

Student Procedures for Thesis Defense

Thesis Committee Members

The thesis committee must consist of at least four members: a minimum of three from Carnegie Mellon, at least two of whom must be faculty members in the Robotics Institute, and at least one member who is external to Carnegie Mellon.

The entire composition of the committee must be approved by the Chair of the Program before the Dissertation is presented to the faculty for approval.

The Dissertation itself is normally preceded by a year or more of research and writing after the proposal. The Dissertation is a scholarly document describing the problem, related work, the student's approach, the results and insights achieved, and the significance of the work. The written dissertation must be presented to the Thesis Committee for approval. When the committee gives preliminary approval, the Oral Defense can take place. At the Oral Defense, the committee and the entire community will have the opportunity to question the work critically. Finally, the Thesis Committee must decide whether to approve the thesis.

A student will be certified for graduation and allowed to attend commencement ceremonies when the thesis is unanimously approved by his or her Thesis Committee and has been delivered to the Program Manager in final form, at which time the student will be awarded the degree of Doctorate of Philosophy in the field of Robotics.

Timeline

2 Months Before

Secure a room location for your defense. Room suggestions and contacts:

NSH 1109 – contact Sumitra Goppal at x8-3818

NSH 3002, 3305, 1305, 1507 – contact Suzanne Muth at x8.3733

WEH 4623, 4625 – contact the CSD Main Office at x8.2612

WEH 4601, 4615 – contact Debbie Cavlovich at x8.3789

External Committee Member

If your external committee member will be in attendance, it is very important that proper arrangements are made well in advance of his/her visit. It is your and your advisor's responsibility, along with the help of your advisor's support staff, to make sure that all travel arrangements, hotel, and an agenda are set up prior to his/her arrival. It's also important to inquire as to whether or not s/he has any other goals in mind during their visit other than to attend your thesis defense. Some examples would be, to give a special RI seminar talk, meet with other RI faculty, etc.

If your external committee member will not be in attendance, you may reserve the teleconferencing equipment by sending an email to Suzanne.

10 Days Before

Send email to Suzanne with the date, time, room, title, abstract, URL link to thesis, and thesis committee members. She will then post your thesis oral announcement both electronically and physically. These must be posted at least one week before your oral, so **PLEASE BE PROMPT!**

Provide thesis committee with final draft of thesis document.

1 Day Before

Pick up yellow thesis oral signature card and two thesis signature sheets from Suzanne.

On Thesis Day

Give yourself an extra half hour to make sure the room you've reserved is set-up the way you would like it and to make sure that catering services (Suzanne orders in advance) can enter the room to set up at least 15 minutes before your scheduled talk.

Take yellow thesis signature card and thesis signature sheet to oral and give them to your committee chairperson. These items are placed in your mailbox in advance of your talk.