

**SPROTT SCHOOL OF BUSINESS  
CARLETON UNIVERSITY**

**Ph.D. Management Proposal Defence Procedure**

Together with their supervisor, when setting up a thesis proposal examination the student is responsible for the following:

1. Setting up the time and date of the examination and securing all committee members. The Examination board consists of Supervisor and 2 Committee members (faculty members from the Sprott School of Business).
2. Once your examination committee has agreed on a date and time you must fill out the **Proposal Examination Approval Form** (attached below) and submit it to the PhD Administrator (DT 826) to have it approved by the PhD Director at least **3 weeks** prior to the defense date.
3. Provide the PhD Administrator with copies of your proposal to be distributed to all committee members at least **2 weeks** prior to the defence date.

Once approved, the PhD Administrator will secure a Chair and book a room where the defence will be held. The official notice will then be circulated to all committee members.

All guidelines for the preparation of the thesis can be found at:

<http://www1.carleton.ca/fgpa/thesis-requirements/formatting/>

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**PROPOSAL EXAMINATION APPROVAL FORM**

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

STUDENT EMAIL: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_ PROPOSED TIME: \_\_\_\_\_

TITLE:

**Examination Board:**

SUPERVISOR: \_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_

\_\_\_\_\_

The Committee has been approved, signed \_\_\_\_\_  
PhD Director, Sprott School of Business

*NOTE: The PhD Director of the Sprott School of Business must approve all members of the Examination Board. The Examination Board consists of Supervisor and 2 Committee members (faculty members from the Sprott School of Business).*