

## Doctoral Defence Procedure

### Faculty Supervisor Responsibilities

1. At least 8 weeks prior to the desired defence date, your supervisor must provide the chair with a list of 2 or 3 potential External Examiners for approval, including a link to their most recent C.V. and provide the student's thesis abstract.

### **See section 2.2.1 from FGPA's Thesis Examination Policy for Conflict of Interest details:**

“The external examiner should be an impartial scholar with recognized expertise in the thesis research area. In addition, it is necessary that s/he be at arm's length from the candidate, from the supervisor(s) and from the university. To guarantee the impartiality of the external examiner, the following conditions should be met:

- The external examiner should have no family ties or close business ties or close professional ties to the candidate or the supervisor(s) in the preceding six years.
- The external examiner should have neither held an appointment at Carleton University nor be a member of the joint institutes with Ottawa University in the preceding six years.
- The external examiner should have no prior supervisory relationship with the candidate or with the supervisor(s) in the preceding six years.
- The external examiner should not have been a principal co-author or close research collaborator with the candidate or with the supervisor(s) in the preceding six years.

While this list is not an exhaustive one, it provides an indication of the kinds of relationships that call into question the impartiality of the external examiner.”

2. Once approved, your supervisor must contact the External Examiner to set a date and time for the defence.

### Student responsibilities

1. Together with your supervisor, you must contact your Examination Committee members (note that only supervisors can be in contact with external examiners). The committee members should be the same for your prospectus and thesis defence. If they are not, you must submit a written request to the Graduate Programs Supervisor for approval.
2. Once the External Examiner has been approved, and a date and time has been set, you must:

- Fill out the Approval Form (see the attached document)
  - Students are not to send an electronic copy of their thesis to the committee members
  - **6 weeks prior to the defence date** submit the following electronically to the **Graduate Assistant:**
    - i. Approval Form
    - ii. An electronic copy of your thesis
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:
- Academic Integrity Statement
  - FIPPA Agreement
  - 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:
- The official notice will be prepared and forwarded to you and your committee members
  - The Graduate Assistant will forward the electronic copy of your thesis to your committee members
  - You will be contacted by Media Services four (4) days prior to the examination with details about your defence
5. All guidelines for the preparation of the thesis can be found at:  
<https://gradstudents.carleton.ca/resources-page/thesis-requirements/formatting-guidelines/>  
and the thesis title page template at:  
<https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Title-Page-template-1.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.
7. Make sure you **apply to graduate** through [Carleton Central](#). The deadlines are as follows:
- April 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  
PH.D. THESIS EXAMINATION APPROVAL FORM**

STUDENT NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

**PREVIOUS DEGREES:**

Undergraduate: Type of degree: \_\_\_\_\_

Year Award: \_\_\_\_\_ University where obtained: \_\_\_\_\_

Graduate: Type of degree: \_\_\_\_\_

Year Awarded: \_\_\_\_\_ University where obtained: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Proposed Time: \_\_\_\_\_

IN-PERSON or  ONLINE

Thesis Title: \_\_\_\_\_

**EXAMINATION BOARD:**

External Examiner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Method of Participation: \_\_\_\_\_

Internal Examiner: \_\_\_\_\_

Department: \_\_\_\_\_

Advisor: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

The Committee membership has been approved, signed: \_\_\_\_\_  
Chair, Department of Psychology

*NOTE: The Chair of the Department of Psychology must approve the members of the Examining Board. The Examination Board consists of Chair, Advisor, External Examiner, Internal Examiner and two other members of the Department. The remaining members on the Examining Board will be appointed by the Faculty of Graduate and Postdoctoral Affairs*