

## 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: \_\_\_\_\_

IN-PERSON or  ONLINE

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.