# 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, <u>see</u> <u>procedure</u>)
- 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

### MaRe

### You have been assigned as a supervisor

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

View project

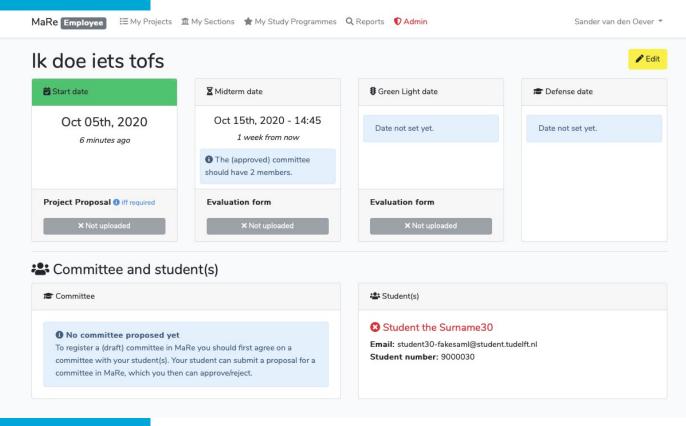
MaRe is used to keep track of the progress of Master students. Your student will enter most information, you will receive a notification of changes, and whenever your action is required. You will be able to override information in case you'd like to do so.

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.

# Supervisor: overview of particular studentproject



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.

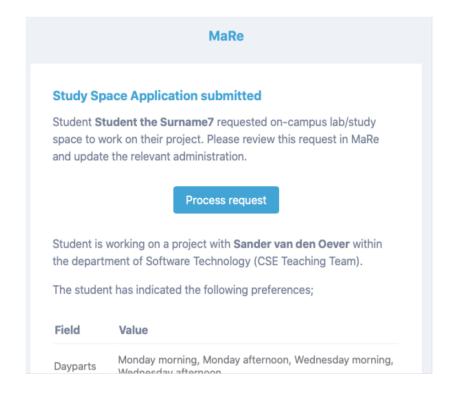
The student has indicated the following preferences;

| Dayparts              | Monday morning, Monday afternoon, Wednesday morning,<br>Wednesday afternoon |
|-----------------------|---|
| Min. # of<br>dayparts | 2   |
| Lab/Room              | Bench   |
| Lab<br>supervisor     | Super de visor  |
| Est. End-<br>date     | Dec, 4th 2020   |
| Student the           | Surname7 has left the following comment/remark:                             |
| I like o              | offee   |

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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.







Notification supervisor

### 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 <u>Mare.</u>
- Those students will receive an e-mail with this request.

