

# The Robotics Institute - Doctoral Program

## 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

- Get approval of your thesis committee members from the Chair of the Program, David Wettergreen, [dsw@ri.cmu.edu](mailto:dsw@ri.cmu.edu)
- 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.
- Work with your advisor to determine if your talk will be hybrid (in-person + Zoom) or fully remote (Zoom only). If delivered in-person, she will reserve an appropriate room. The room scheduled must be available to the public. Smaller rooms, such as conference-style rooms, are strongly discouraged.
- Your committee members should be available for a minimum of 90 minutes, preferably two hours.
- 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 Zoom link, date, time, title, abstract, URL link to thesis, and thesis committee members, including external member affiliation.
- Suzanne will post your thesis proposal announcement electronically and on the RI Events website .  
BE PROMPT!

- Provide thesis committee with final draft of thesis proposal document.
- Complete the Authorization Form to Publicly Live Stream your talk. and email the form to Suzanne prior to your talk. <https://www.cmu.edu/es/docs/livestream-consent.pdf>
- When creating the Zoom meeting, make sure you assign your advisor as the co-host. Record your talk to Cloud. At the conclusion of your talk, provide the link to your thesis recording to the RI Web Team, Brian Staszal <[staszal@cmu.edu](mailto:staszal@cmu.edu)> and Alex Krause <[akrause@andrew.cmu.edu](mailto:akrause@andrew.cmu.edu)>

### After the Proposal

- Complete and have your advisor sign the All But Dissertation Status Agreement Form <https://www.cmu.edu/es/docs/abd-status-agree.pdf> Email the form to Suzanne.
- Make sure your advisor sends email to Suzanne indicating whether or not you have successfully passed your thesis proposal.