**Information about and for tutors**

In the first weeks of their study every ReMa student is paired off with a tutor from the area that is of principal interest to the student. The role of the tutor is primarily to familiarize the students with the research environments in Tilburg and Nijmegen and to help the student make the right choices concerning electives and supervisors. This is why tutors should share the student’s field of interest: he or she is likely to know the relevant colleagues in Tilburg and Nijmegen, and to have fairly accurate idea about their research and their courses. In practical terms, the tutor should provide help in the following three areas of attention:

**General:** If all goes well, tutors quickly become confidants who help students find their way. The tutor’s task is to help the student deal with questions and decisions about research focus and practical issues, and, where possible, to send the student to the right people. In the past, students have repeatedly been stuck with problems for too long, not knowing where to go.

**Research courses:** Students perform a number of research-oriented activities that are officially registered as courses (research skills such as: term paper, research seminar, research paper, research training). It is important for the students to have a timely overview of ongoing research projects in Tilburg and Nijmegen that connect to their interests and experience. The tutor’s help is indispensable, because he/she often can provide additional information and function as an intermediary between the student and the intended supervisor. In certain cases the tutor can actually become a supervisor, but in general the goal is just to streamline the process.

**Specialization courses:** During their studies the students choose a number of specialization courses. These may be courses that are being offered as part of the research master Program Language & Communication, or they can be courses drawn from other master or research master programs in Tilburg and Nijmegen (or elsewhere). Courses have to be in English. Beginning students, especially those from abroad, have a hard time keeping track of all the information they receive; this is where they need help from the tutor, preferably within the first week they arrive in case a suitable specialization is starting in the first week. In addition, since LOT courses ([http://webapps.hum.uu.nl/lotschool/index.php?p=111](http://webapps.hum.uu.nl/lotschool/index.php?p=111)) can be chosen as specialization, it is also important to take a timely look at the program of the upcoming LOT school together with the student (usually the program is available a couple of months in advance, in March and in October. The same holds for other summer schools).

A specific problem for foreign students is that they sometimes depend on a scholarship, but have difficulty in meeting the requirements for the continuation of the scholarship after the first year. For example, Tilburg demands that all 30 ECs of the first semester are actually obtained, when in reality students often postpone their Term Paper (5 ECs) until their Research Training (because these two fit together well) and could not do many specialization courses in the first semester because not enough relevant ones were available. It is important that the tutor is immediately aware of the financial situation of the student with respect to these matters, so that every effort is made to get those 30 ECs in the first semester.
Finances

Tilburg University

The Graduate School has a number of provisions for advanced fulltime students whose primary institution is Tilburg University and that consequently pay their tuition to Tilburg University (This unfortunately means that students who are primarily registered at the RU Nijmegen are not eligible for these provisions). For these provisions, the tutor needs to provide a motivated recommendation. Requests can be made to the secretariat of the Graduate School.

The provisions are:

- a travelling budget for an international traineeship of up to €750,- for the duration of the research master
- a budget for facilities of up to €300,- for the duration of the research master for the costs of books, readers and an IBL-account (remuneration based on student rates)
- a (paid) internal traineeship, granted on basis of performance

Radboud University

Students registered in Nijmegen who do not have an “OV jaarkaart” (student travel card) can reclaim their travel costs to Tilburg by filling out a reimbursement form that they can submit through the secretary. Please note that claims for reimbursement must be submitted no later than three months after the journey and should include original tickets). In addition, limited means are available to help finance the expenses of the student’s master thesis. The following conditions apply:

- the study is part of the research program of the supervisor and the institute’s research program
- the reimbursement is only paid when the supervisor does not have any more funds from the “Fund for Science” at his/her disposal
- the maximum amount is €500,-

APPENDIX I

PROCEDURE FOR FINANCIAL CONTRIBUTION TO ATTEND CONFERENCE for STUDENTS of the RESEARCH MASTER IN HISTORICAL, LITERARY AND CULTURAL STUDIES & LANGUAGE AND COMMUNICATION

The research master programme wishes to encourage students to attend conferences. Students are eligible to request a one-time financial contribution from the Graduate School for the Humanities (GSH) to attend a national or international conference.

1. **Who**: research master students
2. **What**: subsidy for attending a conference or a workshop or symposium (with the exception of the national research schools)
3. **Submit when**: four weeks before the start of the conference (or workshop/symposium).
4. **Prepare application**:
   - Applicant(s)
- Applicant(s) correspondence address
- Short letter of motivation (describing the added value for you as a student), which needs to be signed by your tutor
- Short description of, for example, the conference programme and the conference objective
- Estimate of the costs (registration costs, allowance for travel and accommodation)

5. **Submit application:** by email to secr.researchmastershlc@let.ru.nl
6. **Application procedure:** applications will be processed by the coordinator of the Research Master and the coordinator of the GSH. The student will receive a response within two weeks of submitting the application.
8. **Contact:** secretarial office (secr.researchmastershlc@let.ru.nl)
9. This set of regulations came into effect on 1 January 2013.

Each student may submit one application for no more than 500 euros during the research master programme.