

GUIDELINES: THESIS & DEFENCE

Each graduate student will have to write their thesis and give an oral defence according to the guidelines established by the Faculty of Graduate and Postdoctoral Affairs (FGPA). For detailed guidelines on writing, reviewing, and submitting a thesis, please refer to the Thesis Requirement page on the FGPA website (<https://gradstudents.carleton.ca/resources-page/thesis-requirements/>) as well as the Graduate Calendar Regulations (<https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#12>)

Below is a summary of the timeline and milestones that need to be met as student prepare for defence. Further information can be found in the departmental Graduate Student Handbooks (section 3.6 for MSc and section 3.7 for PhD).

At the beginning of the final term of the MSc or PhD, the student must consult their supervisor to determine if they will be ready to submit thesis and defend by the end of the term.

The student must register for their Final Research Seminar (HLTH 5905/6905) and submit the *CU Health Sciences - HLTH 5905 - Final Research Seminar form* to the Grad Admin, who will help with scheduling and advertising the seminar. The seminar must take place 1 month prior to the defence date.

During the last term, students must be sure to Apply to Graduate via Carleton Central.

2-3 months prior to defence, the student & supervisor must confirm the constitution of the exam board (see student handbook for details)

1 month prior to defence, submit the *CU Health Sciences - Thesis for Defence form* to the Grad Admin. The department will help assign a defence chair, make the room reservation (or Zoom booking), and provide the necessary paperwork & instructions to defence examination board members.

3 weeks prior to defence, the student must upload the defence/examinable copy of their thesis (via Carleton Central).

Following the defence, the exam chair will complete the *Thesis Examination Report* via Carleton Central, and will complete the *Exam Report PDF form* & send it to maureen.varette@carleton.ca & cc the Grad Admin. The exam committee will notify the student of all required minor revisions for the thesis.

Once the student has finished the revisions, the supervisor must send the signed *Thesis Approval Form* to the Grad Admin, who will initiate the final upload so the student can upload it to Carleton Central.