

Prospectus Defence Procedures for Doctoral Students

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

1. Setting up the time and date of the examination and securing all committee members. The Examination board consists of the Advisor(s) and 2 Committee members (Faculty members from the Department of Psychology). Only one of these Committee members can be an Adjunct.
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
DOCTORAL PROSPECTUS EXAMINATION APPROVAL FORM**

STUDENT NAME: _____ STUDENT NUMBER: _____

STUDENT EMAIL: _____

PROPOSED DATE: _____ PROPOSED TIME: _____

TITLE:

ADVISOR: _____

CO-ADVISOR:
(if applicable) _____

COMMITTEE MEMBERS _____

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 the Advisor(s) and 2 Committee members (faculty members from the Department of Psychology). Only one of these Committee members can be an Adjunct, or cross-appointed to the Department of Psychology.