

## Student Procedures for Thesis Defense

*All Qualifiers must be completed before scheduling the Thesis Defense.*

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 Coordinator in final form, at which time the student will be awarded the degree of Doctorate of Philosophy in the field of Robotics.

### **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.

### **Timeline**

#### **At Least One Month Before**

Secure a room location for your defense by contacting Suzanne Muth at [lyonsmuth@cmu.edu](mailto:lyonsmuth@cmu.edu)

#### **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.

To reserve teleconferencing equipment, you should contact Suzanne at [lyonsmuth@cmu.edu](mailto:lyonsmuth@cmu.edu).

For other MediaTech needs, visit MediaTech Services, <http://www.cmu.edu/computing/class-event/orders/index.html>

PLEASE NOTE: Thesis defenses should not be scheduled after the last day of finals in the fall semester and not before the start of the spring semester. This is generally from mid-December to mid-January. Check the academic calendar for specific dates.

#### **1 Day Before**

Pick up yellow thesis oral signature card and two thesis signature sheets from Suzanne. Take yellow thesis signature card and thesis signature sheet to oral and give them to your committee chairperson.

#### **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 30 minutes before your scheduled talk.