Select open & export
5. Select import/export
6. Select import an iCalendar file
7. Select the file to be imported from the saved location
8. Check with the outlook default calendar

dots.gifCollective leave days Please register the collective leave days 2018 in the ESS portal ([www.ess.eur.nl](http://www.ess.eur.nl))   The collective leave days for 2018 are:* Monday, 24 December 2018
* Thursday, 27 December 2018
* Friday, 28 December 2018
* Monday, 31 December 2018

dots.gifAgenda* 6 February Research Afternoon, Novotel, 13.30 – 18.00

dots.gifUpcoming holidays 2017Upcoming national holidays on which the EUR is closed:* Friday 30 March – Good Friday
* Sunday 1 April – Easter Sunday
* Monday 2 April – Easter Monday
* Friday 27 April – King’s Day
* Saterday 5 May – Liberation Day
* Thursday 10 May - Ascension Day
* Sunday 20 May – Whit Sunday
* Monday 21 May – Whit Monday
* Monday 25 December - Christmas
* Tuesday 26 December - Christmas
* Monday 1 January 2018 - New Year’s Day

dots.gifNew employees/guests* **Peter Wakker** Professor(BEc), starting 1 January 2018

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