Master’s Defence Procedure

1. You must determine a date and time for the examination and find all committee members, including the Chair and Internal-External Examiner (internal to Carleton but external to the Department of Psychology, and cannot be cross-appointed in Psychology). The Examination board consists of the same members as the Prospectus, plus a Chair, and Internal Examiner. Member 2 can opt to attend the thesis defence if he/she attended the prospectus.

Please contact the Chair of the Examination directly. The Chair must be a member of the 2018-2019 Graduate Committee: C. Bennell, R. Burns, C. Kristiansen, C. Leth-Steensen, and K. Nunes. Please contact Etelle Bourassa, the Graduate Programs Administrator, if you don’t find anyone after having contacted every member.

2. Once the committee has agreed on a date and time, you must:
   - Fill out the Approval Form (see the attached document)
   - Confirm with your committee members if they prefer an electronic or a hard copy. Inform the Graduate Assistant of these preferences so that she distributes the copies accordingly (students are not to distribute their copies).
   - 3 weeks prior to the defence date submit the following to B555 Loeb:
     i. Approval Form
     ii. Copies of your unbound thesis for those who requested it.
     iii. An electronic copy emailed to the Graduate Assistant

3. Once your Approval Form has been submitted, you will receive an automated email asking you to submit the Examination Copy of your thesis in Carleton Central. At this point you will also be prompted to complete the following:
   a. Academic Integrity Statement
   b. FIPPA Agreement
   c. Carleton University Thesis License Agreement

4. Once your examination copy and the Agreements/Licenses are submitted. Your thesis supervisor and the Chair of the Department will be asked to authorize your defence. Once authorized by the Chair of the Department of Psychology, the following will take place:
   - A room and equipment will be reserved
   - The official notice will be prepared and forwarded to you and your committee members
   - The Graduate Assistant will deliver the copies of your thesis to your committee members.

5. All guidelines for the preparation of the thesis can be found at: http://www1.carleton.ca/fgpa/thesis-requirements/formatting and the thesis title page template at http://gradstudents.carleton.ca/wp-content/uploads/Thesis-Title-Page-template.pdf. It is your responsibility to ensure that all guidelines are met. Pay special attention to the title page, the abstract, and the pagination rules.
6. Apply to graduate through Carleton Central. The deadlines are as follows:
   - March 1 for Spring Convocation
   - September 1 for Fall Convocation
   - December 1 for Winter Convocation (no ceremony- Winter graduates are invited to attend the Spring ceremony)
CARLETON UNIVERSITY
DEPARTMENT OF PSYCHOLOGY
MASTER’S THESIS EXAMINATION APPROVAL FORM

STUDENT NAME: ____________________________ STUDENT NUMBER:_________

PREVIOUS DEGREES:

Undergraduate: Type of degree: ___________________

Year Award: ____________ University where obtained: ______________

Proposed Date: ________________ Time: ________________

Thesis Title:

Examination Board:

External Examiner: ________________________________

Department: ________________________________

Chair or Chair’s Deputy: ________________________________

Advisor: ________________________________

Member 1: ________________________________

Member 2: ________________________________

The Committee Membership 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 3 weeks prior to the defence. The Examination Board consists of the same members as the Prospectus, plus a Chair, and an Internal Examiner. Member 2 can opt to attend the thesis defence if he/she attended the prospectus.