

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. Copy Suzanne Muth (lyonsmuth@cmu.edu) on that email.
- Be sure to check with Suzanne Muth 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.
- Suzanne Muth 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. They should not be scheduled on University holidays. Check the academic calendar for specific dates.

10 Days Before

- Send email to Suzanne Muth with the date, time, room location, Zoom link (if applicable), 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.

- If presenting over Zoom, 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>. You may list your advisor as the delegate and Suzanne Muth as the Department Contact.
- If creating a Zoom meeting link, 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> and Alex Krause <akrause@andrew.cmu.edu>

After the Proposal

- Have your advisor send email to Suzanne indicating whether or not you have successfully passed your thesis proposal.
- If successfully passed, complete and have your advisor sign the All But Dissertation Status Agreement Form <https://www.cmu.edu/es/docs/abd-status-agree.pdf>. Where it asks for *Doctoral Student Status Will Lapse*, this date needs to be ten years from your matriculation date.
Example: First Semester Admitted into Doctoral Program: Fall 2020
Doctoral Student Status Will Lapse: Summer 2030
Email the form to Suzanne Muth. She will obtain the signature of the Department Head.