

## 1) First Step

Prior to creating your Supervisory Committee, it is important that you (the student) and your Supervisor(s) read the following:

<http://www5.carleton.ca/ics/ccms/wp-content/ccms-files/ICS-PP-The-Ph-D-Thesis-2009-FINAL1.pdf>

<http://www5.carleton.ca/ics/ccms/wp-content/ccms-files/ICS-PhD-Thesis-Content-Guidelines-3.pdf>

<http://www5.carleton.ca/ics/ccms/wp-content/ccms-files/ICS-Thesis-Organization-Guidelines-2011.pdf>

<http://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-22-April-2014.pdf>

## 2) Forming the Supervisory Committee

During your third or fourth term, you should be meeting with your thesis supervisor(s) and forming your supervisory committee. Please refer to the Policies and Procedures document for details regarding the composition of this committee.

Once your committee is formed, fill out the [Supervisory Committee Approval Form](#) and return it to the Graduate Office, Room 2202A DT, for approval.

## 3) Prospectus Defense

Your Prospectus Defense should take place prior to the bulk of your research being completed. It is an opportunity to present to your committee your research plan, and seek their feedback and approval. It is an official meeting consisting of yourself, your graduate supervisor(s) and your two additional committee members. The Institute assigns a Cognitive Science Graduate Committee Faculty Member to act as a Chair for your defense.

## 4) Steps required in scheduling your Prospectus Defense

- i. In consultation with your supervisor(s) and committee members, you must decide on a date and time for your meeting. You also need to book a room for this meeting.
- ii. You must then fill out the [Ph.D. Prospectus Defense Examination Schedule](#) and submit it at least **four** weeks in advance of your planned Prospectus Defense. If you require any equipment, make sure to let the Graduate Administrator know, so that she can inform you on the procedure to book it.
- ii. The Graduate Supervisor approves the Ph.D. Prospectus Defense Examination Schedule.
- iii. Two weeks in advance of the Prospectus Defense, you are responsible for making sure that you forward to the Graduate Administrator (Lianne), a copy of your Prospectus Document (the specific format to be decided on by your supervisor). She will then prepare the Notice of Prospectus Defense and send it to the Supervisor(s) and the committee members with the details of the defense (date, time, and location). She will post it on the departmental bulletin board and prepare the Examination Form for the Prospectus.

- iv. The Graduate Administrator will locate a chair for the defense and forward a copy of your Notice of Prospectus Defense and the Rules for Chairing a Defense to the Chair. She will also forward to your Thesis Supervisor (s) a copy of the Examination Report.
- v. On the day of the Prospectus Defense, the student is responsible for the pick-up and drop off of their multimedia equipment to IMS and the returning of the Conference Phone to ICS (if used).
- vi. After the Prospectus Defense is completed, your thesis supervisor(s) brings the paperwork back to the Graduate Administrator in Room 2202A.

Please come and see the Graduate Administrator if you have any questions about these steps in advance of any deadlines.

July 2, 2014