

Student Procedures for Thesis Proposal

Thesis Committee Members

The committee will 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 one faculty member with a primary appointment in Robotics, and at least one qualified researcher who is external to Carnegie Mellon. The student's advisor is the chairperson of the Thesis Committee. The entire composition of the committee must be approved by the Chair of the Program before the Thesis Proposal is presented.

Prior to presenting the Thesis Proposal, the four core courses of the Course Qualifier and the research, speaking and writing skills portions of the Research Qualifier must be complete.

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 4615, 4623, 4625 - 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.

Refreshments

The department will no longer provide refreshments for thesis proposals.

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.