

Prospectus Defence Procedures for Master's Students

Supervisor responsibilities when setting up a prospectus examination:

1. Set up the time and date of the examination and securing all committee members.
Committee member 1 must be a Faculty member from the Department of Psychology.
Committee member 2 is optional. He/she can attend the prospectus but is not required to attend the thesis defence. Only one of these Committee members can be an Adjunct.

Student responsibilities when setting up a prospectus examination:

2. Once your examination committee has agreed on a date and time you must fill out the **Prospectus Examination Approval Form** (attached below) and submit it electronically to Grad Psychology to have it approved by the Graduate Supervisor **at least 2 weeks prior to the defence date**.
3. Distribute the electronic copy of your prospectus **at least 2 weeks prior** to the defence date to each examining member and to Grad Psychology.

All guidelines for the preparation of the thesis can be found at:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/formatting-guidelines/>

**CARLETON UNIVERSITY
DEPARTMENT OF PSYCHOLOGY
MASTER'S PROSPECTUS EXAMINATION APPROVAL FORM**

STUDENT NAME: _____ STUDENT NUMBER: _____

STUDENT EMAIL: _____

PROPOSED DATE: _____ PROPOSED TIME: _____

TITLE:

ADVISOR: _____

CO-ADVISOR: _____
(if applicable)

COMMITTEE MEMBER 1
(must be Faculty member
from Dept of Psychology) _____

COMMITTEE MEMBER 2
(optional – not required
to attend the thesis defence) _____

The Committee has been approved, signed _____
Graduate Program Supervisor, Department of Psychology

NOTE: The Graduate Program Supervisor of the Department of Psychology must approve all members of the Examination Board.

The Examination Board consists of Advisor(s) and

Committee member 1 – must be a Faculty member from the Department of Psychology.

Committee member 2 – is optional – can attend the prospectus but not required to attend the thesis defence. Only one of these committee members can be an Adjunct.