

## 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

#### At Least One Month Before

Be sure to check with Suzanne Muth ([lyonsmuth@cmu.edu](mailto:lyonsmuth@cmu.edu)) before finalizing the date, to make sure there are no other orals scheduled at the chosen time. Thesis proposals will not be scheduled to overlap. Once you have settled on a date/time Suzanne will help you to reserve a room.

The room scheduled must be available to the public and must accommodate a reasonably large number of people (~30). Smaller rooms are strongly discouraged.

Get approval of your thesis committee members from the Chair of the Program, which is currently David Wettergreen [dsw@ri.cmu.edu](mailto:dsw@ri.cmu.edu)

PLEASE NOTE: Thesis proposals 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.

#### 10 Days Before

Send email to Suzanne with the date, time, room, title, abstract, URL link to thesis, and thesis committee members, including external member affiliation. Suzanne 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, contact Suzanne at [lyonsmuth@cmu.edu](mailto:lyonsmuth@cmu.edu).

If your talk is scheduled in one of the rooms in GHC, make sure you have the #100 key to unlock the door. If you do not, see Jamie Gregory in GHC 4103. Have your CMU ID card with you.

### Practice Talks

If you would like give a practice talk or two, please contact Suzanne to reserve a conference room.

### 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 does not provide refreshments for thesis proposals.

### After the Proposal

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

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