

## Prospectus Defence Procedures for Master's Students

When setting up your prospectus examination the student is responsible for the following:

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.
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 to the Grad Office in the department (B555 or B557) to have it approved by the Graduate Supervisor **at least 2 weeks prior to the defence date.**
3. Distribute the copies of your prospectus **at least 2 weeks prior** to the defence date (one for each examining member and one to the department – B555 or B557).

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

<http://www1.carleton.ca/fgpa/thesis-requirements/formatting/>

**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, or cross-appointed to the Department of Psychology.