



ROBOTICS GRADUATE PROGRAM MANUAL

TABLE OF CONTENTS

1. INTRODUCTION	2
2. ADMISSION	2
3. GENERAL ACADEMIC POLICIES	3
Dual Degree and Certificate Programs	3
English Proficiency	3
Enrollment Status	4
Grades and GPA Requirement	5
Graduation	5
Honor Code	5
International Students	5
4. MASTER'S DEGREE REQUIREMENTS	7
Master's Degree Credit Distribution/Coursework	7
ROB 590 Directed Study	9
ROB 690 Master's Advanced Research	9
MS Degree Worksheet	10
Master's Degree Timeline	10
Transfer of Credit	11
Applying to PhD Program	11
5. PhD DEGREE REQUIREMENTS	12
Advisor/Co-Advisor	12
Relevant Master's Degree	12
Embedded Master's Degree	12
Cognate Course Requirement	12
PhD Degree Credit Distribution/Coursework	13
Grades and GPA Requirement	14
Course Equivalency	14
Annual Progress Report/Financial Support	14
Leave of Absence	15
Academic Probation	15
PhD Degree Timelines	16
Comprehensive Qualification Examination	20
Advancing to Candidacy	22
Course Enrollment during Candidacy	23
Dissertation Committee Formation	23
PhD Thesis Proposal	24
Dissertation Defense	25
6. STUDENT HANDBOOKS and INTERNET RESOURCES	26
Appendix	27

1. INTRODUCTION

Michigan Robotics offers Master's and PhD degrees. Both programs are built on a common set of course requirements, with PhD students also completing research published in leading journals in the field of robotics.

The Michigan Robotics program consists of three main technical areas, which converge as students produce functioning robots:

- Sensing of the environment, external agents, and internal body information to determine state information
- Acting upon the body and environment to produce motion or other outputs that enable the robot to locomote or interact with the environment
- Reasoning with that information to make decisions for guidance, control, and localization

Our students come to the field with a variety of backgrounds, particularly in mechanical engineering, electrical engineering, and computer science. They learn to work in teams to accomplish the many tasks necessary to build and operate an autonomous system, including mechanical design, electronics, programming and integrating all the parts. Students graduate the program as independent researchers and engineers, and many will go on to become leaders in robotics research, in academia, industry and government.

2. ADMISSION

Admission to the Robotics Graduate programs is through the Rackham Graduate School. Information regarding applying can be found on [Rackham's website](#).

It is the responsibility of the applicant to make sure the Robotics Graduate Program receives the completed application form and all additional required materials by the specified deadlines.

An engineering background is recommended but not required for the Robotics Program, although we have found that the lack of an engineering background puts students at a disadvantage as they begin their graduate studies. In general, our Admissions Committee is most interested in undergraduate and graduate academic performance, GRE scores, research experience, letters of recommendation (with particular attention to letters coming from faculty in relevant fields) and the academic statement of purpose.

PhD students admitted without a master's degree may complete the master's requirements as they progress through the PhD Program.

Current U-M graduate students in other programs may be eligible to earn a dual degree in Robotics. Beginning August 2019 the Robotics Graduate Committee will no longer accept dual degree applications from students whose primary program offers a Robotics option (e.g. ECE: Robotics, MECHENG: Mechatronics) unless an exceptional situation exists. The Graduate Committee will

review all application-centered credentials. Minimum requirements are ≥ 3.5 cumulative Rackham GPA and B+ or better grades in ROB 501 and ROB 550.

3. GENERAL ACADEMIC POLICIES

Dual Degree and Certificate Programs

Robotics students have the ability to obtain master's degrees or graduate certificates in other programs at U-M. Adding a master's degree or graduate certificate may require additional coursework and semesters to a student's time at U-M. In addition, there is a limit to how many courses can be counted towards the original master's degree and the added master's degree or graduate certificate. Adding a graduate certificate can only be done if the student is currently enrolled in a Master's or PhD program.

Students interested in pursuing this option must contact the graduate program of interest to find out the requirements to add the degree. They must then complete the [Pre-Approval Form for Dual Admission](#) and obtain a signature of approval from the authorized signer in their current graduate program before applying. Without approval and an authorized signature on the form, the application will not be processed. The student will be required to upload the completed and signed Pre-Approval Form in the online application.

English Proficiency

Based on English language proficiency test scores (such as the TOEFL), some students will be encouraged by the Rackham Graduate School to take specific academic writing or speaking courses offered by the English Language Institute (ELI) to support their studies. The ELI courses are typically 1 to 3 credits, and will help students gain capability and confidence in English. These courses will not count toward the degree or GPA.

A student's English proficiency is also evaluated as the PhD student participates in the oral Comprehensive Qualifying Exam and Research Thesis Proposal presentation. If the faculty considers the student to otherwise be qualified for the Robotics PhD program, it may be recommended that the student take English courses. Students with major deficiencies in English will be found Not Qualified for the Robotics PhD Program.

Enrollment Status

Regarding courses:

Full time enrollment is 8 credit hours. Full time for tuition starts at 9 credits (see below).

For GSI/GSRA, full time enrollment is 6 credit hours.

ELI courses do count towards enrollment status.

Visit/Audit of a class does not count towards enrollment status.

PhD students are required to register every Fall and Winter term unless on an approved Leave of Absence. Learn more about Rackham's Continuous Enrollment policy [here](#).

Courses dropped after the 3rd week registration period will receive a "W" on transcript and cannot be removed from a student's transcript. Term specific deadline dates are posted on the [Registrar's Office website](#).

Regarding tuition:

For 1-8 credits, a master's and pre-candidate student's account is charged an amount for each credit hour.

For 9+ credits, a master's and pre-candidate student's account is charged a single amount for all the credits.

To calculate tuition [visit this Registrar's Office site](#). Make sure the College is "School of Engineering" and the Level of Study is "Graduate". The cost for Robotics students is located in the Rackham table, the third table on the site.

Candidates are charged at the Candidacy tuition rate as they will register for 8 hours of 995 each Fall and Winter term (and Spring/Summer full term if defending and/or completing the doctoral degree requirements during Spring/Summer term).

Graduation

Graduation for the Master's or PhD degree is not automatic. A student who has fulfilled all degree requirements must apply for graduation in the term in which completion is expected and will be prohibited from further enrollment.

The last day to apply for graduation for the current semester is the last day of classes (not the final exam period).

Honor Code

All engineering programs at the University of Michigan follow the [College of Engineering Honor Code](#) outlining certain standards of ethical conduct. The Honor Council investigates reported violations of the Honor Code.

International Students

Curricular Practical Training (CPT) for F-1 Students

The intent of CPT is for students to engage in practical job experience that directly relates to their academic program of study. Students must choose their internships carefully with the understanding that any job that is NOT specifically related to the applicant's major area of study, will likely result in the denial of the CPT request.

Students who would like to enroll in CPT should go to the [Robotics website](#) for instructions.

Credit for CPT (Rackham 998) may not be counted toward any ROB degree requirements.

Optional Practical Training (OPT) for F-1 Students

OPT is defined in the Federal Regulations as temporary employment directly related to a student's field of study. During OPT, a student remains in F-1 status. The end result of the OPT request process is an Employment Authorization Document (EAD) issued by United States Citizenship and Immigrations Services (USCIS).

Processing OPT applications typically requires 60 to 90 days but visit the [International Center's website](#) for details and updated application timelines.

Some STEM students may be eligible for a 17 month extension of OPT.

Students who would like to enroll in OPT should go to the [Robotics website](#) for instructions.

Reduced Course Load (RCL) for F-1 Students

International students, who drop below full time status or who need fewer than 8 credits to complete their program requirements, may apply for RCL through the [International Center](#).

Please note that students are eligible for RCL only if they have not yet completed their degree requirements. Due to Federal regulations, students must apply for their degree in the semester in which they complete their degree requirements. If a student wants to remain in the country after completing their requirements, they must apply for OPT.

Students who would like a RCL should go to the [Robotics website](#) for instructions.

4. MASTER'S DEGREE REQUIREMENTS

To receive a Robotics MS degree, a student must satisfy the Robotics Graduate Program requirements outlined below as well as the Rackham School of Graduate Studies General Master's Degree Requirements as stated in the Rackham Graduate School Academic Policies and the College of Engineering Regulations as specified in the College of Engineering Bulletin.

Grades and GPA Requirement

All grades are on the Rackham Graduate School scale:

A+	4.3	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7

Course grade must be B- or better for the credit hours to be counted toward any MS degree requirement.

The grade point average (GPA) must be at least 3.0, based on Rackham's 4.0 scale. A cumulative GPA below a 3.0 will cause the student to lose "satisfactory academic standing".

A student must have a minimum cumulative Rackham GPA of 3.0 (B) to be granted a degree.

Beginning with Winter 2022 courses CoE is enforcing this policy from the [CoE Bulletin](#): "To secure credit, the required work must be completed by the end of the first full term (not including Spring or Summer terms) in which the student is enrolled after the term in which the "I" mark was recorded.

Master's Degree Credit Distribution/Coursework

The Master's degree requires a minimum of 30 graduate level credit hours with the following distribution:

- 8 credits for ROB 550 (4 credits) & ROB 501 (4 credits)
- ≥ 12 credits of technical graded courses
 - Breadth requirement: ≥ 9 credits (at least 1 course from each of the 3 core areas: sensing, acting, reasoning)
 - Depth requirement: ≥ 3 credits in "depth area" (at least 1 additional course taken from at least one of the 3 core areas: sensing, acting, reasoning)
- 3-6 credits of Directed Study (ROB 590)
- 3 credits of Advanced Research (ROB 690) - Optional
- 3 credits of ROB 502 "Programming for Robotics" - Optional

Sample Schedule for a student taking ROB 502 Term 1:

Term 1: 7-10 credits*

- ROB 502
- ROB 501
- ROB 590, Sensing course, Acting course, Reasoning course, or Elective

Term 2: 7-10 credits*

- ROB 550
- ROB 590, Sensing course, Acting course, Reasoning course, or Elective
- Sensing course, Acting course, Reasoning course, or Elective

Term 3: 7-10 credits*

- Sensing course, Acting course, Reasoning course, or Elective
- Sensing course, Acting course, Reasoning course, or Elective
- Sensing course, Acting course, Reasoning course, or Elective

Term 4: If necessary: any remaining requirements

Sample Schedule for a student taking ROB 550 Term 1:

Term 1: 7-10 credits*

- ROB 550
- ROB 501
- ROB 590, Sensing course, Acting course, Reasoning course, or Elective

Term 2: 7-10 credits*

- ROB 590, Sensing course, Acting course, Reasoning course, or Elective
- Sensing course, Acting course, Reasoning course, or Elective
- Sensing course, Acting course, Reasoning course, or Elective

Term 3: 7-10 credits*

- ROB 690, Sensing course, Acting course, Reasoning course, or Elective
- Sensing course, Acting course, Reasoning course, or Elective
- Sensing course, Acting course, Reasoning course, or Elective

Term 4: If necessary: any remaining requirements

*Per section 2.1 of the Rackham Academic Policies: “Some graduate programs, other University policies, or U.S. government agencies, such as the Veterans Administration and the U.S. Citizenship and Immigration Services, may require a student to be enrolled for a minimum number of credit hours to be considered a full-time student. International students must be enrolled full-time under requirements set by the U.S. Citizenship and Immigration Services, and on F-1 or J-1 visas should consult the [International Center](#) with any questions concerning enrollment, course registration, and visa status. International students who wish to be registered less than full-time must obtain permission in advance from the International Center or risk compromising their visa status.

Courses that do not count towards master’s degree requirements:

- Courses with number 990, 995 or other course(s) with “doctoral,” “dissertation,” or “preliminary” in the title may not be counted towards master’s degree requirements.
- Rackham 998 (Curricular Practical Training) may not be counted for any degree requirements.
- ELI courses can be counted toward degree requirements on a case by case basis.
- Courses with insufficiently advanced content and level, or which substantially duplicate in content and level courses already completed by the student.

ROB 590 Directed Study

A minimum of 3 credits of ROB 590 is required to fulfill the Robotics MS degree requirements (only a maximum of 6 credits of 590 can count toward the MS degree). A ROB 590 directed study project is research supervised by a robotics faculty member (core or affiliate) and the directed study project requirements are up to each individual faculty advisor.

At this time, the Robotics Grad Office does not have a list of faculty who are looking for students to work on a project. It is up to each student to seek out faculty with whom they are interested in working.

If seeking ROB 590 credit for MDP, approval is required from the grad committee: please email um-robotics@umich.edu.

ROB 690 Master's Advanced Research

ROB 690 is faculty-supervised research that culminates in a submitted and graded document. The expectation is that the student will write and submit an original conference style paper based on their advanced research that builds on earlier research completed in three to six credits of ROB 590. Specific expectations are determined by the research advisor. ROB 690 will be letter graded (not S/U).

Registration will require an email from the advisor to the Graduate Coordinator approving the registration, as well as an electronic permission from the grad office.

There are 2 different registration options for ROB 690:

Option 1:

Term X: register for 3 credits of ROB 590

Term Y: register for 3 credits of ROB 590 AND 3 credits of ROB 690

Option 2:

Term X: 3 credits of ROB 590

Term Y: 3 credits of ROB 590

Term Z: 3 credits of ROB 690

MS Degree Worksheet

The [MS Degree Worksheet](#) is a form that maps out which courses satisfy the specific degree requirements. Effective with the Fall 2018 incoming class it is required that students submit to um-robotics@umich.edu a plan of study, approved and signed by their corresponding Faculty Advisor, by the end of October of their first term and by the end of January or September in the term in which they apply for graduation. All admitted MS students (with the exception of PhD students and dual degree students) will be assigned a Faculty Advisor. All other students must submit their MS Degree Worksheet in the term in which they apply for graduation. Failing to do so will risk the student's ability to graduate.

Please Note: It is the responsibility of the student to submit to the Robotics Graduate Program Coordinator (um-robotics@umich.edu) an updated, signed final MS Degree Worksheet. Failure to submit this Worksheet timely could delay graduation.

Master's Degree Timeline

The timeline below displays a "typical" Master's student progress in our program in 3 or 4 semesters. Students must complete all work for the Master's degree within five years from the date of first enrollment in the program. Those exceeding this limit must petition Rackham for a time extension or be withdrawn from the program.

Academic Term	Coursework	Research Activities (optional)	Milestones
Year 1: Fall	8-9 credits	Search for a research advisor	≥3.0 GPA
Year 1: Winter	8-10 credits	Choose a research advisor for independent study	≥3.0 GPA
Year 1: Sp/Su	0-3 credits	Independent study or Internship	≥3.0 GPA
Year 2: Fall	8-11 credits	Independent study	≥3.0 GPA; (Apply for graduation)
Year 2: Winter	3-6 credits	Independent study	≥3.0 GPA; (Apply for graduation)

Transfer of Credit

Students who want to transfer credits must follow the Rackham Transfer of Credit guidelines:

- A student is eligible to transfer up to 6 credits from external institutions or 15 credits can be transferred from within the University of Michigan.
- Credits can only be transferred to the MS program.
- These credits must be used in whole and cannot be split (e.g. only use 2 of the 4 credits).

To transfer credits:

- Student must complete 8 credits of graded graduate courses at the University of Michigan before credit can be transferred.
- Student must have a minimum cumulative Rackham GPA of 3.0.

Transfer credits must meet the following criteria:

- Be a graduate level course
- Receive a “B” grade or higher
- Cannot have been used to satisfy degree requirements for undergraduate or graduate degree. (In other words, they must be extra credits taken)

Applying to PhD Program

Current MS students interested in the Robotics PhD program must apply by following the Rackham application process. Applications for the PhD program must be accompanied by a (confidential) letter of support from the student’s anticipated research advisor that endorses the application, describes the time frame of the student’s directed research activities, and expresses an intent to mentor and financially support the student if they are admitted to the PhD Program.

5. PHD DEGREE REQUIREMENTS

Advisor/Co-Advisor

All PhD students are admitted with at least one primary advisor who must be Core Robotics Faculty. Students may, but are not required to, add a co-advisor. The co-advisor can be Core or Affiliate Robotics Faculty.

Relevant Master's Degree

If a student entering the PhD Program already has a master's degree, it may be determined at the time of admission that the master's degree coursework is sufficiently similar to the Robotics Master's degree requirements/coursework. If so, the coursework is deemed to be relevant. If a student believes their master's degree to be relevant please email the Graduate Coordinator (um-robotics@umich.edu) a copy of the transcript along with an explanation of why the degree should be considered relevant.

Embedded Master's Degree

Students who enter the PhD Program without a relevant master's degree are not automatically enrolled in the Robotics Master's Program. To add the Master's degree, students need to submit a final MS Degree Worksheet to the Robotics Graduate Coordinator at the beginning of the semester in which the student will complete the master's degree requirements. The Graduate Coordinator will request that the Registrar's Office add the MS program to the student's record. The student is then required to apply for graduation via the Wolverine Access system.

Cognate Course Requirement

The Rackham Graduate School requires PhD students complete 3 credits of coursework outside of their major research/interest area. A course cannot count toward the cognate requirement if it was also used to fulfill a student's depth or breadth requirement. The cognate course must also be outside the student's depth area. For example: If a student's depth area is Sensing, a Sensing course cannot count toward the cognate requirement. ROB 502 *can* fulfill the cognate requirement.

*The cognate requirement was 4 credits for students who advanced to candidacy before Fall 2020.

PhD Degree Credit Distribution/Coursework

1) *Without a relevant Master's degree*, a student must complete a minimum of 36 graduate level credit hours with the following distribution:

- 8 credits for ROB 550 (4 credits) & ROB 501 (4 credits)
- ≥ 12 credits of technical graded courses
 - Breadth requirement: ≥ 9 credits (at least 1 course from each of the 3 core areas: sensing, acting, reasoning)
 - Depth requirement: ≥ 3 credits in “depth area” (at least 1 additional course taken from at least one of the 3 core areas: sensing, acting, reasoning)
- ≥3 credits of graded cognate coursework. Cognate course(s) cannot be in “depth area”. ROB 502 *can* fulfill the cognate requirement.
- 3-6 credits of Directed Study (ROB 590)

2) *With a relevant Master's degree*, a student must complete a minimum of 26 graduate level credit hours with the following distribution:

- 8 credits for ROB 550 (4 credits) & ROB 501 (4 credits)
- ≥ 12 credits of technical graded courses unless course equivalency has been granted
 - Breadth requirement: ≥ 9 credits (at least 1 course from each of the 3 core areas: sensing, acting, reasoning)
 - Depth requirement: ≥ 3 credits in “depth area” (at least 1 additional course taken from at least one of the 3 core areas: sensing, acting, reasoning)
- ≥ 3 credits of graded cognate coursework. Cognate course(s) cannot be in “depth area”. ROB 502 *can* fulfill the cognate requirement.
- 3-6 credits of Directed Study (ROB 590)

Note:

- There is no additional “core area” requirement here for the remaining credits -- just advisor approval.
- Technical courses are generally courses from Engineering, Math, Statistics, Physics, and other science disciplines.

Courses that do not count towards PhD degree requirements:

- Courses with number 990, 995 or other courses with “doctoral,” “dissertation,” or “preliminary” in the title may not be counted towards master's degree requirements.
- ENGR 998 (Curricular Practical Training) may not be counted for any degree requirements.
- ELI courses can be counted toward degree requirements on a case by case basis.
- Courses with insufficiently advanced content and level, or which substantially duplicate in content and level courses already completed by the student.

Grades and GPA Requirement

All grades are on the Rackham Graduate School scale:

A+	4.3	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7

A student must maintain a cumulative 3.5 GPA (on a 4.0 scale, A=4.0) and must make a grade of B+ or higher in all courses counted toward the Robotics PhD degree.

A cumulative GPA lower than 3.5 could potentially result in the student being placed on academic probation.

Course Equivalency

If a student has taken a course elsewhere that is “substantially equivalent” to a Robotics course/ requirement, it may not be necessary to retake the course/requirement. The student should consult with their academic and/or research advisor at the earliest opportunity to determine whether or not equivalency is appropriate. An equivalent course cannot count toward the required 18 credits to advance to candidacy.

Students entering with a Master’s degree must submit a review request by email to the Graduate Coordinator and Graduate Chair as part of the planning and advising process at the beginning of their first term in the graduate program. For course equivalency approval, additional supporting documentation is required such as a syllabus, course description, homework, etc. Please email supporting documentation to um-robotics@umich.edu.

Annual Progress Report/Financial Support

Continued enrollment and guaranteed financial support is contingent upon satisfactory academic and research progress by the student.

Student evaluations are conducted annually at the end of the winter semester with a due date of May 31st. As of May 2019 the Annual Progress Report is an online process. The student and their research advisor(s) will complete and electronically sign the Annual Progress Report.

This report will identify one of three possible outcomes:

- Satisfactory
- Concerns

- Unsatisfactory

Submission of the annual report is mandatory. Failure to submit the Annual Progress Report may lead to a rating of 'Unsatisfactory'. Lack of satisfactory progress may lead to the termination of the guarantee of financial support and to the student's discontinuation from the graduate program.

When a student's progress is deemed to be of 'Concerns' or 'Unsatisfactory', an interim Progress Report will have to be submitted. At these times, the student's overall progress will be re-evaluated. The Graduate Program Chair may also request submission of an interim Progress Report prior to the April annual evaluation. Research progress deemed of concern or unsatisfactory could potentially result in the student being placed on academic probation.

A student with guaranteed financial support will be told in writing at least two months before their tuition, stipend and health insurance actually ends. If the stipend is terminated during a term in which the student is enrolled, financial obligations (tuition & fees, stipend, and health insurance) will be covered until the end of the term.

Leave of Absence

Per section 2.2.2 of the Rackham Academic Policies "A leave of absence enables a doctoral student to not register during a fall or winter term and remain in compliance with the continuous enrollment requirement. A leave will be granted to students recovering from illness or injury, who are providing care or assistance for family and dependents, who are meeting military service obligations, or for other personal reasons. Learn more about Rackham's Leave of Absence policy [here](#).

Academic Probation

If a student demonstrates poor research performance or insufficient progress in the Comprehensive Qualifying Exam, Robotics will potentially place the student on probation, following section 3.5.2 of the Rackham Academic Policies to do so. Learn more about this policy [here](#) or in this manual's [Appendix](#).

PhD Degree Timelines

Number of full semesters (Fall & Winter) after entry by which milestone should be completed		
Milestone	Enter without relevant Master's	Enter with relevant Master's
Master's degree coursework	4	N/A
PhD degree coursework	6	3
Qualification Exam	4	3
Candidacy	5	4
Thesis Proposal	6	5
Thesis Defense	9 - 12	7 - 10

Per the Rackham Academic Policies “ A student who does not achieve candidacy within three years and is not making satisfactory progress may be placed on academic probation unless the graduate program petitions Rackham OARD to request additional time because of extenuating circumstances”.

Students must complete any remaining credits after achieving Candidacy and prior to giving their Thesis Proposal.

The Rackham Graduate School allows up to 7 years from the first term of enrollment. Students who do not complete the PhD degree in 7 years must submit a petition to Rackham requesting an extension. Though Rackham policy allows for 7 years, the Robotics Institute expects the majority of students to complete the PhD degree in no more than five years. Financial support is guaranteed for 5 years (or 4 years for students entering with a relevant master's). Students who take longer than four (if entering with a relevant master's) or five years to complete the PhD degree may lose departmental financial support. Funding beyond this point must be worked out between the student and advisor. The PhD is unique to each student due to the nature of research and is subject to greater flexibility in timing.

Below is the typical timeline for the PhD student entering *without* a relevant master's degree:

Academic Term	Coursework	Research Activities	Milestones
Year 1: Fall (Term 1)	2-3 courses	Departmental and area research seminars, Faculty/student research meetings	≥3.5 GPA
Year 1: Winter (Term 2)	2-3 courses Prepare for Comprehensive Qualifying Exam	Departmental and area research seminars, Faculty/student research meetings	≥3.5 GPA Identify a topic for CQE research project. Begin preliminary readings and a preliminary problem statement
Year 1: Sp/Su	Research	Research	Obtain some research results
Year 2: Fall (Term 3)	2-3 courses Directed research Take Comprehensive Qualifying Exam	Faculty/student research meetings in area of interest, directed research with research advisor	≥3.5 GPA Write research paper Complete Comprehensive Qualifying Exam
Year 2: Winter (Term 4)	1 course* if advancing If not advancing to candidacy, take remaining required courses and prepare for CQE	Continue research	≥3.5 GPA Advance to candidacy if requirements (including coursework and CQE) have been completed Complete Comprehensive Qualifying Exam (if haven't already)
Year 2: Sp/Su	Research	Research	Continue/begin research for Thesis Proposal
Year 3: Fall (Term 5)	1 course*	Research with research advisor, faculty/student research meetings in other areas of interest	≥3.5 GPA Advance to candidacy (if haven't already)
Year 3: Winter (Term 6)	ROB 995 + optional addtl course*	Research with research advisor, faculty/student research meetings in other areas of interest	≥3.5 GPA

Year 3: Sp/Su	Research	Research	Research
Year 4: Fall (Term 7)	ROB 995 + optional addtl course*	Research	≥3.5 GPA Problem formulation, preliminary readings and derivations for PhD Thesis Proposal
Year 4: Winter (Term 8)	ROB 995 + optional addtl course*	Research	≥3.5 GPA Problem statement, refinement, form dissertation committee and present a Thesis Proposal
Year 4: Sp/Su	Research	Research	Research
Year 5: Fall (Term 9)	ROB 995 + optional addtl course*	Research	≥3.5 GPA Update dissertation committee on research progress
Year 5: Winter (Term 10)	ROB 995	Research	≥3.5 GPA Final oral defense Complete any dissertation revisions & graduate with PhD

*Refer to 'Course Enrollment' in 'Candidacy' below

Below is the typical timeline for the PhD student entering with a relevant master's degree:

Academic Term	Coursework	Research Activities	Milestones
Year 1: Fall (Term 1)	2-3 courses	Departmental and area research seminars, Faculty/student research meetings	≥3.5 GPA Identify a topic for CQE research project. Begin preliminary readings and a preliminary problem statement
Year 1: Winter (Term 2)	2-3 courses Prepare for Comprehensive Qualifying Exam	Departmental and area research seminars, Faculty/student research meetings	≥3.5 GPA Obtain some research results Write research paper Complete Comprehensive Qualifying Exam if ready to advance to candidacy

Year 1: Sp/Su	Research	Research	Research
Year 2: Fall (Term 3)	If not advancing to candidacy, take remaining required courses and prepare for CQE 2-3 courses or 1 course* if advancing Directed research	Faculty/student research meetings in area of interest, directed research with research advisor	≥ 3.5 GPA Take CQE (if haven't already) Advance to candidacy at end of term if requirements (including coursework and CQE) have been completed.
Year 2: Winter (Term 4)	If not advancing to candidacy, take remaining required courses and prepare for CQE If advancing take 1 course*.	Continue research	≥ 3.5 GPA Begin research for Thesis Proposal Advance to candidacy (if haven't already)
Year 2: Sp/Su	Research	Research	Continue research for Thesis Proposal
Year 3: Fall (Term 5)	ROB 995 + optional addtl course*	Research with research advisor, faculty/student research meetings in other areas of interest	≥ 3.5 GPA Continue research for Thesis Proposal
Year 3: Winter (Term 6)	ROB 995 + optional addtl course*	Research with research advisor, faculty/student research meetings in other areas of interest	≥ 3.5 GPA Problem formulation, preliminary readings and derivations for PhD Thesis Proposal. Possibly form dissertation committee and present Thesis Proposal
Year 3: Sp/Su	Research	Research	Research
Year 4: Fall (Term 7)	ROB 995 + optional addtl course*	Research	≥ 3.5 GPA Problem statement, refinement, form dissertation committee and present Thesis Proposal
Year 4: Winter (Term 8)	ROB 995 + optional addtl course)*	Research	≥ 3.5 GPA Update dissertation committee on research progress

Year 4: Sp/Su	ROB 995	Research	≥ 3.5 GPA Final oral defense Complete any dissertation revisions & graduate with PhD
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*Refer to 'Course Enrollment' in 'Candidacy' below

Comprehensive Qualification Examination

A major milestone for PhD students is to pass the Comprehensive Qualifying Exam (CQE). The CQE is a comprehensive oral exam that primarily includes a research component as well as technical questions regarding core courses. The student submits a standard IEEE conference paper format document describing their research and delivers an oral presentation describing a research problem. Following the presentation two faculty members will question the student on their understanding of their subject.

The CQE will typically be taken by students approaching the end of their third semester in the Robotics PhD program, but it is expected that all Robotics students will complete the CQE no later than the end of their fourth semester in the Robotics PhD program. If entering with a relevant master's degree the CQE should be completed by the end of a student's third semester. Taking the exam in the second semester is contingent on prior MS courses counting toward the depth, breadth, or cognate requirements. See the Course Equivalency section of the Grad Program Manual for details. Each student is eligible for a maximum of one exam retake if needed. The qualifying exam is offered twice per year, once in November/December and once in April/May.

A student automatically qualifies to take the CQE if they received a grade of A- or better in both ROB 501 and ROB 550. A grade of B+ in either ROB 501 or ROB 550 is considered a borderline case and the student must request permission to take the CQE by identifying their core weaknesses and a plan (approved by advisor) to address them (e.g. by taking an independent study or related class, or retaking core class). This proposal will be considered by the Graduate Committee. If the student receives a grade below B+ in ROB 501 or ROB 550 they need to retake the course(s). Only one retake per class is allowed.

Format: The scheduled oral exam lasts for 90 minutes structured as a 30 minute presentation with up to 60 minutes of question and answer by two robotics faculty members. This exam will be scheduled for a 1.5 hour window. Examiners are at liberty to ask questions before, during, and after the presentation.

Registration: Eligible students must register their intent to take the exam with both the Graduate Program Chair and Graduate Coordinator as an email response to the Comprehensive Qualifying Exam instructions sent out mid-semester. In this email, the students must submit the following: (1) A bio-sketch using the NSF Fellowship application format, (2) A research paper title and 150-200 word abstract, (3) A list of courses taken with discussion of how the courses match the research prelim exam topic and future research plans (less than 200 words), (4) Recommendations of any (up to three) robotics faculty members the student would like to serve as examiners, (5) Recommendations of any (up to three) robotics faculty members the student would prefer not serve as examiners; see <http://robotics.umich.edu/faculty/> for a list of eligible robotics faculty, and (6) An email from the advisor (an co-advisor, if applicable) indicating they agree to the student's participation in this exam for the given term. Any deviation from timely production of any of these documents should be discussed and approved in advance by the Graduate Program Chair.

Each student registered for the Part 2 exam must email the Graduate Program Chair and the Grad Coordinator a standard IEEE conference paper format document describing the research (no more than 8 pages; see http://www.ieee.org/conferences_events/conferences/publishing/templates.html for format details).

Faculty examiners will be selected by the graduate committee based on consideration of student input and faculty availability constraints, the student is responsible for coordinating an examination date and time with the faculty examiners and returning this information to the Grad Coordinator at least two weeks before the exam date. A conference room will be reserved.

Grading: Students are evaluated on a scale ranging from poor to excellent (0-4 point scale) in each of the following areas as described in more detail on the attached examiner grading sheet.

- Synthesis of course material for the student's research problem.
- Student input to the research project.
- Research conduct and methodology.
- Research outcomes.
- Technical understanding of core courses.
- Written and oral communication: content, clarity, ability to answer questions.

Scores will be assigned by each faculty examiner along with comments. The graduate committee will present examination results to the robotics faculty who will collectively determine the exam outcome for each student based on feedback from examiners and advisor(s).

Communication of Results: The result of the research Comprehensive Qualifying Exam is communicated by the Graduate Chair to the student through an individual email the day the final decision is made, typically the first day the robotics graduate committee or full faculty can meet following exam completion. Students will not receive numerical results but will receive written comments from both the examiners and the graduate chair regarding the final decision.

Retaking the Comprehensive Qualifying Exam: A student who fails the Comprehensive Qualifying Exam on the first try must obtain approval from their advisor to retake the exam and must then email the Graduate Program Chair with this confirmation. Only one exam retake is permitted. This exam retake must be completed no later than the next offering of the exam. If the student does not receive support from the current advisor, the student must choose a new advisor who formally agrees to support the student for the exam retake and for the duration of the student's studies.

Advancing to Candidacy

Rackham expects students to achieve candidacy no later than three calendar years after the first enrollment in their doctoral program. Candidacy is not automatic; once all Robotics and Rackham requirements are met, a student must apply for candidacy by emailing the Graduate Program Coordinator. The student's advisor(s) must also approve the advancement via an email to the Graduate Coordinator.

Requirements:

- 1) Complete the 18 credit letter-graded graduate level course requirement which includes ROB 501, ROB 550, 3-6 credits of ROB 590, depth, and cognate requirements. The breadth requirement is no longer required to advance to candidacy but must be completed before the Thesis Proposal.
- 2) Pass the Comprehensive Qualifying Exam.
- 3) Satisfy all Rackham candidacy requirements. Click here for further details: <http://www.rackham.umich.edu/current-students/policies/academic-policies/section5#51> Please see page 3 of this document for the Robotics cognate policy.
- 4) Complete the College of Engineering's Responsible Conduct of Research and Scholarship (RCRS) program. This program consists of 4 distinct workshops, all 4 of which must be completed. For further information and to register for workshops see the [CoE RCRS website](#). In addition to the Rackham required RCRS workshops, the UM Office of Research (UMOR) requires that the online PEERRS RCRS module be taken every 3 years. More information can be found [here](#).

Course Enrollment during Candidacy

Once a student has attained Candidacy status, they will enroll in 8 credits of ROB 995 each term. Tuition reduces to the Candidacy rate. See the [Registrar's Office website](#) for the current Candidacy tuition rate.

In addition to ROB 995, Candidates may elect either one course per term or more than one course for a total of no more than four credits without paying additional tuition beyond candidacy tuition. Courses may be taken for credit or as a visit (audit). A candidate who does not elect a course during a term of 995 enrollment may, in the next term, either register for courses for no more than 8 credits or register for no more than two courses that total more than 8 credits. An additional course may not be taken in anticipation of taking none in a future term of 995 enrollment. Candidates who choose to take more courses than those for which they are eligible will be assessed additional tuition per credit hour. Candidates must receive approval from their advisor(s) to take any additional course(s) that might result in additional tuition charges. For more information please see the [Rackham Academic Policies](#).

It is the student's responsibility to cover the tuition costs for any unapproved courses taken in addition to the free course described above, even if the student is being funded through a fellowship, GSI or GSRA position.

Dissertation Committee Formation

At least one month before the thesis proposal, the student must have their Dissertation Committee approved by both the Robotics Grad Chair and Rackham.

The completed [Dissertation Committee Form](#) should be sent by email to the Robotics Grad Coordinator. If requesting a committee member outside of U-M their CV as well as a short statement describing their expertise in the dissertation topic must accompany the Dissertation Committee Form.

In collaboration with the Dissertation Chair(s), the student forms a Dissertation Committee following specific guidelines regarding the composition of the Committee. A Robotics PhD student's dissertation committee first must satisfy [Rackham's Guidelines for Dissertation Committees](#).

Robotics Institute Dissertation Committee formation rules:

1. The committee must consist of four or more members; at least two of the members must be affiliated with the Robotics program.

2. The Research Advisor will serve as Chair of the dissertation committee. The research advisor must be a Core Member of the Robotics Faculty. It is customary for the co-advisor (if applicable) to serve on the dissertation committee.
3. One of the Committee members must be designated as the “cognate member.” Cognate members must be a tenured-track faculty in a Rackham graduate program and be primarily engaged in a research area outside of the candidate’s. The cognate member may or may not be a member of the Robotics faculty.
4. The Robotics Graduate Program Chair must approve the thesis committee.

PhD Thesis Proposal

After passing the Comprehensive Qualifying Exam, a student continues to work with their Research Advisor who becomes the Dissertation Committee Chair(s). The student will write a concise Research Thesis Proposal and give a formal oral presentation of the work to the Dissertation Committee approximately 1 year before the Final Oral Defense. The Dissertation Chair(s) primary role is to guide the student toward completion of the PhD and assists the student with forming their Dissertation Committee. The thesis proposal for students without a relevant MS would typically happen at the end of the 4th year (when they would have 1 year left). The thesis proposal for students with a relevant MS would typically happen at the end of the 3rd year (when they would have 1 year left).

When the student is ready to complete the Research Thesis Proposal, the student must complete the following:

1. Schedule an oral presentation with the Dissertation Committee.
2. Submit the written thesis proposal to the Dissertation Committee at least two weeks in advance of the oral presentation. The format (length and content) of the written document is up to the discretion of the candidate’s Chair/Committee.

During the Thesis Proposal presentation, the student should:

1. Precisely identify and describe the area of research.
2. Demonstrate an in-depth understanding of the area including mastery of the literature on the subject area.
3. Give a general description of the research problem to be addressed.
4. Provide an outline of the methodology to be utilized.

During and after the Thesis Proposal presentation, the Dissertation Committee will explore the proposed research with the student in order to provide guidance and make an evaluation of its suitability. The committee will determine if the student has or does not have an acceptable proposal.

The [PhD Thesis Proposal Form](#) must be completed and returned to the Graduate Coordinator after the Thesis Proposal.

Failure to have an acceptable proposal requires revising the proposal and within 12 months presenting another formal oral presentation that is deemed satisfactory by the committee.

Students entering the PhD Program without a relevant Master's degree must write and orally present the Research Thesis Proposal within 48 months of entry. Students entering with a relevant Master's degree must present within 36 months.

Insufficient research progress could potentially result in the student being placed on academic probation.

Dissertation Defense

Final Oral Defense

Each PhD Candidate must prepare a dissertation, giving evidence of their ability to conduct original, advanced research and to present the results of that research in well-written form. The student must also defend the work orally in an open examination called the Final Oral Defense. A final and complete copy of the written dissertation must be given to each member of the Dissertation Committee at least 10 business days before the scheduled date of the Final Oral Defense to allow sufficient time for a written evaluation. The Final Oral Defense will only be held if the committee deems the dissertation acceptable. Once all members of the Dissertation Committee find the dissertation acceptable, the Final Oral Defense is held.

It is very important to follow all of [Rackham's Doctoral Degree Requirements](#) which include a pre and post defense meeting.

Course Enrollment

The student must be enrolled in 8 hours of ROB 995 the term of the Final Oral Defense (even if the Final Oral Defense occurs during Spring/Summer term), unless the student is completing all requirements during Rackham's Grace Period (see next section). The student must defend and complete all Rackham degree requirements before the final doctoral degree deadline for the term.

Timing/Grace Period

Rackham allows 3 additional weeks beyond the end of each semester for PhD students to complete all of the doctoral degree requirements. This additional time is known as the Grace Period. The Grace

Period enables the student to complete their work without needing to register for the new semester. However, the degree is still awarded at the end of the new semester. Rackham's Doctoral Degree Deadlines can be found [here](#).

6. STUDENT HANDBOOKS AND INTERNET RESOURCES

The Rackham Graduate School Student Handbook and the Engineering College Bulletin are among the numerous U-M publications available online. The Rackham Handbook gives details about the graduate degree requirements imposed by the Graduate School, and should be consulted by all graduate students. Some important topics include the continuous enrollment policy and fees.

Rackham Graduate School: <http://www.rackham.umich.edu>

College of Engineering: <http://www.engin.umich.edu/college/>

U-M Wolverine Access: <https://wolverineaccess.umich.edu/>

U-M Registrar: <http://ro.umich.edu>

Student Financial Services: <http://www.finance.umich.edu/finops/student>

U-M International Center: internationalcenter.umich.edu

Mental Health Resources: <https://caps.umich.edu/article/um-mental-health-resources>

CoE Honor Code: <http://ossa.engin.umich.edu/honor-council/>

Student Rights and Responsibilities:

<https://oscr.umich.edu/article/statement-student-rights-and-responsibilities-1>

APPENDIX

Section 3.5.2 from [Rackham Graduate School Academic Policies](#)

3.5.2.1 Placing a Student On Academic Probation

The advisor or graduate chair or director may recommend that a student be placed on academic probation. The decision to place a student on probation must be made by a faculty group of at least three persons to include, for example, the department chair (or the chair's designee), the graduate chair, and the advisor; the graduate committee of the program; or another committee constituted of faculty. A D.M.A. student who has been placed on academic probation will not be eligible for detached study ([section 2.3.1](#)).

3.5.2.2 Length of the Probationary Period

The probationary period may be no shorter than two months of the fall or winter term and ordinarily conclude at the end of that term. For a student placed on academic probation within two months of the end of the fall term, the probationary period will extend into the winter term for a total of at least two months. For a student placed on academic probation within two months of the end of the winter term, the probationary period may include the spring or summer half-terms or the following fall term, for a total of at least two months. A student may be placed on academic probation starting in the spring or summer half term for a minimum of two months, and does not need to be enrolled during these half terms.

3.5.2.3 Notifications

The graduate chair must notify the student and Rackham OARD in writing before the probationary period begins, explaining the reasons and conditions of probation; the start and end dates of the probationary period; funding support (see below); conditions, if any, the lifting of probation; and options for appeal (see below). A student who has been placed on probation may request a leave of absence from Rackham or withdraw ([sections 2.2.2, 2.2.3](#)). The leave or withdrawal will stop the clock on the probationary period, which resumes when the student returns to active status or is reinstated. Probation will remain in effect until the conditions are remedied or the student is dismissed.

3.5.2.4 Funding a Student on Probation

The level of funding prior to academic probation should be continued through the probationary period.

At the end of the probationary period, the program may continue the student in the program or, alternatively, dismiss the student ([section 3.5.3](#)).

3.5.2.5 Option to Appeal Academic Probation or Dismissal

The program must inform a student of options to appeal academic probation. The program should constitute a separate committee of review to consider appeals. Students may use the Graduate School's Academic Dispute Resolution process only for procedural issues of fair and equal treatment under the policy of the program, and not to appeal the academic reasons for the decision.

3.5.3 Academic Dismissal: Ph.D. and D.M.A. Programs

Starting with the 2019 Fall Term, Ph.D. and D.M.A. programs will implement program-level policy for academic dismissal that is consistent with the following Graduate School guidelines.

At the end of a probationary period, and upon the recommendation of the graduate chair and with the consent of the Graduate School, a student may be dismissed from the program. The decision to dismiss a student must be made by a faculty group of at least three persons to include, for example, the department chair (or the chair's designee), the graduate chair, and the advisor; the graduate committee of the program; or another committee constituted of faculty. The graduate chair must notify Rackham OARD of a recommendation for dismissal.

3.5.3.1 Option to Appeal Academic Dismissal: Ph.D. and D.M.A. Programs

The program must inform a student of options to appeal a decision of academic dismissal. The program should constitute a separate committee of review to consider appeals. Students may use the Graduate School's Academic Dispute Resolution process only for procedural issues of fair and equal treatment under the policy of the program, and not to appeal the academic reasons for the decision.

Students who fail to meet standards of academic or professional integrity or who have been found responsible for violations of other University standards of conduct may be dismissed in accordance with separate procedures described in Rackham Academic and Professional Integrity Policy ([section 8](#)).