

Master's Defence Procedure

Supervisor Responsibilities

1. Your supervisor must determine a date and time for the examination and find all committee members, including the Chair and Internal-External Examiner (internal to Carleton but external to the Department of Psychology. Cross-appointed faculty with a 0% appointment in Psychology may serve as an internal examiner). The Examination board consists of the same members as the Prospectus, plus a Chair, and Internal Examiner. Member 2 can opt to attend the thesis defence if he/she attended the prospectus.

The Chair must be a member of the 2026-2027 Graduate Committee: **C. Bennell**, **R. Burns**, **C. Leth-Steensen**, **C. Morrison**, and **N. Tabri**. Click [here](#) to check the number of defences a particular faculty member has chaired before asking them to chair your defence. Please contact **Lea Hamilton**, the Graduate Program Administrator, if you don't find anyone after having contacted every member.

Student Responsibilities

2. Once the committee has agreed on a date and time, 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
 - **3 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:
 - a. Academic Integrity Statement
 - b. FIPPA Agreement
 - c. 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.
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-2.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.

6. Apply to graduate through [Carleton Central](#). The deadlines are as follows:
- April 1 for Spring Convocation
 - August 31 for Fall Convocation
 - November 30 for Winter Convocation (no ceremony- Winter graduates are invited to attend the Spring ceremony)

**CARLETON UNIVERSITY
DEPARTMENT OF PSYCHOLOGY
MASTER'S THESIS EXAMINATION APPROVAL FORM**

STUDENT NAME: _____ STUDENT NUMBER: _____

PREVIOUS DEGREES:

Undergraduate: Type of degree: _____

Year Award: _____ University where obtained: _____

Proposed Date: _____ Time: _____

Thesis Title:

Examination Board:

External Examiner: _____

Department: _____

Chair or Chair's Deputy: _____

Advisor: _____

Member 1: _____

Member 2: _____

The Committee Membership 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 3 weeks prior to the defence. The Examination Board consists of the same members as the Prospectus, plus a Chair, and an Internal Examiner. Member 2 can opt to attend the thesis defence if he/she attended the prospectus.