

Student Procedures for Thesis Proposal

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.

You must have your full thesis committee in place by the time of the proposal. This makes it mandatory that all members be chosen (although, of course, there is always the option to add, or even replace, members later).

The oral presentation of the proposal is made to the entire research community, including particularly the Thesis Committee. The Thesis Committee must then express approval to the Chair of the Program if the proposal is to be accepted. In addition, the course qualifier and research qualifier must be completed before the Thesis Proposal can be accepted.

Timeline

2 Months Before

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

NSH 1109 – contact Sumitra Gopal 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

1 Month Before

Get approval of your thesis committee members from the Chair of the Program

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 proposal announcement both electronically and physically. These must be posted at least one week before your proposal, so **PLEASE BE PROMPT!**

Provide thesis committee with final draft of thesis proposal document.

To reserve teleconferencing equipment, you should contact Suzanne at x8-3733.

On Proposal Day

Give yourself an extra half hour to make sure the room you've reserved is set-up the way you would like it.

After the Proposal

IMPORTANT: You should complete the All But Dissertation Form and submit it to Suzanne.

<http://www.cmu.edu/hub/forms/ESG-DOCCAND.pdf>

Make sure your advisor sends email to Suzanne indicating whether or not you have successfully passed your thesis proposal.