

**SPROTT SCHOOL OF BUSINESS
CARLETON UNIVERSITY**

**MSc in Management
BUSI 5989 – Thesis**

As stated in the Graduate Calendar (12.2 Master's Thesis):

The master's thesis should exhibit a competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting. On the basis of that conceptual understanding and methodological competence, it should demonstrate at least one of the following:

- 1. the development and support of a sustained argument in written form*
- 2. originality in the application of knowledge*

The thesis has two parts, both of which are evaluated by the thesis committee: the written component and the oral defence.

Format

The length of the thesis will vary according to the format, the research approach, the area of study, and the supervisor/committee expectations. Students can expect to write anywhere between 100-200 pages (double-spaced), excluding the list of references and appendices.

Guidelines for the formatting (font, margins, title page, etc.) of the thesis can be found at:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/formatting-guidelines/>

A thesis normally should include the following sections, in addition to main body of thesis. APA style is recommended for citation and reference.

1. Title page
2. Abstract
3. Acknowledgement
4. Table of contents
5. List of tables
6. List of figures
7. List of appendices
8. Glossary of terms

Main body of thesis:

1. Introduction
2. Literature review and/or theory
3. Research question and theoretical foundation
4. Research design and research methodology
5. Data analysis and findings
6. Conclusion and discussion
7. References
8. Appendices

Additional Resources:

- [Writing/Formatting your Thesis](#)
- [Thesis Checklist \(ie. Is your thesis ready to submit?\)](#)

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Submitting a Thesis for Examination

When setting up a thesis examination, the student and supervisor are responsible for the following:

1. **Committee and Defence Date:** The **supervisor** secures committee members and organises a time and date for the examination that works for all involved.
 - The Examination Board consists of:
 - At least 2 committee members: one within the research area and one external to the research area (normally faculty members from the Sprott School of Business)
 - Supervisor(s)
 - *Note: If the committee members are not the same as those who were at the proposal, a written request must be submitted by the **supervisor** to the Academic Director for approval.*
2. **MSc Thesis Examination Approval Form:** Once the Examination Board has agreed on a date and time, the **supervisor** fills out the form (below) and submits it to the Graduate Administrator to have approved by the Academic Director.
 - **Due at least 5 weeks prior to the defence date**
 - Once approved, the Graduate Administrator will book a room (and arrange a Zoom meeting link, if applicable), secure a Chair, and circulate the Notice of Examination to the student and all committee members.
3. **Thesis submission:** The student provides the Graduate Administrator with an electronic exam copy of the thesis (supervisor-approved) to be distributed to all committee members.
 - **Due at least 3 weeks prior to the defence date**
 - It is the student's responsibility to provide paper copies of the proposal to any committee member who requests one.
 - The Graduate Administrator will authorize the student to formally submit the thesis via Carleton Central. The student will be prompted to complete the following:
 - Academic Integrity Statement
 - FIPPA Agreement
 - Carleton University Thesis License Agreement
 - Once the supervisor and the Academic Director approve the thesis submission, the thesis is distributed to Carleton committee members via Carleton Central.
 - The Graduate Administrator is responsible for sending the thesis to any committee member outside Carleton University.
4. **Presentation Slides:** The student should provide the Graduate Administrator with their presentation slides (subject to change)
 - **Due 1 week prior to the defence date**
 - The student's opening remarks presentation should range from 15 – 25 minutes
5. **Apply to Graduate:** The student must apply to graduate through Carleton Central before the deadline.
 - Students should apply to graduate even if their final thesis has not been submitted.
 - For more information, see: <https://carleton.ca/registrar/progress/graduation/>

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MSc THESIS EXAMINATION APPROVAL FORM

(To be submitted at least 5 weeks before the proposed examination date)

STUDENT EXAMINATION INFORMATION

Student Name: _____ Student Number: _____

Thesis Title: _____

Proposed Submission Date: _____

Must be a minimum of 3 weeks prior to the examination date.

Proposed Examination Date: _____ Proposed Time: _____ *The defence must take place during hours of operation, starting no earlier than 9am and ending no later than 4pm.*

In-person

Hybrid*

**Note: In a hybrid examination, the student and at least one committee member are required to attend in-person.*

Closed Defence

Open to all

Open to selected

The decision to keep the defence closed or open will not affect the outcome of the defense and should be made by the student, in collaboration with the supervisor

EXAMINATION BOARD

The Academic Director of the Sprott School of Business must approve all members of the Examination Board.

Supervisor: _____ In-person Online

Co-supervisor: _____ In-person Online

Committee Member: _____ In-person Online

Committee Member: _____ In-person Online

Other: _____ In-person Online

Signature of Supervisor: _____

The Committee has been approved, signed _____
Academic Director, Sprott School of Business

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MSc Thesis Defence Overview

For detailed information on thesis examination, please refer to the [Thesis Examination Policy](#)

1. Welcome / Starting the Exam

- The Chair outlines the process to the student and committee members

2. First Deliberation of the Examining Board

- The student (and any guests present) briefly leave the room while the committee discusses the written component of the thesis

3. Opening Remarks by the Student

- The student will give a presentation ranging from 15 – 25 minutes

4. The first round of questions

- Questions are one-on-one between the student and the member and proceed in the following order (in general, from the farthest member to the closest to the student):
 - i. Committee member(s) external to research area
 - ii. Committee member(s) within research area
 - iii. Supervisor(s)
- Suggested time is 10-12 minutes each

5. The second round of questions

- In this round, discussion is more interactive, following the same general order but potentially with group discussion

6. Closing remarks by the student (at the student's discretion)

- (Optional) The student has the opportunity to make a closing statement, if they wish

7. Second Deliberation of the Examining Board

- After all questions and comments, the student (and any guests present) leave the room while the committee decides the outcome of the defence:
 - o Oral Defence:
 - Satisfactory
 - Unsatisfactory
 - o Dissertation:
 - Accepted
 - Acceptable after minor revisions
 - Acceptable after major modifications
 - Rejected

8. Conclusion and presentation of results to the student

- In the case of minor or major modifications, the supervisor will prepare a list of revisions to be given to the student as soon as possible after the defence