

# PhD Thesis Proposal and Oral Defense Presentation

## SCHEDULING THE PROPOSAL PRESENTATION

The student is responsible for scheduling a date and time for the presentation that is convenient for all members of the thesis committee. He/she must also reserve space and the necessary audio/visual equipment for the presentation. **A copy of the proposal must be distributed to all committee members, at least two weeks prior to the presentation.**

## ANNOUNCING THE PROPOSAL PRESENTATION

Students must submit details of the proposal presentation (date, time, location, committee members, title and brief description-PhD Proposal Presentation Notification) to the ChBE Graduate Office via e-mail, at least two weeks prior to the scheduled presentation. The subject line of the e-mail should read "PhD Proposal Presentation: (Student Name)." The announcement will be distributed to all members of the ChBE community.

The student must obtain the forms necessary to be completed by your committee at your defense. These include:

1. Admission to PhD Candidacy form
2. ChBE PhD Proposal Evaluation form

After successful presentation of the research proposal, the student must petition for admission to doctoral candidacy. This is done via the GT Request for Admission to PhD Candidacy Form, which includes information about the thesis topic, verification of passing the qualifying exam, and signatures of all thesis committee members and the Associate Chair for Graduate Studies. Submit all forms to the ChBE Graduate Office

## APPROVAL OF MINOR

All students are required to demonstrate a mastery of some body of knowledge outside their major. This area of study is referred to as a minor program of study. The minor should consist of at least nine semester hours of work in related cohesive courses chosen in consultation with the thesis advisor. The courses should be offered by Schools other than Chemical & Biomolecular Engineering (cross listed courses offered by ChBE are acceptable). The proposed minor program of study must be approved by the Graduate Studies Committee **before the courses are taken**. At least two of these courses must carry graduate credit, and one course may be at the 4000 level. All courses must be completed with a grade of B or better.

After completing the coursework for the minor, the student should complete the appropriate form and submit it to the Graduate Studies Committee setting forth the list of courses (and grades received) for the minor. The approved minor form will then be submitted to the Dean of Graduate Studies.

### FORMS:

1. Proposed PhD Minor
2. Request for Approval of PhD Minor

# ANNOUNCEMENT FORMAT FOR PROPOSAL PRESENTATIONS

Please follow the example below. Please send your announcement to Janice Whatley, [jwhatley@chbe.gatech.edu](mailto:jwhatley@chbe.gatech.edu), no later than two weeks prior to your presentation or your defense.

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**STUDENT NAME**

**PhD Proposal Presentation**

**TIME, DATE OF EVENT,**

**ROOM NUMBER, BUILDING NAME**

**Thesis Advisor:**

**Thesis Co- Advisor:**

**Committee Members:**

(Full Name and Department)

**TITLE OF PROPOSAL**

**ABSTRACT**