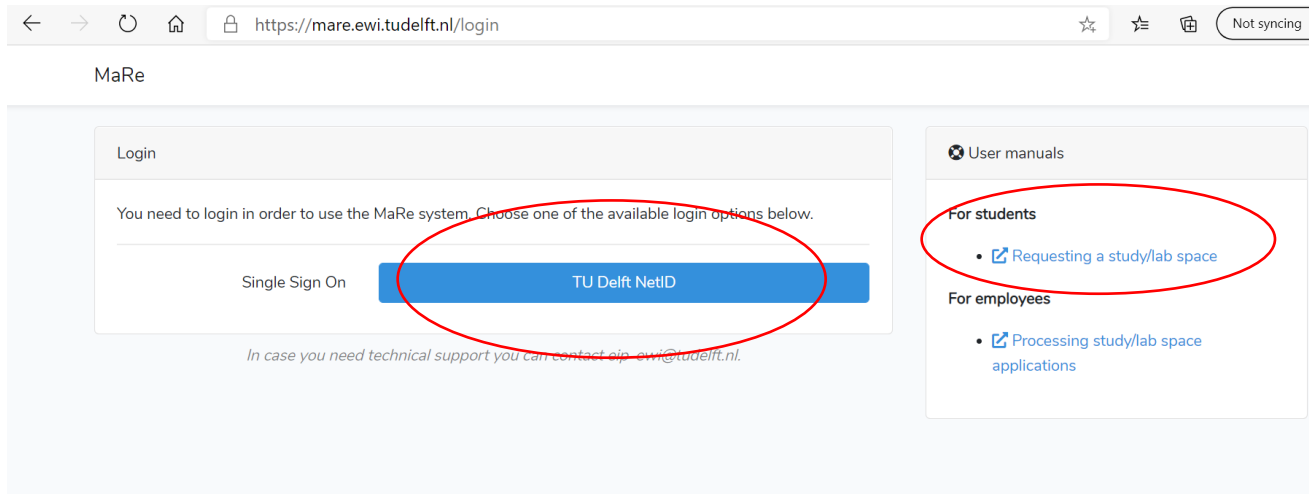


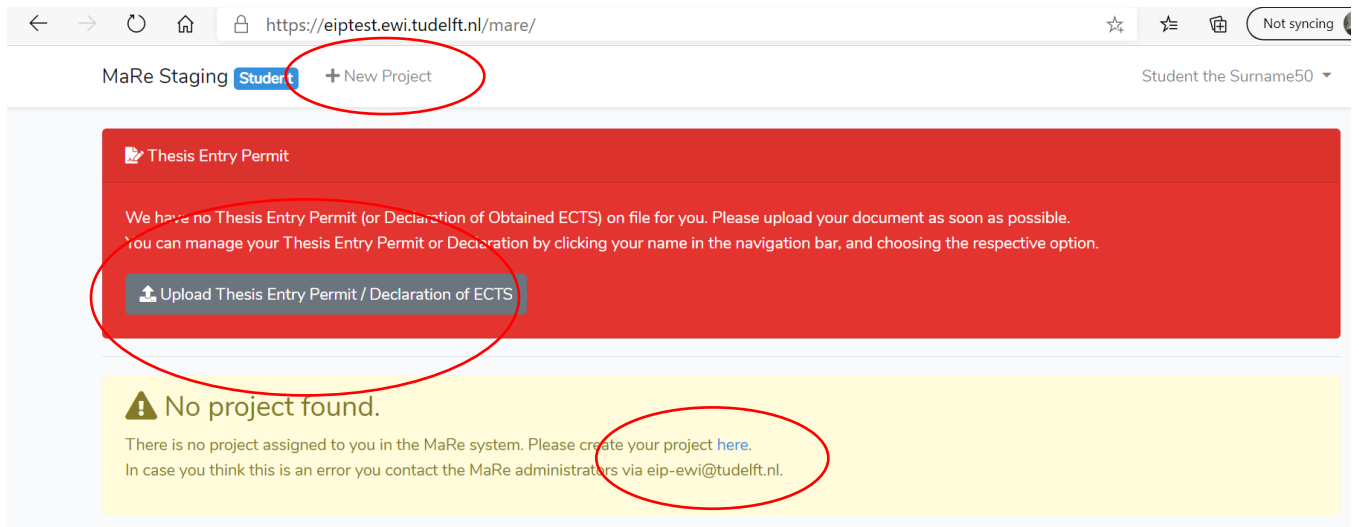
MaRe manual *Student*

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'.

MaRe Staging **Student** + New Project Student the Surname50 ▾

General details

Title*

Title of your project

Presentation title

Select a section

- Algorithmics (EWI-ST-ALGOR)
- Computer Graphics and Visualisation (EWI-INSY-CGV)
- CSE Teaching Team (EWI-ST-CSETT)**
- Cyber Security (EWI-INSY-CYS)
- Select a section

Supervisor*

Select a supervisor

Co-Supervisor

No co-supervisor

Start date* 09 Nov 2020 **Midterm date** **Green Light date** **Defense date**

Create project

- 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.

MaRe Staging **Student** Student the Surname50 ▾

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.

Upload Thesis Entry Permit / Declaration of ECTS

Your project

Project details

Title of your project

Supervisor: Andy Zaidman
Section: EWI-ST-SE

Study/Lab space

You can request permission to work on-campus by clicking "Request space". This is only available in special circumstances and when there is sufficient capacity.

Request space

Start date

Midterm date

Green Light date

Defense date

Edit project

- 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.

MaRe Staging **Student** Student the Surname50 ▾

Start date <div>Nov 10th, 2020 <i>1 second ago</i></div> <div>Project Proposal 🔒 <i>iff required</i></div> <div>Upload project proposal</div>	Midterm date <div>Date not set yet.</div> <div>Evaluation form 🔒 <i>Not required</i></div> <div>Upload Midterm review</div>	Green Light date <div>Date not set yet.</div> <div>Evaluation form 🔒 <i>Not required</i></div> <div>Upload Green Light review</div>	Defense date <div>Date not set yet.</div>
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Committee

Suggest committee members

🔔 No thesis committee members have been suggested yet.

Before the midterm date you must have agreed upon (part of) your committee already with your supervisor. Make sure to discuss this matter with your supervisor in time!

Once you have discussed this with your supervisor you can log these committee members on the "Edit" page for your administration. Your supervisor will then approve this. In case your committee suggestion gets rejected then you'll see the reason here as well. When you change your committee suggestion then a new approval is required.

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.

MaRe Staging **Student** Student the Surname50 ▾

Project Proposal 🔒 <i>iff required</i> <div>Upload project proposal</div>	Evaluation form 🔒 <i>Not required</i> <div>Upload Midterm review</div>	Evaluation form 🔒 <i>Not required</i> <div>Upload Green Light review</div>	
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Committee

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Once you have discussed this with your supervisor you can log these committee members on the "Edit" page for your administration. Your supervisor will then approve this. In case your committee suggestion gets rejected then you'll see the reason here as well. When you change your committee suggestion then a new approval is required.

⚠️ Be aware! This is not the formal procedure. To propose your thesis committee to the Board of Examiners you can find more information on the [Student portal](#).

Suggest committee members

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.

MaRe Staging **Student** Student the Surname50 ▾

Suggest committee members

⚠ First discuss with supervisor!
Always discuss your (potential) committee members with your supervisor before submitting via MaRe.

Committee Requirements
Make sure your suggested committee members meet the requirements of your study programme.

Procedure
After submitting this form your supervisor will have to approve your suggested committee members. As long as the status remains **Pending** then your supervisor has not yet approved or rejected your suggested committee. Once your supervisor has responded then the status will change to either **Approved** or **Rejected**.
Submitting a new committee suggestion will revoke your current suggestion. A new approval/rejection will be required from your supervisor!

<p>Chair</p> <div style="border: 1px solid #ccc; padding: 2px;">Select a chair ▾</div>	<p>Member</p> <div style="border: 1px solid #ccc; padding: 2px;">Select a committee member ▾</div>	<p>Member</p> <div style="border: 1px solid #ccc; padding: 2px;">Select a committee member ▾</div>
<p>Member (optional)</p> <div style="border: 1px solid #ccc; padding: 2px;">Select a committee member ▾</div>	<p>Member (optional)</p> <div style="border: 1px solid #ccc; padding: 2px;">Select a committee member ▾</div>	<p>Member (optional)</p> <div style="border: 1px solid #ccc; padding: 2px;">Select a committee member ▾</div>

Cancel
Suggest committee members

8. After submitting the suggested committee members, you see that the proposal is pending. You can also suggest new committee members.

MaRe Staging **Student** Student the Surname50 ▾

Project Proposal iff required

Upload project proposal

Evaluation form Not required

Upload Midterm review

Evaluation form Not required

Upload Green Light review

Committee

Pending approval from supervisor

ⓘ Awaiting approval of supervisor
Your supervisor will need to check your committee suggestion and approve it through MaRe.

Chair
Sander van den Oever

ⓘ Be aware
This is not the formal procedure. To formally propose your thesis committee to the Board of Examiners you can find more information on the [Student portal](#).


Suggest other committee

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.


MaRe Staging **Student** Student the Surname2 ▾

 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.


 Upload Thesis Entry Permit / Declaration of ECTS

Your project ✎ Edit project


 Project details

Title of your project

Supervisor: Andy Zaidman
Section: EWI-ST-SE

 Study/Lab space

You can request permission to work on-campus by clicking "Request space". This is only available in special circumstances and when there is sufficient capacity.

 Request space

- 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'.

MaRe Staging **Student** Student the Surname2 ▾

Request study space

Through MaRe students working on their thesis can request permission to use a study- and/or lab-space within their department/section.
Please note that there is limited capacity. Only apply if necessary.

Please choose the option that applies;

☐ I need a study-space because of a personal situation

☒ I need permission to work on-campus for my thesis

- 3) Check the automatically filled in information and fill in your preferences.

MaRe Staging **Student** Student the Surname2 ▾

☒ I need a study-space because of a personal situation

☒ I need permission to work on-campus for my thesis

Using the form below you can request a lab/study space within your faculty/section. Keep in mind that there is limited capacity.

Personal information

The following information has been retrieved from TU Delft's administration.

First name: Student Last name: the Surname2

Student number: 9000002 Email address: student2-fakesaml@student.tudelft.nl Study programme: M Computer Science

The following information has been retrieved from your current thesis project as registered in MaRe.

Section: EWI-ST-SE Software Engineering Supervisor(s): Andy Zaidman

Your preferences

Preferred amount of dayparts* 1 Estimated end-date* 19 Nov 2020 Name of Lab supervisor optional e.g. "John Doe" Required/preferred lab or room optional e.g. Room 28.3W900

4. and make sure you submit your request by acknowledging the statement and pressing the green button.

MaRe Staging **Student** Student the Surname2 ▾

Section: EWI-ST-SE Software Engineering Supervisor(s): Andy Zaidman

Your preferences

Preferred amount of dayparts* 1 Estimated end-date* 19 Nov 2020 Name of Lab supervisor optional e.g. "John Doe" Required/preferred lab or room optional e.g. Room 28.3W900

Remarks to the reviewer(s)

☐ I hereby acknowledge that I understand that my section will try to take my preferences into account, but does not provide any guarantees. I furthermore acknowledge that all information provided is correct. *

[Submit request](#)

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.

 Upload Thesis Entry Permit / Declaration of ECTS

Your project

 Edit project

Project details

Title of your project

Supervisor: Andy Zaidman

Section: EWI-ST-SE

Study/Lab space

Status: Pending

