

FGLM Finishing your PhD

1. Jury selection

The jury for your PhD thesis will consist of your supervisor, an internal expert (part of your department) and an external expert (expert in your field from another university) and the president of your department (in case he cannot participate you will be assigned another professor).

Your jury must be validated by the Faculty Council (which meets 3x per semester). This validation will be requested by your supervisor.

2. Submitting your thesis

You will have to send your thesis to the members of your Jury (except the president), do not forget to include the examiner's report form. The members will have at least **one month** to read your thesis. Register your thesis for the doctoral examination (MyUnifr.ch -> Courses -> Submit a thesis). Submit an electronic copy of your thesis as well as a declaration of honor. Bring one printed copy of your thesis (must be bound) to your respective secretary.

3. Report & Circulation

Your Jury members send in their examiner's reports to the Dean's office (has to be done in the original not online). They recommend to either:

- Accept the thesis,
- Accept with revisions,
- Refuse but give the possibility of resubmission,
- Refuse

If your thesis was not accepted, you have **one** additional attempt. Once the reports are in, your thesis will be made available to all professors of the department for **two weeks**. They must validate that they approve of your thesis.

4. Defense

You can schedule your private thesis defense at least **one month** after the reports are submitted. The defense will consist of a presentation followed by an oral exam in presence of only you and your Jury. The Jury will deliberate immediately after your defense and decide whether you:

- Passed
- Must repeat your defense in 3 months or more
- Failed

5. Public presentation

Between **1 - 4 weeks** after your defense you must have a public presentation of your thesis that will be open to everyone. At the end of this, your supervisor will give you a certificate stating that you have completed your thesis.

6. Final submission

Within **6 months** after your defense, you must submit the final version of your thesis with potential corrections. Bring one printed copy of your thesis to the Doctorate office at the Dean's office. The Dean checks it, and you will receive it back with a page signed by the Dean. You then print 4 bound copies including the page signed by the Dean and submit them to the Dean's office. You will receive a certificate allowing you to use the title of "Dr. ... "

7. Graduation

There will be an official graduation ceremony in February. Diplomas will be sent by postal mail if you cannot attend.