

Study spaces/lab access EWI buildings

Supervisors and master coordinators

Main objective of protocol

- Main objective of the protocol: To grant access to students who necessarily have to work on campus on their thesis project for **facility reasons**.

Main purpose of presentation

- Inform supervisors and master coordinators about the new protocol study spaces EWI.
- Provide clarity about different categories of access granting
- Provide information about the use of MaRe as a registration tool for study space/lab access for students working on their master thesis project.

Three categories of access granting

- Day access for (not EEMCS) students
- Permission for EEMCS students because of personal circumstances
- Permission for EEMCS students because of the graduation project

Day access for students

- Online thesis defence sessions on campus (supervisor gives permission, [see procedure](#))
- Collecting diploma (e-mail secretary E&SA)
- Meeting with supervisor (supervisor gives permission)
- Department managers/ Academic Counsellors *do not* give permission in these cases.

Permission for EEMCS students because of personal circumstances

- Academic counsellors give permission to students if:
 - Category A: They are in possession of a statement from an external expert (i.e. a ADHD statement or a letter from your psychologist)
 - Category B: General well-being is under pressure. (At least three conversations with Academic Counselor gives rise to this category.)
- Students can request permission by sending an e-mail to the academic counsellors (see the [academic counsellors page](#)).
- Academic counsellors only grant permission for building 36.

Permission for EEMCS students because of the graduation project

- Students working on thesis project request permission via MaRe.
- Preferably, students work at the department. If necessary, students can make use of 'het studielandschap'. Students with personal circumstances also make use of 'het studielandschap' so please keep the limited capacity in mind.

MaRe for study space/Lab access

Supervisors/Master coordinators

Agenda

- Introducing MaRe
- What do supervisors have to do?

MaRe and the benefits of registration for lab/study space

- [MARE](#) has been developed to register the start of the thesis project. But can also be used to process requests for working in labs/workspaces.
- Students and employees login with single sign on (NetID and password).

Benefits:

- Student: can only permit complete application. (note: uploading a TEP is NOT necessary to request a lab/studyplace)
- Supervisor and Department Manager are automatically linked to the student requesting permission and can adjust application if needed.
- Department manager: has a list of students per department and can (due to COVID) approve/reject applications for study space in labs

Walkthrough Mare

Request studyspace / Lab

Student creates project in MaRe

Students have to register their thesis project to request a study space / lab access.

The supervisor receives an e-mail notification with a link to the particular project. At this point, you do not have to take any action.

If the supervisor clicks on the 'view project' page the particular project is shown.

MaRe

You have been assigned as a supervisor

Student **Student the Surname30** has assigned you as supervisor for the project called "Ik doe iets tofs".

[View project](#)

MaRe is used to keep track of the progress of Master students. Your student will enter most information, you will receive a notification of changes, and whenever your action is required. You will be able to override information in case you'd like to do so.

Supervisor: overview of particular studentproject

MaRe **Employee** My Projects My Sections My Study Programmes Reports Admin Sander van den Oever ▾

Ik doe iets tofs

Edit

Start date Oct 05th, 2020 <i>6 minutes ago</i> Project Proposal <i>iff required</i> ✕ Not uploaded	Midterm date Oct 15th, 2020 - 14:45 <i>1 week from now</i> The (approved) committee should have 2 members. Evaluation form ✕ Not uploaded	Green Light date Date not set yet. Evaluation form ✕ Not uploaded	Defense date Date not set yet.
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Committee and student(s)

Committee No committee proposed yet To register a (draft) committee in MaRe you should first agree on a committee with your student(s). Your student can submit a proposal for a committee in MaRe, which you then can approve/reject.	Student(s) Student the Surname30 Email: student30-fakesaml@student.tudelft.nl Student number: 9000030
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At this page you will see the milestones and deliveries the student uploaded and a student can propose a committee.

For requesting a studyspace/lab this information is NOT necessary. Using MaRe can help you and your student to keep on track.

Student request for lab / study space

MaRe

Study Space Application submitted

Student **Student the Surname7** requested on-campus lab/study space to work on their project. This request can be approved (or rejected) by Employee One, Super Department Manager.

You'll get a notification once the request has been reviewed.

The student has indicated the following preferences;

Field	Value
Dayparts	Monday morning, Monday afternoon, Wednesday morning, Wednesday afternoon
Min. # of dayparts	2
Lab/Room	Bench
Lab supervisor	Super de visor
Est. End-date	Dec, 4th 2020

Student the Surname7 has left the following comment/remark:

I like coffee.

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Supervisor and department manager receive a notification of the request.

The department manager adapts/rejects/approves request and could contact the supervisor for consultation.

MaRe

Study Space Application submitted

Student **Student the Surname7** requested on-campus lab/study space to work on their project. Please review this request in MaRe and update the relevant administration.

Process request

Student is working on a project with **Sander van den Oever** within the department of Software Technology (CSE Teaching Team).

The student has indicated the following preferences;

Field	Value
Dayparts	Monday morning, Monday afternoon, Wednesday morning, Wednesday afternoon

Communication

- Students are informed via brightspace, EWI student portal and the EWI access to the building page.
- Students who have access already, have to submit a new application via [Mare.](#)
- Those students will receive an e-mail with this request.