

# A Perfect Start

## Student Guide 2024-2025

**mak**  
Mentorship System  
Tilburg School of Economics and Management  
Supported by **ASSET** 

School of Economics and Management Tilburg



## Colophon

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# Welcome to Tilburg University

Tilburg School of Economics and Management offers 25 Bachelor's and Master's degree programs to approximately 6,000 students. Our lecturers, education managers and education assistants are committed to providing the highest quality teaching and education.

Of course, if you're new at Tilburg University, there's a lot to get used to. The kind of lectures that are given, the way of studying, the rules concerning your study progress, the service... It will undoubtedly be different from what you are used to.

Maybe you have other ambitions besides your studies. If so, you can always consider attending one of our excellence programs, becoming active in an association or going on an exchange. At TiSEM, you'll have all these opportunities.

To help you, we have compiled this comprehensive study guide. It contains the practical information which you will need to get through your first year in Tilburg, plus a list of extras that you can do alongside your studies. So keep this booklet with you!

I would like to wish you an inspiring, educational and, above all, pleasurable period of study on our beautiful campus.

Very best wishes,

Prof. Dr. Marike Knoef  
Dean School of Economics and Management  
Tilburg University

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*Pay attention! This study guide is written for all new students of Tilburg School of Economics and Management. However, some paragraphs are mainly focused on bachelor students instead of (pre)-masters students.*





1  
COURSE INFORMATION



## 1.1 The basics

### How is an academic year set up?

The academic year at the university starts officially in the week of September 1. It consists of two semesters or four study units during which different courses are taught.

A semester usually consists of thirteen or fourteen weeks of classes and lectures, followed by two weeks of exams. Often, midterms are held after seven weeks in the first year (in the case of a semester division). The midterms will help you to find out if you are on track.

If the academic year is divided into study units, you will have seven weeks of lectures, followed by one week of exams.

### What happens at lectures and tutorials?

During a lecture, a presentation on a specific subject is presented to a large group of students. Lecture halls are usually in large rooms, and the lecturer normally uses a microphone so that everyone can hear what he/she says. Many lectures are supported with slides, PowerPoint presentations, videos or overhead projections. During lectures (HC), there is very little interaction between the lecturer and the students. You should listen closely and take notes. A lecture usually consists of two blocks of 45 minutes with a 15-minute break in between.

During tutorials (WC), the groups are smaller. Exercises will be discussed and there is a lot more interaction between teacher and students. During the tutorials, you are expected to participate and the opportunity to ask questions is much more extensive.

Lab assignments (LA) take place on the computer. During a lab activity or assignment, you will have to make an assignment on a computer, which will be discussed at the end of the activity.

### How should I prepare for a lecture?

You can find more information about the course schedule and the slides in Canvas and in OSIRIS Student. Every course has its own Canvas-environment. All material related to a course will be published here. You can print the slides before the lecture and use it for taking notes. Some students read everything in advance. If you prepare for the lecture, you will be able to follow it more easily and will already have your questions ready for the tutorials. Some students prefer to read everything afterwards, but some students do both. After attending a few lectures, you will figure out what the best approach is for you, but you may have to adapt it depending on the style of the lecturer.

### What should I do if I cannot attend a lecture?

You do not need to report your absence if you cannot attend a lecture. Whether you attend or not is your own decision and responsibility. There are some compulsory lectures, however, for which you do need to report your absence to the lecturer or the course coordinator. Usually, you are allowed to miss one compulsory lecture. It is recommended to follow the first lecture of every course to find out if there are compulsory meetings.

If you are unable to attend a tutorial, try to join another group (if this is allowed) to catch up on the work you have missed. If this is not possible, ask your fellow students if you can copy their notes. Make sure you have not missed any important announcements about exams, changes to the reading material et cetera. Similar to the lectures, there are some compulsory tutorials, for which you do need to report your absence to the lecturer or the course coordinator. If you are ill for an extended period, you should contact the Program Coordinator or Dean of Students (more in [Chapter 3.1](#), Are you looking for guidance?).

### The curriculum, courses and study load

The total package of courses in a study program is called the 'curriculum'. The curriculum consists of compulsory courses and electives (optional courses). Besides all the theoretical courses, there are also courses offered to develop your writing, linguistic and presentation skills.

The normal study load for a full year is 60 ECTS credits (or credits, in short). ECTS stands for 'European Credit Transfer System'. Each educational component of your study program, such as a course, an internship or a thesis, is worth a specific number of credits. You can find the number of credits, for example, in the course description.

Your complete study program can be found in OSIRIS Education Catalogue and the Education and Examination Regulations (EER). The OER is leading when it comes to conditions, rights and obligations concerning your study.

### How are the study programs organized?

Every course is the responsibility of one or more lecturer(s). The Academic Director is responsible for the content of the entire study program and is supported by the program coordinator, lecturers, staff at the Education Office, students in Sounding Board groups and Education Committees. Ultimate responsibility for the quality and organization of all TiSEM study programs rests with the Vice-Dean of Education.



## 1.2 Portals

Information about the study programs, courses, timetables and exams can be found in the following places:

### The Student Portal

The Student Portal is an important source of information for all students. After logging in, you can access the most important student applications and all kinds of personalized information, such as the Canvas courses you are enrolled in, student information system OSIRIS Student, your lecture and exam schedule, your course catalogue, your e-mail from Tilburg University and the books you have borrowed and reserved in the university library.

To access the Student Portal you need to log on using your Tilburg University's username and password. You have received this information after you registered as a student of Tilburg University. To log on to the Student Portal, go to the following [website](#) and click 'Osiris Student' under 'Tools'.

### OSIRIS Student

- OSIRIS is the new Student Information System of Tilburg University. Students can use this system to subscribe themselves for lectures and exams. Also, your study results will be communicated via OSIRIS.
- Students will be automatically signed up for the courses that they will follow during their first year. However, this doesn't apply for the exams. It's your own responsibility to subscribe for your exams. You will get an e-mail when the registration period opened and when it will end.
- It is possible to download the OSIRIS app on your phone.

OSIRIS student is accessible via the Student portal. You can consult the Education Catalogue via OSIRIS Student. Here you can consult the current studies and courses of the university. The following information per study can be found in the Education Catalogue:

- Objectives and contents
- Lecturer(s)
- Specifics
- Possible entry requirements

### MyTimeTable

This is the schedule program. In MyTimeTable you can consult your timetable and see at what times you have a lecture, for example. More information can be found in the Student Portal.

### E-mail

You receive a personal e-mail account ([initials.lastname@tilburguniversity.edu](mailto:initials.lastname@tilburguniversity.edu)) from the university. You can access this mail by going to your student portal and clicking on 'Google Mail'. Furthermore, you can access this mail by going to [www.tilburguniversity.edu/cloud/mail](http://www.tilburguniversity.edu/cloud/mail). This mailbox is based on Gmail. When logging in to your Google Apps @ Tilburg University account for the first time, a screen will show up asking you to accept the Google Terms of Service. More information can be found at the following website: <http://www.tilburguniversity.edu/students/it/google-apps/>

### Google Apps

Tilburg University students have, with their e-mail account of the university, access to Google Calendar, Google Docs, Google Drive, and Google Sites, next to Google Mailbox. To Access Google Apps @ Tilburg University you can use the following links:

Google Mailbox (Gmail): [www.tilburguniversity.edu/cloud/mail](http://www.tilburguniversity.edu/cloud/mail)

Google Calendar: [www.tilburguniversity.edu/cloud/calendar](http://www.tilburguniversity.edu/cloud/calendar)

Google Docs: [www.tilburguniversity.edu/cloud/docs](http://www.tilburguniversity.edu/cloud/docs)

Google Sites: [www.tilburguniversity.edu/cloud/sites](http://www.tilburguniversity.edu/cloud/sites)



### Insert Osiris schedule with Google Calendar:

You can insert your schedule in your Gmail agenda. To do this, you first have to go to Timetable. Then you will see an icon on the top right with two arrows. Choose the option Google Calendar and follow all the steps.

### Combine your TiU mail and your personal mail:

It is possible to get your TiU mail on your personal mail address. You have to go to 'settings' on your university account. Here, you click on 'Forward and POP/IMAP'. After that you can fill in your personal account. In this way, all TiU will be send to your account directly.



## 1.3 Textbooks and readers

### Buying textbooks

For some subjects you will need several books just for one semester, while you will need other books (for example statistical reference works) throughout your entire program. You will find the reading lists alongside the course descriptions in the Course Catalogue. You can purchase your books from a regular book store or you can order them online from the book store 'Study Store'. When you become a member of Asset, the Faculty Association, you will receive a discount of up to 15% on textbooks if you order them at the [WO4You](#). (note: you do not have to become active if you are a member at faculty Association Asset).

### Buying readers

You will need more than just books for your study program. You may also need collections of articles or additional information prescribed by the lecturer. These collections, also called syllabi or readers, can be purchased at the course materials shop. You can reserve them online and pick them up at [The Studio](#) in the Library.

### Borrowing books

Students can also borrow textbooks, papers, journals and academic articles from the Tilburg University Library, free of charge. Click [here](#) for more information.

## 1.4 Study facilities

### Places where you can study

To prepare yourself for your lectures, tutorials, midterms, and exams you need to have a place where you can study. You have to find out for yourself which place is your favorite study place. This can be in your own room or in one of the study areas on the campus. On campus you have different kind of study areas with or without computers and silence areas or not.

Below you can find the study areas on the campus, including whether this is a 'quiet area', if there are any computers available and if food/drink are allowed.

### Computer facilities

There are about 1,000 computers with direct internet access around the campus. Special network facilities for notebooks, wireless zones and plug-in connections are available at various locations. There are several walk-in internet cafés at the university. Reservations are not required. You will find them in room C187 in building C, above the canteen, in Building M, in Building G, in Building D and also at Cube.

Reference PCs are located at several locations on campus. Via a web browser, these PCs offer access to Tilburg University web pages and a limited number of external websites. You do not need to login.

Location	Quiet area	Computers available	Food & drinks allowed (except for water)
Library floor 0	Yes	Limited	No
Library floor 1	No	Yes	No
Library floor 2	Yes	Yes	No
Building C, room C187	No	Yes	Yes
'De bunker' Building C	Yes	No	No
Building P	No	Yes	Yes
Second floor Building G	No	Yes	No
Building M	No	Yes	Yes
Building S	Yes	No	No
Building D	No	Yes	Yes
Cube	No	Yes	No

### University Card

With the University card you can identify yourself at Tilburg University, this is particularly beneficial for example during exams. You can also use the card to get access to certain buildings, make reservations at the library or use the printing facilities on campus. Your university card will also be linked to an e-wallet, granting you the ability to use the card when paying for the various vending machines or printers. Portrayed on the card will be your name, ANR, card number, and a clear photo of yourself. The University Card can be ordered online by visiting this [link](#). After logging in with your Tilburg University username and password you will be able to upload a photo of yourself and order the card. The card will then be made available to you in the coming two weeks at the Student Desk in A building.

**Please note:** for entering the Library you have to show your University Card!

### Printing and copying

There are 90 multifunctional printers (MFPs) on the campus. With these printers you can print, copy or scan documents in black and white or colour. You can send a print task from a student desktop or your own notebook/laptop. You sign up at a printer using your Tilburg University card.

You can put money on your card online via [this](#) link. The printers have a clarifying instruction sticker on top, which enables you to get started quickly.



Go to the nearest MFP and enter your Tilburg University card. When a pass is offered for the first time you must connect your pass to your user name (for this you can follow the instructions on the printer screen). You can connect only one card per account. When the card is connected, you can start printing, copying or scanning. Don't forget to log out when you finished your assignment at the printer.

Want to print from a study place? Then choose the TiU Printer: 'tiu\_printer on cantiswrpso1.ps3.mycanonprint.nl'. This printer is installed on every study place. Note: you will have to select this printer manually in your printer menu. Want to print from your own device? Then choose the TiU Internet Printer. You can install this printer when you log in to the printing portal. Please note that you cannot install this printer on a Tilburg University PC.

You can print by choosing the print option within the program (for example Word). Then you have to choose the right printer and click ok. Your print job will then be processed according to the standard settings. If you wish to adjust the standard settings, you can choose properties (in the print menu). Go to any printer on campus and enter your Tilburg University card. Select the printing job on the display of the printer and press 'print+delete'. When the print job has finished, the printer will ask you to withdraw the depreciable amount from your credit. If the balance is insufficient, you cannot copy until you pay the amount due.

To copy you must place the file on the document glass, choose 'copy' from the menu on the left side on the display of the printer. Choose the proper settings on the display and press on the start button when the green light lits. Your document will be copied. When the copy job has finished, the printer will ask you to withdraw the depreciable amount from your credit. If the balance is insufficient, you cannot copy until you pay the amount due.

To scan you must place the file on the document glass, choose 'scan and send' from the menu on the left side on the display of the printer. Choose 'send to myself' or 'new destination' (if you want the scanned document to be sent to another e-mail address) and press on the start button when the green light lits. Your file is scanned, when you have scanned all your files select 'start sending'. Your scans will be sent to your e-mail address.

### Opening hours

Every building on campus has its own opening hours. Below, you will find an overview of when a

building closes and opens.

#### *Library*

The Library is open Monday till Friday from 8:00 till 24:00 and on Saturday and Sunday from 10:00 till 24:00. On national holidays the opening hours are limited\* or the library is closed\*\*.

The exact opening hours and closing dates of the library can be found at this [website](#).

#### *Montesquieu Learning Centre (MLC)*

The Montesquieu Learning Centre is open Monday till Friday from 8:00 till 18:00 and is closed on the same days as Tilburg University is closed\*\*.

#### *Goossens Learning Centre (GLC)*

The Goossens Learning Centre is open Monday till Friday from 8:00 till 22:30 and is closed on the same days as Tilburg University is closed\*\*.

#### *Internet cafés*

The internet cafés in the Cobbenhagen and Dante Buildings are open from 8:00 till 22:30 and are closed on the same days that Tilburg University is closed\*\*.

#### *Cube*

Cube is open Monday till Friday from 08:00 till 22:30 and is closed on the same days as Tilburg University is closed\*\*.

\*) *Limited assistance and advice about searching for information*

\*\*\*) *Check the [academic calendar](#)*





2  
EXAMINATIONS



## 2.1 The basics

### Midterms, exams and study results

Most exams are written exams and take place at the end of the semester. You can also have group and individual assignments, theses, and midterms. The different examinations have their own rules, which can be found in the course description in the Course Catalogue. General policy about exams can be found in the Education and Examination Regulations (EER). Normally, each course has two exam opportunities, a regular exam and a resit exam. In general, if you participate in a reexam, the highest grade will count. The rules for resit exams can vary per program. A syllabus and EER provides information how the resit will be graded in relation to the first exam. You can only take one resit if you already passed the course.

Every semester ends with an exam period. There is one in December/January and another period in May/June. During these periods, which last two or three weeks, you will take an exam for each course. The exam will cover all the material discussed in the previous 14 weeks of lectures and tutorials.

If you have units of seven weeks, the exams will take place after seven weeks. It is impossible to study all lecture material in three weeks, so it is extremely important to keep revising it during the whole semester by preparing reading materials before lectures and tutorials throughout the semester.

To pass a course it is required to obtain a 5,5 or higher. This means that you cannot compensate, for example a five for course A with a seven for course B. That is why it is advisable to take the regular exams (rather than relying on resits) and to prepare well for them. Postponing exams can adversely affect your study progress and your binding recommendation regarding the continuation of studies (BSA, see [paragraph 3.2](#)).

### Exam results

The lecturer submits the grades for written exams to the Student Administration after the formal 15 working days grading period. Where possible, the Student Administration processes these grades on the day of arrival. One day later, the course results are posted on the internet. You can find them on Osiris Student at 'Results'. Results are never disclosed by telephone or e-mail. Many lecturers announce preliminary results on Canvas before submitting them to the Student Administration for processing but those results have no official character.

The result of an exam is the decision of the Examination Board. If you do not agree with this decision, you can appeal to the Examination Appeals Board. More information you can find [here](#).

### What happens if I fail the exam?

You can do a resit exam. If you fail the second time, you did not pass the course, and have to do a resit in the following academic year. For first year bachelors, a minimum of 42 ECTS out of 60 ECTS is required to continue your program. Some courses in the second year can only be followed when you passed the first-year exam.

### Extra resit exams

If unusual circumstances arise that are beyond your control, you may be allowed to take an extra resit exam or you will get a postponed BSA (Binding Study Advice). This decision rests with the Program Coordinator or the Examination Board. In such cases, you must prove that you had deregistered for the exam and that you had submitted written evidence of your circumstances beforehand. You must report these circumstances to the Dean of Student within two months (if your absence leads to a study delay).

### Academic Misconduct & Plagiarism

Being in possession of unauthorized notes during an exam, manipulating results and copying unreferenced text from other sources constitute academic misconduct. Academic misconduct is unethical and illegal by Dutch law. Any suspicion of fraud is reported to the Examination Committee and penalties are severe if the suspicion is proven. The maximum penalty is exclusion from all exams for an entire academic year. This will impose a serious delay on your studies. Please note that it is also strictly forbidden to use mobile phones during an exam. Mobile phones should be put away at all times during exams. Also, any type of watches are prohibited to be worn at the exams.

To prevent fraud, make sure you can identify yourself by bringing your Tilburg University Card to all exams. More information can be found [here](#).





3

## STUDY PROGRESS



It is important that you know which courses you already passed and how many courses you still need to pass to receive your degree. You can see your study progress via Osiris (see Chapter 5).

### 3.1 Are you looking for guidance?

At the university you can find guidance in several ways:

#### Program Coordinator

We would like to help you find a solution if your study results are disappointing or if you have any questions related to your study program. Please make sure to make an appointment with the Program Coordinator. The Dean of Students will respond to more general requests, so he/she is less relevant for these cases.

You can contact a Program Coordinator with any questions and problems regarding your study program, electives, timetables, planning, resit exams due to illness, doubts about your subjects or about your study. In case you have a chronic illness or disability, it is advisable to get in touch as soon as possible with a program coordinator (but make sure the Dean of Students is aware too!).

#### Examination Committee

The responsibilities of the Examination Committee are installed in the 'Higher Education and Research Act (WHW)', the 'Teaching and Examination Regulations' of the Tilburg School of Economics and Management, and in the Rules and Regulations of the Examination Committee. More information can be found at the following website: <https://www.tilburguniversity.edu/students/studying/exams/examination-board/economics-and-management>.

#### Dean of Students

If you are facing exceptional or personal problems when studying, you can contact the Dean of Students. Contact your Dean of Students within two months after the problems occur.

Depending on the nature and the seriousness of the problem, the Dean of Students can help you with information and coaching or refer you to other staff members or authorities or certain training sessions or courses. These circumstances may be grounds for postponing your BSA. The circumstances that may affect your BSA should be reported within two months after the problem occurs and before the first of July. Contact the Student Desk to make an appointment with the Dean of Students or send an e-mail to [studentendecaan@tilburguniversity.edu](mailto:studentendecaan@tilburguniversity.edu)

#### Top sports coordinator

Tilburg University welcomes students who want to combine their studies with competitive sports. You should inform the top-level sports coordinator if you belong in this category. You can contact [topsport@tilburguniversity.edu](mailto:topsport@tilburguniversity.edu) if you are involved in top-class sport.

#### Study and Career Counselor

When you have doubts about your studies or you wonder which master's program matches your future dream job the Study and Career Counselors can guide you in making these decisions in a number of ways:

- Trainings and workshops: interactive and practical, in small groups and with lots of personal guidance;
- Consultation hours: both for a quick CV or application letter check and for any number of questions surrounding the application process;
- Individual appointments.

When you have certain questions we advise you to look at the knowledge database for TiSEM students, Ask Student Desk, first. [www.tilburguniversity.edu/students/studentdesk/ask/Ask-TiSEM/](http://www.tilburguniversity.edu/students/studentdesk/ask/Ask-TiSEM/).

If you cannot find the answer on your question you will be referred to the program coordinator of your program to make an appointment.

If you cannot find your answer on ASK TiSEM, you can send your question directly via the contact buttons. Your question will be addressed to the right person (such as your program coordinator) and you will receive a reply soon. You can also make an appointment with your program coordinator for more complex questions. See also ASK TiSEM for the appointment system.

### 3.2 Binding Study Advice (BSA)

This section provides you with detailed information on the binding recommendation regarding the continuation of your studies and on the preliminary advice that you will receive after the first midterms. This information applies to first-year Bachelor students only.

#### Binding Study Advice in general

At the end of the first year of your Bachelor's program, you will receive a binding recommendation regarding the continuation of your studies from the School of Economics and Management. This recommendation is based on your progress in your first year and determines whether you may continue with the program you have selected. You are legally obliged to follow this advice, which is issued only in the first year of study. More information about the BSA can be found at the website: <https://www.tilburguniversity.edu/students/studying/study-progress/bsa>.

Exemptions for courses Exemptions that are granted for courses in your first-year program, or corresponding courses that you have obtained in a previous study in Tilburg will be taken into account in your BSA. This means that you will only need 30 ECTS in case you have 12 ECTS worth of exemptions, for example. When the required number of credits is determined, the norm will be

rounded up to the equivalent of a whole number of courses. Example: 12 credits exempted = 60 – 12 = 48 remaining credits. You must obtain at least 70% of 48 (i.e. 33.6, which is rounded up to 36 credits (6 courses, each worth 6 credits).

#### Positive advice

You will receive a positive BSA if you have passed courses worth a total of 42 ECTS or more of the compulsory courses of your program. You are then allowed to continue with the program.

#### Negative advice

If you have not earned at least 42 ECTS of the compulsory courses of your program after the first academic year, you will receive a negative BSA, which means that you are not allowed to continue with your Bachelor's program. You will not be allowed to enroll for this program again for a period of three years, or for any other Bachelor's programs with an identical first year: Business Economics, Fiscal Economics, International Business Administration, Economics & Business Economics and Economics. You may, however, apply for another program at this university.

#### Preliminary advice

In January you will receive a preliminary advice based on the results of the first exam opportunity from the first semester. The preliminary advice is not legally binding, but it does give you an early warning if your study progress is insufficient. The preliminary advice is determined as follows:

Number of ECTS after first semester	Advice
>24 ECTS	Sufficient
<23 ECTS	Insufficient

If you find yourself in the first category (sufficient), there is nothing to worry about yet. However, you do need to maintain the same level of performance and pace because the study load will get heavier in the coming months. Try to reach the maximum of 60 credits; although you can continue to study with 42 credits, you will still face a delay of 4-5 months.

The second category (insufficient) is a cause for major concern. You are already facing a delay at this early stage in your studies. Research has shown that many students with a negative preliminary advice also receive a negative BSA at the end of the year. In fact, the level is as high as 75%. See chapter 3.2 and 3.4 what you can do in case you have received a negative BSA.

#### Revised advice

If there are unforeseen circumstances which negatively affect your studies, you might be able to receive a postponed advice at the end of the academic year. You need to report these circumstances as soon as possible with the Dean of Students, at the very latest within two months of its occurrence and before July 1.

Note: Afterwards it is not possible to report any special circumstances.

### 3.3 Improve your study results

Many students experience difficulties with courses like mathematics, statistics, micro- and macroeconomics. However, with some extra support, these difficulties can be overcome. MAK Mentorship System offers this extra support (see below). You can visit [www.maktilburg.nl](http://www.maktilburg.nl) for more information.

#### MAK Tutorships

First-year students may attend extra classes ('tutorships') to learn how to tackle problematic courses. When you sign up for a tutorship, you receive coaching from a senior student who passed the course with an 8 or higher and with specific knowledge and skills. During the sessions you review assignments from your regular classes and look at extra assignments and old exams. The tutorships start at different moments during the semester. You can find more information about which tutorships are provided and when they take place on [www.maktilburg.nl](http://www.maktilburg.nl).

#### Private coaching

If you are having trouble with a particular course and you feel you would like to have extra personal attention and study the material more flexibly, MAK can provide private coaching. You will be assigned a personal coach, a student who really understands the subject you are struggling with. He or she will help you to understand the material and prepare for the exam. Via the Private Coaching Platform at the website of MAK you can approach a tutor for some personal coaching.



# BECOME ACTIVE at MAK!



## Make the most of your student life!

✓ Bi-weekly drinks at café Studio with free beers!

✓ Join us at beercantusses, parties, weekends away and more...



✓ Develop yourself in challenging committees

✓ Become part of a close group of friends and make friends for life!

**INTERESTED? SCAN THE QR-CODE!**

Drop by: E1.11  
Instagram: @maktilburg  
Website: maktilburg.nl

**mak**  
Mentorship System  
Tilburg School of Economics and Management  
Supported by ASSET

### Study tips

Studying at university is completely different from studying at secondary school, where you might have been able to breeze through effortlessly. Here you don't have to study just three chapters for your test. Instead, you need to study three books all at once. You can easily lose track of what you are doing and be at a loss for how to solve the problem. Below you can find some study tips that can help you with this.

- Vary your activities: read, make, repeat, and summarize. Busy doing various activities makes studying more fun and helps maintain your concentration. Regularly take a short break: Study for 45-60 minutes with a break of 20 minutes.
- Make sure you have enough time to repeat what you have learned. It is better to repeat a part of the subject daily than to learn the whole subject at once. Some things have to be remembered, like certain formulas. Do not do this for longer than half an hour.
- When you're done studying the examination material, try to make exam questions from an old exam or practice to see if you have really understood what you have learned. It also saves you a lot of time during the exam if you know how to handle the questions on an exam.

Furthermore, the student's psychologist's website provides more useful study tips. So please visit <https://www.tilburguniversity.edu/students/tutoring/psychologist> for more information.



### Student Psychologist

The student psychologists offer short-term, goal-oriented help with study and study problems, short-term personal problems and guidance on problems that directly affect studies.

What can I contact a student psychologist for?

- For all study-related complaints and for short-term personal problems, such as:
- You feel very tense or anxious during exams.
- You cannot concentrate on your study, for example because you are brooding or your thoughts are wandering over and over again.
- You do make plans to study, but you postpone studying again and again.
- Despite your efforts, the study results are still disappointing.
- You are dissatisfied with yourself or your social contacts.
- You don't dare to stand up for yourself, you are too modest.
- You have the feeling that it's all becoming too much.
- You suffer from physical complaints without being able to find a physical cause for them. If, in addition to study-related complaints, there are multiple personal problems, long-term personal problems or if you need immediate help, we recommend that you first contact your general practitioner in the Netherlands.

Furthermore, the student's psychologist's website provides more useful study tips. So please visit <https://www.tilburguniversity.edu/students/tutoring/psychologist> for more information.

### 3.4 Study progress hbo premasters TiSEM

There is a procedure with specific requirements concerning the study progress of hbo premasters. For more information go to the following website:

<https://www.tilburguniversity.edu/nl/onderwijs/masteropleidingen/premasters/overzicht-toelating-premaster-tisem>.





4

GET THE MOST OUT OF  
YOUR STUDENT LIFE



## 4.1 Studying abroad

At Tilburg University, it is possible to study at one of our partner universities abroad. This gives you an opportunity to learn about business or economics from a different perspective and to improve your language proficiency. Tilburg University has connections with many universities inside and outside Europe. A period of studying abroad will also offer you a unique chance to meet people from all over the world and develop your intercultural communication skills.

Bachelor's students of the programs International Business Administration, Economics, 'Bedrijfskunde' and 'Economie en Bedrijfseconomie' can participate in an exchange without falling behind in their studies. If an exchange is not part of your program, you are still allowed to go on exchange, but it is likely that you will have a study delay. For Econometrics and Operational Research it is sometimes also possible to go on exchange without a study delay, but contact first the program coordinator if you are interested in going on exchange.

Do you have any questions about going abroad? Please feel free to make an appointment with the TiSEM Exchange Office through the Student Desk for Economics and Management. For more information click [here](#) and you can always send an e-mail to [studyabroad@tilburguniversity.edu](mailto:studyabroad@tilburguniversity.edu)

## 4.2 Internships

Internships offer excellent opportunities for getting acquainted with the job market. Many students combine an internship with a Master's thesis and carry out their research at the host company. There are many ways of arranging an internship during your Bachelor's and Master's programs.

The following organizations can help you.

### TiSEM Student Career Services

TiSEM Student Career Services helps you to explore your career opportunities. You may need career advice or assistance in arranging an internship. TiSEM Student Career Services cooperates closely with the University Student Career Services as well as student organizations and various companies to provide the widest possible range of options. Click [here](#) for more information.

### AIESEC

AIESEC is the largest international student organization worldwide and currently operates in more than 110 countries. Over 55,000 students at more than 1,700 universities around the world are represented by AIESEC. Each year, 20,000 students discover the life of living or work abroad. AIESEC's mission is to encourage global cooperation and cultural understanding through international exchange. Click [here](#) for more information.

### UniPartners

UniPartners Tilburg is a non-profit consultancy firm that makes academic knowledge more accessible for businesses and offers students opportunities to put their knowledge into practice. UniPartners accepts projects from companies which are then carried out by motivated students at Tilburg University. Click [here](#) for more information.

### Integrand

Integrand is a national non-profit organization that mediates between university students and business/government agencies for work assignments and internships. With a database of 40,000 companies and 12,000 students, Integrand is the largest mediator for university students in search of practical experience. Click [here](#) for more information.

### Tilburg University Career Portal

The Career Portal is a digital marketplace for internships, graduate studies, work assignments and (side) jobs. Companies and institutions can place advertisements or consult student résumés. Career Portal is free of charge. Click [here](#) for more information.

## 4.3 Excellence

For students who are looking for more challenges during their studies, the university offers various extracurricular excellence programs. This chapter provides more information.

### Tilburg University Honors Program

The University-wide Honors Program has been running for several years now. If you want to join this program, you need to achieve a grade-point average of at least 7.0 for all your first-year courses, no exceptions can be made. You also need to be well-motivated. The Honors Program consists of one extra course in each semester, four courses in total. After two years, the participants will receive an Honors Certificate which is attached to your Bachelor's degree. For more information click [here](#).

### Tilburg University Outreaching Program

The Outreaching Honors Program is specifically designed for outstanding Bachelor's students who in the future will take up leading positions in the national or international business community, a national or international organization in the service of society or in public administration. Click [here](#) for more information about the conditions of the application.



### CentER Honors Program

The goal of the CentER Honors program is to acquaint TiSEM's best second and third-year Bachelor's and Master's students with research and research methods in economics and business. In a series of interactive lectures, some of our very best researchers actively discuss important papers and their scientific impact. At CentER Honors program you can expect intensive lectures, small groups, student involvement, self-study, and space for interaction. The CentER Honors program is an extra-curricular program which earns you a certificate and 4 ECTS. This amount depends on the number of lectures followed.

### Tilburg University Excellence Scholarship

The Excellence Scholarship is awarded to outstanding students who use it to fund a Master's program abroad or for a Research Master's at Tilburg University. Students are considered for an Excellence Scholarship if they complete a Bachelor's degree program (without exemptions) with an average final grade of 8,5 or higher. The use of the scholarship may be postponed for one year, for example, to allow the student to prepare for the international Master's program. Click [here](#) for more information.

## 4.4 Entrepreneurship

The university encourages entrepreneurship among both students and staff and does this in different ways. The following organizations can help you to set up your own company.

### Tilburg Center of Entrepreneurship

TCE promotes entrepreneurship at TU Eindhoven and Tilburg University to support ambitious people in fulfilling their dreams. The program aims to put theory into daily practice by offering courses and skills training, necessary to assess and shape an opportunity and to present your findings to a panel of experts. It is a four-week program offered during the summer break. Click [here](#) for more information.

### Academic Business Club

The Academic Business Club (ABC) is a network platform for young, enthusiastic, entrepreneurial students who want to come into contact with other entrepreneurial students and share (enterprising) ideas. You can use ABC to get in touch with other entrepreneurs and learn from their vision, ideas and experience. The ABC meetings are in Dutch, so if you speak Dutch well enough you are welcome to visit them. For more information click [here](#).

## 4.5 Co-determination

Do you want to have a say in the governance and policy at Tilburg University? Then why not join one of the input associations, such as the Sounding Board, the Education Committee, or one of the councils?

### Sounding Board

Every cohort in our programs has its own Sounding Board. Programs with an identical first year have a common Sounding Board. The Sounding Board consists of several students that meet regularly to evaluate the courses, lectures, instruction sessions, examinations, literature etcetera. The program director then discusses these evaluations with the lecturers and course coordinators. If you want to attend the Sounding Board, contact the program director or program coordinator of your study program. Click [here](#) for more information.

### Education Committees

The Education Committees control the activities and plans of the program directors. These committees consist of staff members as well as student members. They offer advice – solicited and unsolicited – to the Vice-Dean of Education. They also advise the Faculty Council on the Education and Examination Regulations. Input from the student members in this process is very important and highly appreciated. For more information click [here](#).

### Faculty Council

Every School in the university has its own council which represents students, lecturers and the education support staff. The Faculty Council takes decisions on educational, research-based, strategic and financial issues. The representative body for the Tilburg School of Economics and Management is ECCO. Click [here](#) for more information.

### University Council

The University Council is the central representative advisory body. The University Council consults with the Executive Board and has a considerable influence on strategic policy, organization, management and budgets. The council advises or votes on proposals that concern the whole university and addresses various issues, such as the internationalization of the campus, the expansion of the network and budgetary implications. The council also allocates funding, holds discussions on general education and student concerns, and co-determines future policy. Its student members are united in the parties *SAM*, *Front* and the Student Democrats.



## 4.6 Becoming active

In September you will start with your academic studies by attending lectures, working on assignments and, of course, passing exams. But if you fancy some other activities, you might find it interesting to join an association. If you become an active member of an association and go to meetings and organize activities, you will get to know many people and gain a lot of experience. Tilburg University is home to study associations, student associations, sports associations, cultural associations and political associations. Look for more information on the following [website](#).

### MAK Mentorship System

#### MAK Mentorship System TiSEM

All Tilburg School of Economics and Management (TiSEM) students have to follow the GROW@TiSEM Mentoring Program. This Program focuses on personal development and integration among students. Students will be stimulated to make the most out of themselves and will learn for example to plan and to focus on development. The GROW@TiSEM Mentoring Program consists of formal and informal activities, such as a lunch, a symposium and an activity at the end of the academic year.

During the first academic year bachelor student will be guided by a mentor. These mentors are second or third year students at TiSEM and they will help you with all your questions to survive your first year at Tilburg University! The Mentoring Program is linked tot the GROW@TiSEM program.

#### MAK introduction Day

This year the introduction to faculty will take place on the Monday of TOP Week. This day is mandatory for TiSEM students. On these days you will get all the information you need to start your study. Besides that, the days are filled with nice activities that will introduce you to your group and to the University.

### Study associations

#### Asset

Asset is the name of TiSEM's own Faculty Association. Asset is an umbrella association which offers services and activities for all students at TiSEM. The interests of students in individual fields of study are served by the program-specific associations. The overall aim of Asset is to provide its members with services and activities that will enhance their study period at Tilburg University.

In order to serve every student as optimally as possible, Asset is subdivided into 7 departments. Each department represents one or more specializations. Moreover, each department has various committees where you can become active, in order to get even more out of your student days. Feel free to check the [website](#).



### *T.F.V. De Smeetskring*

“De Smeetskring” is the study association for students of Fiscal Economics and Fiscal Law at Tilburg University. It tries to bring students, lecturers and businesses together by organizing all sorts of activities, such as guest lectures, excursions to fiscal consultancies and, of course, social get-togethers. Its primary role is looking after the interests of fiscal students. In addition to the already mentioned activities, this takes the form of book discounts, the association magazine Circularize, and the Almanac. For more information you can take a look at the following [website](#).

### **Student associations**

Tilburg has four large student associations: T.S.C. St. Olof, T.S.V. Plato, T.S.R. Vidar en ESN Tilburg. These student association accept also students from other universities besides Tilburg. One attractive aspect of these associations is that they offer opportunities to meet students from other programs.

### *T.S.C. St. Olof*

TSC *St. Olof* is Tilburg’s oldest student association and is located in the city center. Since the establishment in 1927 the association has developed a wealth of traditions. In short, Olof is a very pleasant association where you can build social contacts and aid your personal development.

### *T.S.V. Plato*

*Plato* was founded in 1987 and is more open and free than the older associations. Plato is continuously in development and offers a wide variety of activities including a gala night, sport tournaments, intriguing film nights, and wild parties that last from dusk till dawn. Plato has a lot to offer its members, including seats on committees and a platform for deejays.

### *T.S.R. Vidar*

The *Vidar* Rowing Club is the only student association in Tilburg that combines the classic elements of student life with the popular student sport of rowing. Besides partying and having a good time, Vidar offers you opportunities to grow and make the most of your time as a student. As the only club in Tilburg, Vidar offers you the chance to develop yourself as a rower and an athlete.

### **International associations**

### *ESN Tilburg*

*ESN* aims to serve as a platform for exchange students, degree seeking students and Dutch students who are interested in international life and culture. ESN helps international students at Tilburg with social and cultural integration and organizes city trips, themed parties and other activities in and around Tilburg.

### *AEGEE*

*AEGEE* is the largest European student association with local branches in more than 200 university cities throughout Europe. At local level, AEGEE-Tilburg organizes numerous activities as well as trips to other European cities. AEGEE-Tilburg organizes an annual international event called the Summer University when approximately thirty people from all over Europe visit Tilburg for two weeks.

### **Cultural associations**

Tilburg University’s cultural associations offer you a wide range of opportunities for cultural development during your studies. All possibilities can be found on the website of [Word Actief Tilburg](#).

### **Sport associations**

Tilburg University offers a wide range of sports facilities. For the list of all sports you can take a look at the following [website](#).

### *Sports Council FOSST*

Sports Council FOSST (Federation of Student Sports Tilburg) looks after the interests of student sports at Tilburg. It is the administrative body for the student sports associations and the organizer of many popular events including the Carnival volleyball tournament. If you enjoy sport, think about getting active at one of the many committees of [FOSST](#).





5

# DIGITAL LEARNING ENVIRONMENT



For an overview of video's explaining the digital learning environment of Tilburg University, take a look *at the following playlist*.

### **Canvas**

Canvas is the digital learning environment with all the different individual courses that you attend. Via Canvas, you will have access to course information, instructor information and contact details, lecture slides and homework or team assignments. All mid-term, teamwork or participation grades are usually also posted on Canvas. If a teacher needs to tell you anything about changes in timetables or how a course will be evaluated, he or she will, in most cases, post a message on Canvas, so you should consider checking this site and mailbox regularly.

Besides the individual courses in Canvas, each program also has a general Canvas page with general information for the specific program. Program Coordinators and Academic Directors post important information so you should always regularly check this page as well.

[www.tilburguniversity.edu/students](http://www.tilburguniversity.edu/students)

## 5.1 Enrollment for courses

All students have to enroll for the subjects in their program. There will be an instruction video about how to enroll for courses/groups, which you will receive by email. For more information you can also go to the Student Portal.

## 5.2 Exam registration

All students have to register for their midterms and exams. You can register for your exams by going to Osiris Student. Then choose the option "register" and choose "Course Module". After this you can follow the upcoming steps.

### **Important information**

Please, register for your exam or resit ten working days before the exam takes place. See the deadlines on the 'My exams' page.

If you are too late for registration, contact Student Desk. Besides one exception, you have to pay 20 euros for every course to register. This is only possible 5 working days before the course.

At a computer exam, please register only if you are going to attend the exam. And deregister if you have changed your plans of following the exam. Due to limited space, another student can attend the exam.

You can check your progress of your study via Osiris: log in into Osiris and click on 'progress' to view your study results.





6

CALENDAR ACADEMIC YEAR  
2024-2025



When? 2023	Annual schedule locks	Annual schedule semesters	Events and special days
<b>August</b>			
Week 33	12-aug	Holidays	Holidays
Thu August 15: Enrollment day International students Fri August 16: Enrollment day International students			
Week 34	19-aug	Holidays	Holidays
Introduction week year 1/September intake degree/Exchange			
Week 35	26-aug	Education 1	Education 1
<b>Start Semester 1 (2024-2025) - Start block 1</b>			
<b>September</b>			
Week 36	02-sep	Education 2	Education 2
Mon Sept. 2: Opening Academic Year			
Week 37	09-sep	Education 3	Education 3
Week 38	16-sep	Education 4	Education 4
Week 39	23-sep	Education 5	Education 5
Week 40	30-sep	Education 6	Education 6
<b>Oktober</b>			
Week 41	07-okt	Education 7	Education 7
Week 42	14-okt	Exams	<b>Midterms/ Education 8</b>
Week 43	21-okt	Education 1	Education 9
<b>Start Block 2</b>			
Week 44	28-okt	Education 2	Education 10
<b>November</b>			
Week 45	04-nov	Education 3	Education 11
Week 46	11-nov	Education 4	Education 12
Week 47	18-nov	Education 5	Education 13
Thu Nov. 21: Dies Natalis			
Week 48	25-nov	Education 6	Education 14
<b>December</b>			
Week 49	2-dec	Education 7	Transition week
Week 50	9-dec	Exams	Exams
Week 51	16-dec	Exams	Exams
Week 52	23-Dec	Holidays	Holidays
Wed Dec. 25 Christmas Day: TiU closed Thu Dec. 26 Boxing Day: TiU closed Fri Dec. 27 through Dec. 29 : TiU closed			
Week 1	30-Dec	Transition week	Transition week
Mon Dec 30, Tue Dec 31: TiU closed Wed Jan. 1 New Year's Day: TiU closed			
<b>January 2024</b>			
Week 2	6-jan	Resits	Resits
Week 3	13-jan	Resits	Resits
Fri Jan. 17: Enrollment Day International students			
Week 4	20-jan	Resits	Resits
TOP Week/February intake degree/Exchange			
Week 5	27-jan	Education 1	Education 1
<b>Start Semester 2 (2024-2025) - Start block 3</b>			
<b>February</b>			
Week 6	3-feb	Education 2	Education 2
Week 7	10-feb	Education 3	Education 3
Week 8	17-feb	Education 4	Education 4
Week 9	24-feb	Education 5	Education 5

<b>March</b>				
Week 10	03-mrt	Transition week	Transition week	Mon Mar. 3 Carnival: No education; TiU closed at 18:30 Tue Mar 4 Carnival: No education; TiU closed at 18:30
Week 11	10-mrt	Education 6	Education 6	
Week 12	17-mrt	Education 7	Education 7	
Week 13	24-mrt	Exams	Midterms/ Education 8	
Week 14	31-mrt	Transition week	Transition week	“contingency moment 1st semester” Exams on Saturday
<b>April</b>				
Week 15	07-apr	Education 1	Education 9	<b>Start block 4</b>
Week 16	14-apr	Education 2	Education 10	Fri April 18 Good Friday: Ti U closed Sun April 20 Easter Sunday
Week 17	21-apr	Education 3	Education 11	Mon April 21 Easter Monday: TiU closed Sat April 26 King's Day
Week 18	28-apr	Education 4	Education 12	
<b>May</b>				
Week 19	05-May	Education 5	Education 13	Mon May 5 Liberation Day: TiU closed
Week 20	12-May	Education 6	Education 14	
Week 21	19-May	Education 7	Transition week	
Week 22	26-May	Transition week	Transition week	Thu May 29 Ascension day: TiU closed Fri May 30: TiU closed
<b>June</b>				
Week 23	2-jun	Exams	Exams	Sun Jun 8 Whitsunday
Week 24	9-jun	Exams	Exams	Mon Jun 9 Whitmonday: TiU closed
Week 25	16-jun	Transition week	(Resits) Exams	
Week 26	23-jun	Resits	Resits	
Week 27	30-jun	Resits	Resits	
<b>July</b>				
Week 28	7-jul	Resits	Resits	“contingency moment 2nd semester” Exams on Saturday
Week 29	14-jul	Holidays	Holidays	
Week 30	21-jul	Holidays	Holidays	
Week 31	28-jul	Holidays	Holidays	
<b>August</b>				
Week 32	4-aug	Holidays	Holidays	
Week 33	11-aug	Holidays	Holidays	Thu August 14: Enrollment Day International students Fri August 15: Enrollment Day International students
Week 34	18-aug	Holidays	Holidays	Introduction Week/September intake degree/Exchange
Week 35	25-aug	Education 1	Education 1	<b>Start Semester 1 (2025-2026)</b>
<b>September</b>				
Week 36	01-Sep	Education 2	Education 2	Mon Sept. 1: Opening Academic Year

Regular opening hours **University Library:**  
Monday-Friday: 08.00-24.00.  
Weekend: 10:00-24:00.





# CONTACT INFORMATION



### **Examination Appeals Board**

Decisions on course exemptions, BSA, fraud, results and admission to exams

C.125 | 013 466 2131

<https://www.tilburguniversity.edu/students/studying/regulations/complaint-appeal/eab/>

### **Examination committee**

Course exemptions, forms for the selection of electives, thesis, additional exam opportunities, admissions, fraud

[examencommissie-tisem@tilburguniversity.edu](mailto:examencommissie-tisem@tilburguniversity.edu)

<https://www.tilburguniversity.edu/students/studying/lectures/exams/examination-board/economics-and-management/>

### **Faculty Council**

Advice and consent on faculty budgets, plans, and rules

ECCO

[info@studentpartyecco.nl](mailto:info@studentpartyecco.nl)

Active TiSEM

[studentpartyactive.tisem@gmail.com](mailto:studentpartyactive.tisem@gmail.com)

<https://www.tilburguniversity.edu/about/schools/economics-and-management/organization>

### **Faculty Association Asset**

Study association for TiSEM students, students & companies, book discount, social activities

E.118 | 013 466 2991

[info@asset-tilburg.nl](mailto:info@asset-tilburg.nl)

[www.asset-tilburg.nl](http://www.asset-tilburg.nl)

### **International Office**

Studying abroad, exchange

Intermezzo building Room I 612 | 013 466 4477

[studyabroad@tilburguniversity.edu](mailto:studyabroad@tilburguniversity.edu)

<https://www.tilburguniversity.edu/education/exchange-programs/contact/>

### **MAK Mentorship System TiSEM**

Mentorship system, study information, study support, introduction and social activities

E.111 | 013 466 2103

[mak@uvt.nl](mailto:mak@uvt.nl)

<http://maktilburg.nl/>

### **Program Coordinators**

The faculty in general, study program, schedule changes, illness, personal circumstances.

Make an appointment through:

<https://www.tilburguniversity.edu/students/tutoring/education-coordinators/economics-management/>

### **Program committees**

Check and monitor the quality of study programs, plans and activities

[EC-TiSEM@uvt.nl](mailto:EC-TiSEM@uvt.nl)

<https://www.tilburguniversity.edu/students/career/talent-development/participation/program-committee>

### **Dean of students**

Study delay, grants, culture, finances

Make a appointment trough the Student Desk

A.301 | 013 466 8000

[Studentendecaan@tilburguniversity.edu](mailto:Studentendecaan@tilburguniversity.edu)

<https://www.tilburguniversity.edu/students/tutoring/deans-of-students/>

### **Student Desk**

Administrative issues, workshops, language courses, appointment with the Dean of Students, study and career coach, student psychologist, top sports coordinator, enrollment for courses, BSA, (exchange) forms

A.301 | 013 466 8000

<https://www.tilburguniversity.edu/students/studentdesk/>

### **Tilburg University Chaplaincy**

Life coaching

'Maranatha', Prof. Cobbenhagenlaan 19, tel. 013-4675302

Michiel Peeters

Open every Wednesday from 15.00 till 17.00

[studentenkerkmaranatha@gmail.com](mailto:studentenkerkmaranatha@gmail.com)

<https://www.tilburguniversity.edu/students/tutoring/pastoralcare/student-chaplaincy/>

### **Student Psychologist**

Dissatisfaction, anxiety, insecurity, procrastination behavior

[studentenpsycholoog@tilburguniversity.edu](mailto:studentenpsycholoog@tilburguniversity.edu)

<https://www.tilburguniversity.edu/students/tutoring/psychologist/>



### **T.F.V. 'De Smeetskring'**

Study association for students of Tax Economics and Fiscaal Recht, students & companies, social activities, book discounts

E.207, E.208 | 013 466 2987

[bestuur@smeetskring.com](mailto:bestuur@smeetskring.com)

[www.smeetskring.com](http://www.smeetskring.com)

### **TiSEM Career Services**

Internship and graduation mediation

Simone Hofland en Joyce Ladenstein

K217

[tisem.careerservices@tilburguniversity.edu](mailto:tisem.careerservices@tilburguniversity.edu)

### **Topsportcoördinator**

Advice and support in combining top sports with your study program

Make an appointment through the Student Desk

A.301 | 013 466 8000

[topsport@tilburguniversity.edu](mailto:topsport@tilburguniversity.edu)

<https://www.tilburguniversity.edu/students/studying/study-progress/circumstances/topsports/>




**mak**

Mentorship System

Tilburg School of Economics and Management

Supported by **ASSET** 

E.111, Esplanade building

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