

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.

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.
3. If your external examiner is not able to attend the defence in person, they can participate remotely. Participation can occur via teleconference (i.e. over a conference telephone) or via videoconference (i.e. Carleton's videoconferencing services will be arranged; Skype is not permitted). Your supervisor should ask the external examiner if they will be participating in person or remotely, and notify the Graduate Administrator and/or Assistant of their method of participation in advance so that appropriate arrangements can be made.

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)
 - Confirm with your committee members if they prefer an electronic or a hard copy. Inform the Graduate Assistant of these preferences for appropriate distribution (students are not to distribute their copies). One hard copy is required for the Faculty of Graduate and Postdoctoral Affairs.
 - **6 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:
- 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:
- 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. A week prior to your defence, email your presentation slides (i.e., your PowerPoint) to the Graduate Assistant who will send it to the External examiner.
6. 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.
7. Make sure you **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
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: _____

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