

## FREQUENTLY ASKED QUESTIONS

### PUBLICATION OF PHD THESIS

- ➔ Publication through a publishing company
- ➔ FOLIA publication (electronic platform)

#### Publication through a publishing company

**Can I obtain my thesis reports?** Yes, the Dean's Office will send you the thesis reports after your thesis defence/PhD viva.

**Which statements must imperatively be included at the beginning of the book (e.g. on the imprint or copyright page)?**

- 1) « Thèse de doctorat présentée à la Faculté des lettres et des sciences humaines de l'Université de Fribourg (Suisse) »
- 2) « Approuvée par la Faculté des lettres et des sciences humaines sur proposition des professeurs NN [*thesis supervisor/1<sup>st</sup> report writer*], XX [*2<sup>nd</sup> report writer*] [*possibly YY (3<sup>rd</sup> report writer), etc.*]. Fribourg, le [*date of thesis defence/PhD viva*]. Le Doyen [*or La Doyenne*] Prof. NN [*the Dean at the time of the thesis defence/PhD viva*] » (NB: The name of the rapporteurs is not required.)

**My publisher wants to change the title and modify and/or shorten the text. What should I do?** This is not a problem. Include a statement on the imprint or copyright page (or another suitable page in the book) that this is the publication of the doctoral thesis whose original title is « ... ». If this cannot be printed in all copies, it is possible to stick a self-adhesive label with this information to the 6 copies to be handed in to the BCU.

**My publisher does not want to publish the mandatory statements. What should I do?** Print both mandatory statements on self-adhesive labels and attach them to the imprint/copyright page or to another suitable page at the beginning of the 6 copies to be handed in to the BCU.

**Which date has to be indicated in the second mandatory statement? Is it today's date?** No, it is the date of your thesis defence/PhD viva.

**Which Dean has to be indicated in the second mandatory statement? Is it the current Dean?** No, you have to indicate the person who occupied this function at the time of your thesis defence/PhD viva.

**I cannot personally submit the 6 copies to the BCU. What should I do?** You can send them by postal mail to the address indicated.

**I published my thesis through a publishing company. Should I submit one of these copies to the Dean's Office in addition to the 6 copies to be submitted to the BCU?** No.

**May I publish my thesis online although I publish it through a publishing company?** Check with your publishing company.

**May the Faculty publish my doctoral thesis without my knowledge?** The regulations allow the Faculty to publish your thesis online if you did not publish it within the two-year deadline. To prevent this, it is important to communicate an active email address (different from your ...@unifr.ch address) to the Dean's Office and to keep it updated on the progress of your publication project.

## PHD PARTNERSHIP (THESIS CO-TUTELLE)

**Do I have to mention that I completed my thesis in a PhD partnership (thesis co-tutelle)?** Yes. Please indicate name and location of both universities where you completed your thesis on the imprint or copyright page or another suitable page in the book. If necessary, you can print this statement on self-adhesive labels and attach them to the 6 copies to be submitted to the BCU.

## CUMULATIVE THESIS

**I wrote a cumulative thesis and all articles included in it have already been published. Do I nevertheless have to submit copies to the BCU?** Yes, 6 complete copies of the cumulative thesis should be submitted to the BCU.

## FOLIA publication (electronic platform)

**May I freely choose the size of typefaces/fonts and the line spacing?** Yes.

**Do I have to use double-sided printing (recto-verso printing)?** Preferably, yes.

**Which statements are mandatory on the title page?** *Title of thesis, last name, first name, place of origin* (for Swiss nationals) or *nationality* (for non-Swiss nationals), *year*, and the following statements:

- 1) Thèse de doctorat présentée à la Faculté des lettres et des sciences humaines de l'Université de Fribourg (Suisse)
- 2) Approuvé par la Faculté des lettres et des sciences humaines sur proposition des professeurs NN [*thesis supervisor/1<sup>st</sup> report writer*], XX [*2<sup>nd</sup> report writer*] and YY [*3<sup>rd</sup> report writer*] [*etc.*] Fribourg, le [*date of thesis defence/PhD viva*] Le Doyen [*or La Doyenne*] Prof. NN [*the Dean at the time of the thesis defence/PhD viva*]

**Which date has to be indicated in the second mandatory statement? Is it today's date?** No, it is the date of your thesis defence/PhD viva.

**Which Dean has to be indicated in the second mandatory statement? Is it the current Dean?** No, you have to indicate the person who occupied this function at the time of your thesis defence/PhD viva.

**May I insert an image on the title page?** Yes, provided there is enough space for the mandatory statements.

**May I publish my thesis in several volumes?** Yes, provided you number each volume on its spine or on its title page.

**Which is the hard copies' format?** The format is **A5**, with perfect (flat) binding or book binding (without rings). Other formats or bindings will not be accepted.



**Do I have to include a CV/resume and an honour statement in the publication?** No.

**May I draft my cover page/title page entirely in English (or in another language allowed by the regulations as Italian, Rhaeto-Romanic, Spanish, Russian, Polish)?** No. According to the regulations, the mandatory statements must be written in French or German, which are the two official languages of the University. If you wrote your thesis in another language allowed by the regulations, as for example English, both mandatory statements must nevertheless also be included in one of the two official languages of the University (FR, DE). You are, however, not required to translate the title of your thesis.

**In my department, the working language is English. May I draft my cover page/title page entirely in English?** No, not for FOLIA online publication, nor for the 6 copies of the legal deposit.

**May the cover pages/title pages of the FOLIA online publication and the cover pages/title pages of the legal deposit copies be different?** No, there is only one identical title page for both publications.

**May the content of the FOLIA online publication and the content of the legal deposit copies be different?** No, both publications must have the same content.

**May I add a link to my FOLIA publication on another online publishing site?** Yes.

**May I just publish online on FOLIA?** No. According to legal deposit laws, 6 A5-copies of the printed publication must also be submitted to the BCU.

**I cannot personally submit the 6 A5-copies to the BCU. What should I do?** You can send them by postal mail to the address indicated.

**Should I submit one A5-copy to the Dean's Office in addition to the 6 A5-copies to be submitted to the BCU?** No.

### PHD PARTNERSHIP (THESIS CO-TUTELLE)

**Do I have to mention on the title page that I completed my thesis in a PhD partnership (thesis co-tutelle)?** Yes. Please indicate name and location of both universities where you completed your thesis.

### CUMULATIVE THESIS

**Do I have to mention on the title page that my thesis is a cumulative thesis?** Yes.

**I wrote a cumulative thesis and all articles included in it have already been published. Do I nevertheless have to submit A5-copies to the BCU?** Yes, 6 complete A5-copies of the cumulative thesis should be submitted to the BCU.

For any question not included among the FAQ, please contact the Dean's Office of the Faculty of Humanities: [esther.rossmann@unifr.ch](mailto:esther.rossmann@unifr.ch).

**Postal address of the Dean's Office:**

Université de Fribourg  
Faculté des lettres et des sciences humaines  
Décanat  
Avenue de l'Europe 20  
1700 Fribourg