

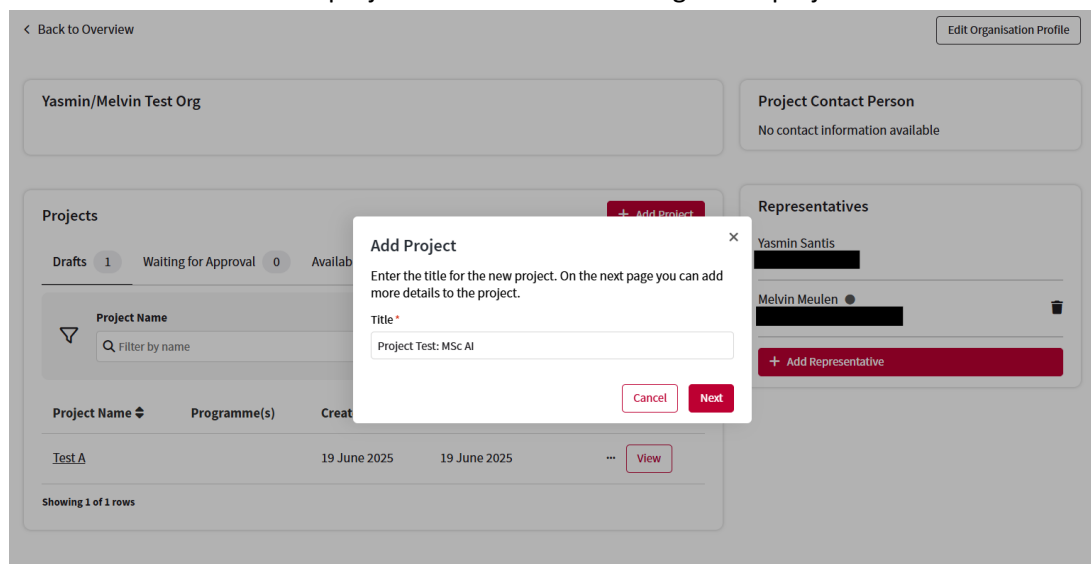


## Thesis Matching Platform (TMP) Guide: How to Upload a Project

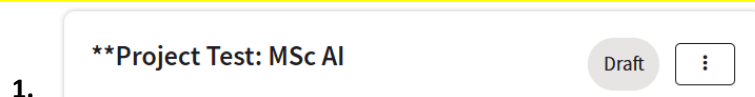
The website for the platform is: <https://datanose.uva.nl/m/thesismatching>. Please note that there may be some differences between the screenshots in this guide and what you see on the platform. The developers will be making minor changes, but you should still be able to follow this guide. If there are any questions or confusion, please do not hesitate to contact us at [thesisfair-ivl@uva.nl](mailto:thesisfair-ivl@uva.nl).

For more information about the Thesis Fair, including our FAQs please visit our website: <https://informatics.amsterdam/#orgs-faqs>

1. To upload a project, click on the “+ Add Project” red button.
  - a. You will first be asked to enter the project title before continuing to the project submission form



- i.
- ii. If you wish to participate in the event(s), please include two asterisks, \*\*, in the project title.



1.



- b. Please include the following in each project. If you would like to review a good example of a project, you can click [here](#) (*please note that the project contact has been removed from this example for privacy reasons, but you will need to include your project's contact information when submitting your project*).
- i. **Choose which programme(s)** this project is for. The [Project Requirements](#) for each programme can be found [here](#) or on our [website](#). You can choose the programme(s) by clicking on the “+” in the Programme field.
  - ii. **The project's contact name and email address,**
    1. You will need to enter a contact person per project in the project form. If there is no one specifically tied to the project, then the organisation's primary contact can be listed. If the project contact does not have an account, you can still fill in the email address and then later create an account for your colleague. They will then need to follow the login instructions stated above.
  - iii. The number of students the project can accommodate,
    1. Please note that this is a text field, you can enter a description of how many students per programme the project has space for. This is especially important when the project is tagged for multiple programmes. For example, “2 MSc AI students and 1 MSc Computational Science student”.

**Project Test: Multiple Progar**Draft

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**General Information**

**Programmes**

Master Artificial Intelligence ×

Master Computational Science (joint degree) ×

Select the programmes that you think the project is suitable for. You can add multiple programmes, using the + button

**Available Places**

2 spaces for MSc AI and 1 space for MSc Computational Science

Indicate how many students can work on this project

a.



- iv. Project description,
  - 1. **Must be in English. If the project is submitted in Dutch, it will be rejected.**
  - 2. Please follow the [Project Guidelines!](#)
  - 3. What the project subject and the research areas are. Please remember that you are submitting a project for a research thesis, not a product.
  - 4. The work environment your organisation offers.
  - 5. The expectations the student should try to meet throughout the project.
  - 6. Any relevant sources or existing research in this area.
  - 7. If there are any language requirements. This is where you can indicate if you require a Dutch speaker for the project.
  - 8. If there is any remuneration for this research internship.
- c. At any point, you can save the draft without submitting the project. The “Save Project” red button is on the upper-right-hand side of the form and you can double check that it has not yet been submitted if the status is marked as “Draft”. The status can be found either inside of the project form on the right of the project title, or on your organisation’s projects page.
- d. Once you are ready to submit the project, click on the bottom-right-hand-side “Submit Project for Review” red button. Please note that you will not be able to make any edits once you have submitted the project. If you do need to make changes after you have submitted the project, please contact us at [thesisfair-ivl@uva.nl](mailto:thesisfair-ivl@uva.nl).
  - i. Once you have submitted the project it will go through a two-step review process. Once by the Thesis Fair Team and then again by the academics from the specific programme.
  - ii. Your project may be rejected during the first review or during the academic review process. The reason for the rejection will always be included. Most of the time suggestions on how to make the project more suitable will be provided and then you can work with us to make those changes.



2. After submitting your project(s) for review your Project Dashboard will move the submitted projects to the “Waiting for Approval” tab. Once your projects are either approved or rejected they will then move to the appropriate tab.

### Projects + Add Project

Drafts 5   **Waiting for Approval 1**   Available Projects 0   Rejected Projects 1   Archive 0

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**Project Name**  **Programme** All selected ▾

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Project Name ⇅	Programme(s)	Created on ⇅	Last Changed on ⇅	
<a href="#">Test A</a>	Master Artificial Intelligence	19 June 2025	1 July 2025	... <a href="#">View</a>

Showing 1 of 1 rows