

Prospectus Defense Procedures for Doctoral Students

Supervisor responsibilities when setting up a prospectus examination:

1. Setting up the time and date of the examination and securing all committee members. The Examination board consists of Chair, Advisor and 2 Committee members (Faculty members from the Department of Psychology). Only one of these Committee members can be an Adjunct.

The Chair must be a member of the Graduate Committee: **C. Bennell, R. Burns, C. Leth-Steensen, C. Morrison, M. Rogers** and **N. Tabri**. Please contact **Lea Hamilton**, Graduate Administrator, if you don't find anyone after having contacted every member.

Student responsibilities when setting up a prospectus examination:

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 defense date**.

3. Distribute the copies of your prospectus **at least 2 weeks prior** to the defense date (one for each examining member and one to GradPsychology@cunet.carleton.ca).

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:

CHAIR OF COMMITTEE: _____

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.

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