

# M.Cog.Sc. Thesis Defense – Thesis Stream

When you have decided on a potential date and time with your Thesis Supervisor and committee, this would be the time that you would meet with the Graduate Administrator to go over the steps involved in planning your thesis defense.

When your Thesis Supervisor has located an internal/external examiner for your defense and the date has been confirmed **5 weeks prior** to your defense, you will be submitting the [Thesis Defense Examination Approval Form](#) to the Graduate Administrator.

Once it is approved by the Graduate Supervisor, the Graduate Administrator will release the authorization of the upload of your Examination Copy.

You will receive an email stating that you can now upload your examination copy through Carleton Central. The examination copy of your thesis has to be uploaded **3 weeks** in advance of your Thesis Examination Date.

Your Supervisor(s) and Director will sign off on your thesis electronically.

Once this has been done, the Examination Copy will be available for viewing by your committee members.

The Official Thesis Notice will then be sent to your committee members.

If any of the Committee Members (including the Internal/External) would like hard copies of your thesis, the Graduate Administrator will notify you to bring her the required # of copies.

The Graduate Administrator then distributes the copies to the members who requested them.

Following the conclusion of your defense, the Chair will sign off electronically that the thesis defense has been completed.

Once any revisions (if required) have been completed and the Graduate Administrator has been notified, the upload for your final copy will be authorized.

You will be able to upload the final thesis and complete the appropriate forms through Carleton Central. Please review the procedures [here](#).