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## Interdepartmental Program in Transportation Record of Approval of Doctoral Thesis Research Subject Form Completion Instructions

1. Committee Chair (being a faculty member within the Interdepartmental Program in Transportation, but not the student's advisor) will download form prior to meeting.
2. Student will also share Thesis Proposal PDF with the Committee Chair for submission with form.
3. After approval meeting, Committee Chair completes form and submits to APO in one of two ways detailed below:
  - Committee Chair obtains all the signatures of the thesis committee. We recommend using <http://docuSign.mit.edu/> to obtain all signatures. Instructional video to be found here: <https://bit.ly/cee-docuSign>. The Committee Chair then submits signed form through Jot Form at <https://form.jotform.com/201686539462059>
  - OR
  - Committee Chair writes an email summarizing the meeting and noting the outcome as detailed below. They will also note each committee member's name and whether they were present and in agreement. The Committee Chair then emails the meeting summary to [cee-apo@mit.edu](mailto:cee-apo@mit.edu) with a cc to the entire committee.



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Proposed Thesis Title: \_\_\_\_\_

- Accepted as written
- Accepted with modification - please note below
- Retake within 6 months - the committee must include a list of specific deficiencies
- Fail with specific notes on deficiencies (Only if this is second attempt)

Comments from the Committee

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

As a member of the Doctoral Thesis Committee, we have approved the doctoral thesis research for the above-named student.

Committee Chair: \_\_\_\_\_

Print Name

Signature

Thesis Supervisor: \_\_\_\_\_

Print Name

Signature

Committee Member: \_\_\_\_\_

Print Name

Signature

Committee Member: \_\_\_\_\_

Print Name

Signature

Committee Member: \_\_\_\_\_

Print Name

Signature

On behalf of the Transportation Education Committee, I hereby approve the doctoral thesis research described by the candidate, endorsed by the members of the student's Doctoral Thesis Committee and the consenting thesis supervisor.

\_\_\_\_\_  
Professor Saurabh Amin

\_\_\_\_\_  
Date

Co-Chair of the Interdepartmental Program in Transportation