

## Doctoral Thesis Committee and Student Progress

The Committee for Graduate Students feels that it would be useful to provide a set of best practices for doctoral students and their research advisors, with regard to the role of the doctoral thesis committee, the thesis proposal, and expected progress. These guidelines are meant to highlight the role of the thesis committee in providing valuable input to the doctoral candidate, and to encourage regular meetings of this group.

1 Students should submit a doctoral thesis proposal to the department no later than the end of the eighth semester. Agreements from the doctoral supervisors and readers should be submitted to the EECS Graduate Office, along with the proposal document.

2 Students should hold an initial meeting with the doctoral thesis committee, either before or shortly after the proposal is submitted to the department. This completed form serves to document the committee meeting, and will allow the student to receive written feedback on the meeting.

3 After the initial thesis committee meeting, annual meetings with the committee are encouraged. This form can be used to document each meeting, and to provide the student with written feedback.

4 Graduate Counselors will monitor the thesis committee meetings at Fall and Spring Registration Day meetings, and will encourage doctoral candidates to hold their annual meetings.

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### **Information to be filled out by the student:**

STUDENT NAME:

EMAIL ADDRESS:

*Name(s) of* MIT RESEARCH ADVISOR(S)

*Name(s) of* DOCTORAL THESIS COMMITTEE

1)

2)

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*To be filled out by the Research Advisor(s). Check the most appropriate descriptor for the Doctoral Thesis Committee meeting:*

Initial Meeting

Annual Meeting

Final Meeting

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**Thesis Committee Comments:**

**Date:**

Please send completed forms to Janet Fischer, [jfischer@mit.edu](mailto:jfischer@mit.edu) and Alicia Duarte, [aaduarte@mit.edu](mailto:aaduarte@mit.edu) in the EECS Graduate Office.