

SUBMISSION OF PHD THESIS

Rules:

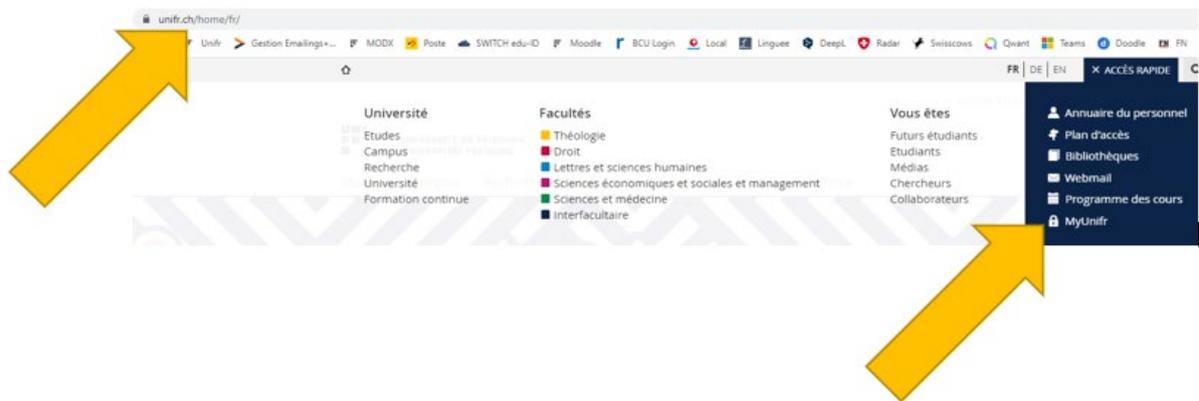
[Règlement de doctorat du 11 décembre 2014](#)

[Règlement de doctorat du 18 décembre 1990](#)

Before submitting, do please consult the [FAQ](#)

The procedure below must be completed at the latest 10 days (Monday at midnight) before a [meeting of the Faculty Council](#), deposit of hard copies at the Deanship included (order of your choice).

1. Go to MyUnifr

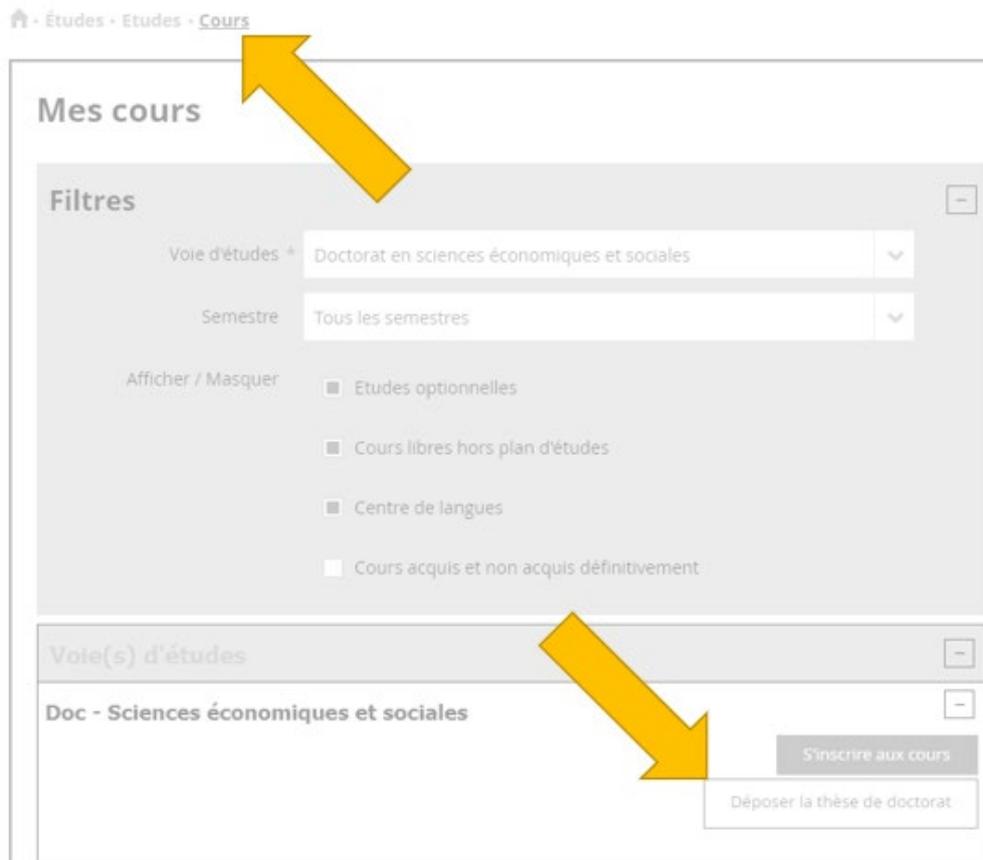


[Login](#)

Forgot your password? [Reset](#)
 Inactive account or access denied? [Support](#)
 Email: support-student@unifr.ch

➔ The Dean’s Office strongly recommends to pretest the login in order to avoid delays caused by technical problems. The doctoral student is solely responsible for this pretest.

2. Go to Etudes·Cours [Studies·Course] and then click on « Déposer la thèse de doctorat » [« Deposit the doctoral thesis »]



3. Generate the invoice and pay the fee with your Campuscard, Postcard or by credit card



[You can continue your thesis deposit procedure only after having generated your invoice.]

Statut A payer

Vous devez payer la facture avant de pouvoir déposer électroniquement votre thèse.

[Amount to be paid]

[You can electronically deposit your thesis only after having paid your invoice.]

This fee **is not due** if the thesis defence/PhD viva takes place abroad (thesis co-tutelle, PhD partnership). If you are nevertheless asked to pay by the system, please contact the Dean's Office: esther.rossmann@unifr.ch (before the invoice is generated)

4. Download the documents referred to and choose the language

Mandatory documents	
Rules of 1990	Rules of 2014
<ul style="list-style-type: none">- PhD thesis- Statement of honour- Curriculum vitae	<ul style="list-style-type: none">- PhD thesis- Statement of honour- Abstract

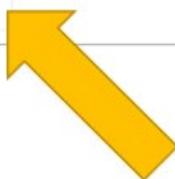
You may attach an additional document under "Ajouter annexe" ["Add attachment"]:

Thèse

Document *

Langue *

Ajouter annexe



Résumé de la thèse

Document *

Langue *

CV

Document *

Langue *

Déclaration sur l'honneur

Document *

Langue *

5. Accept terms and conditions and deposit the printed copies

Conditions de dépôt

- Je prends note que le dépôt sera validé par la remise de la thèse au format papier au décanat.
 - Je confirme que la version électronique de la thèse correspond à la version papier qui sera déposée.
 - Je confirme que mes données personnelles (adresse, téléphone, etc.) sont à jour dans MyUnifr.
- I am aware that the deposit will be validated by providing the printed version of my thesis to the Dean's Office.
- I confirm that the electronic version of the thesis corresponds to the printed version to be deposited.
- I confirm that my personal data available on MyUnifr (address, phone number, etc.) are up-to-date.]

1st condition: **5 printed copies** of the thesis have to be deposited

Note: If there are more than 3 experts, join a copy of the printed thesis for each additional expert.
Example: Four experts: 5 + 1 = 6 copies

Specifications for printed copies: A4 size, bound without rings, printed recto-verso, title page with mandatory mention (see regulations and FAQ).

- ➔ With the procedure on MyUnifr, it is no longer necessary to add a curriculum vitae, a declaration on honour or an abstract to the printed copies.
- ➔ You are free to choose any printing service, but it is recommended that you get in touch with the university's printing service [Uniprint](#).

You can choose between

- depositing the printed copies at the Dean's Office (**by appointment only**: esther.rossmann@unifr.ch);
- dropping them during [opening hours](#) on the second floor of the main building MIS 01 (Aula Magna) in the mailbox with the inscription "Thèses de doctorat" on the wall in front of the lift;
- sending them by postal mail to: Université de Fribourg, Décanat des lettres et des sciences humaines, Avenue de l'Europe 20, 1700 Fribourg, Switzerland.

For any question that does not appear in the [FAQ](#) on the website please contact the Deanship of Humanities: esther.rossmann@unifr.ch