Creating your project in MaRe

1. Go to https://mare.ewi.tudelft.nl/login and sign in with your NetID. Here, you also find the MaRe manual.

2. Create your project by clicking on the button. Here, you can also upload your Thesis Entry Permit/Declaration of ECTS.

3. Fill in the requested information (by using the drop down menu’s). Fields with a * are mandatory. Also fill in all the not-mandatory information you have at this point and click on ‘create project’.
4. After clicking on the create project button, you see the overview page of your project. On top, you now see a red warning box. You have not uploaded your Thesis Entry Permit/Declaration of ECTS yet. Upload this file by clicking on the button. You can edit your project with the ‘Edit Project’ button.

5. On this page, you can also add the dates for your midterm, greenlight and defence that you discussed with your supervisor and upload related documents.
6. Your supervisor gives suggestions for members for your thesis committee. Here, you can list the proposed members. **Be aware! This is not the formal procedure to propose your thesis committee to the Board of Examiners.**

7. Suggesting committee members by filling in there names and pressing the ‘suggest committee members’ button. Your supervisor will receive a notification and can approve/reject.
8. After submitting the suggested committee members, you see that the proposal is pending. You can also suggest new committee members.

**Requesting lab/study space**

After creating your project, you can request a lab/study space to work on campus on your thesis project.

1) Press the ‘request space’ button on the overview page of your project.
2) Choose the option that applies to you. Because requesting a study-space because of personal circumstances does not go through MaRe, we choose ‘I need permission to work on-campus for my thesis’.

3) Check the automatically filled in information and fill in your preferences.
4. and make sure you submit your request by acknowledging the statement and pressing the green button.

5. If your request is submitted successfully, you see a confirmation. You will receive a reply by e-mail. Please save this e-mail! On request from a TU Delft employee, you have to show this e-mail.
✓ Success! Successfully requested a study/lab space.

Thesis Entry Permit

We have no Thesis Entry Permit or Declaration of Obtained ECTS on file for you. Please upload your document as soon as possible.
You can manage your Thesis Entry Permit or Declaration by clicking your name in the navigation bar, and choosing the respective option.

Uploaded Thesis Entry Permit / Declaration of ECTS

Your project

Title of your project

Supervisor: Andy Zaidman
Section: EWI-ST-SE

Study/Lab space

Status: Pending