The Robotics Institute - Doctoral Program
Student Procedures for Speaking Qualifier

Speaking Qualifier

The ability to communicate in oral presentation. Students are expected to demonstrate the ability to present technical material to a technical audience clearly and succinctly. The presentation must be made in-person at a venue open to the public. Ideally, the Research Qualifying Committee will be in attendance, but committee members may designate proxies, subject to approval by the Ph.D. Program Chair, to evaluate the presentation.

Timeline

2 Weeks Before

- Suzanne Muth will reserve an appropriate room. The room scheduled must be available to the public.

- Your research qualifier committee (RQC) should attend in-person and be available for a minimum of 60 minutes.

- Speaking qualifiers 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.

At Least 3 Days Before

- Email the details of your talk including the date, time, room location, Zoom link (if applicable), title, abstract, and committee members, to ri-people@lists.andrew.cmu.edu

- Suzanne will post your qualifier announcement on the RI Events Calendar.

- 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.

After Your Talk

- Your Research Qualifier Committee will be responsible for completing forms for your speaking, writing and research skills qualifiers by going to gsaudit, https://gsaudit.cs.cmu.edu.

You may find some additional information on the Policies and Forms website: https://www.ri.cmu.edu/education/academic-programs/doctoral-robotics-program/policies-and-forms/