

PUBLICATION OF PHD THESIS

Regulations of 2014

→ *Except for possible delays and a possible cancellation of graduation ceremonies (in this case the diplomas will be sent by postal mail), this procedure is not affected by the pandemic*

Regulations:

[Règlement de doctorat du 11 décembre 2014](#), Art. 22-25 « Publication »



TWO PUBLICATION VARIANTS:

- 1 – Publication through a publishing company (Art. 22)
- 2 – Publication on a Unifr FOLIA electronic platform + UNIPRINT publishing (or similar) (Art. 23)

VARIANT 1 – PUBLICATION THROUGH A PUBLISHING COMPANY

→ **Publication within the 2 years following the day you obtained the title of doctor**, except you requested a deadline extension (Art. 22, par. 4).

Art. 22

¹ Les doctorant-e-s qui souhaitent publier leur thèse auprès d'un éditeur doivent, dans les six mois suivant la soutenance, déposer une version électronique corrigée et une version reliée auprès du Décanat.

² Le premier ou la première rapporteur-e, le cas échéant l'un des deux co-directeurs ou co-directrices, atteste la conformité de la thèse avec les corrections demandées dans les rapports.

³ Dès la confirmation de cette conformité, le Décanat délivre l'attestation d'obtention du titre de docteur.

⁴ La thèse doit être publiée dans un délai de deux ans suivant l'obtention du titre. Dans ce même délai six exemplaires de la thèse publiée doivent être déposés à la Bibliothèque cantonale et universitaire (BCU). Une prolongation peut être accordée moyennant une demande dûment motivée déposée au Conseil décanal.

⁵ Si, passé ce délai, la thèse n'est pas publiée, le Décanat remet la version électronique de la thèse pour publication sur une plate-forme informatique reliée à l'Université de Fribourg.

⁶ Les droits d'auteurs sont réservés.

(« Art. 22¹: Doctoral students who want to publish their thesis through a publishing company should submit a corrected electronic version and a bound version to the Dean's Office within the 6 months following the defence/PhD viva. ²: The first supervisor or (if necessary) one of the co-supervisors certifies that the corrections asked for in the thesis reports have been carried out in the thesis. ³: Once this has been certified, the Dean's Office issues an attestation certifying that the title of doctor has been obtained. ⁴: The thesis should be published within the 2 years following the obtention of the title of doctor.

Within this same two-year period, 6 copies of the published thesis should be deposited with the Cantonal and University Library (BCU). A deadline extension may be obtained upon submission of a duly motivated request to the Dean's Council. ⁵: If the thesis is not published within this deadline, the Dean's Office places the electronic version of the thesis for publication on an IT platform attached to the University of Freiburg. ⁶: The copyrights are reserved. »)

PROCEDURE

Immediately after the thesis defence/PhD viva:

Has the thesis been accepted in its original condition or has the examination committee asked for corrections?

- **The thesis has been accepted in its original condition:** After having been informed of the success of the thesis defence/PhD viva, the Dean's Office issues the PhD attestation and invites you to the graduation ceremony ("remise du diplôme").
- **The examination committee asked for corrections:** submit **within six months** one corrected electronic version (PDF file) and one printed version (A4, perfect binding, including CV (resume) and the original hand-signed honour statement) to the Dean's Office. It is possible to send in the paper copy by postal mail and the PDF file by e-mail. Once the compliance of the new version with the regulations and the corrections asked for has been verified, the Dean's Office issues the PhD attestation and sends it together with the invitation to the graduation ceremony.
 - ➔ Submitting the A4 copy is *independent* from the publication procedure as such



Directly submit or send 6 copies of the publication to the Cantonal and University Library (BCU): fausto.dicrescenzo@fr.ch, tel. 026 305 13 16.



During construction work at BCU headquarters (rue Joseph Piller 2), the building is closed and BCU services have been moved:

Information : <https://www.fr.ch/bcu>

Submitting the copies of the thesis personally:

Bibliothèque Cantonale et Universitaire
Beauregard
Service des thèses
Rue de la Carrière 22
1700 Fribourg

Submitting the copies of the thesis by postal mail:

Bibliothèque Cantonale et Universitaire
Polytype
Service des thèses
Route de la Glâne 26
1700 Fribourg



These 6 copies must imperatively include the following statements (art. 25), e.g. at the beginning of the book on the imprint or copyright page:

- « Thèse de Doctorat présentée devant la Faculté des lettres et des sciences humaines de l'Université de Fribourg ».
- « Approuvé par la Faculté des lettres et des sciences humaines sur proposition des professeurs NN [*thesis supervisor/1st report writer*], XX [*2nd report writer*] [*possibly YY (3rd 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*] ».

Note: The publisher has no obligation to publish these two statements in the book. However, the inclusion of these statements in all 6 copies to be deposited with the BCU is mandatory. It is possible to print both statements separately 6 times on stickers and to apply the stickers e.g. on the imprint or copyright page. The same applies to all specific statements linked to your particular case (see FAQ, link at the end of this document).

End of procedure: The BCU sends one of the 6 copies to the Dean's Office. Here the compliance with the regulations is verified. Once this has been done, the Dean's Office confirms that the procedure is finished.

VARIANT 2 - PUBLICATION ON THE FOLIA ELECTRONIC PLATFORM + UNIPRINT PUBLISHING (or similar)

➔ **Publication within the 6 months following your thesis defence/PhD viva**

Art. 23

¹ Les doctorant-e-s qui publient leur thèse sur une plate-forme électronique reliée à l'Université de Fribourg doivent fournir une attestation de publication dans les six mois suivant la soutenance.

² Dans les mêmes délais, six exemplaires de la thèse reliés en format livre doivent être déposés à la BCU. Le premier ou la première rapporteur-e, le cas échéant l'un des deux co-directeurs ou codirectrices, atteste la conformité de la thèse avec les corrections demandées dans les rapports.

³ Dès la confirmation de cette conformité, le Décanat délivre l'attestation d'obtention du titre de docteur.

(« Art. 23¹: Doctoral students publishing their thesis on an electronic platform attached to the University of Fribourg must deliver a publication certificate within the six months following the thesis defence/PhD viva. ²: Within the same timeframe, six copies of the thesis should be deposited with the BCU as bound books. The first supervisor or (if necessary) one of the two co-supervisors certifies that the corrections asked for in the thesis reports have been carried out in the thesis. ³: Once this has been certified, the Dean's Office issues an attestation certifying that the title of doctor has been obtained. »)

PROCEDURE



Within the **6 months** following the thesis defence/PhD viva:

- 1) **Carry out the corrections** asked for by the examination committee during your thesis defence/PhD viva (if applicable);
- 2) **FOLIA online publication:** get in touch with the [Research Promotion Services](#), contact person: Tatjana.Matic@unifr.ch.
- 3) **Printed publication** (points 2 and 3 can be carried out simultaneously): Directly submit or send 6 copies of the publication to the Cantonal and University Library (BCU), contact person: fausto.dicrescenzo@fr.ch, tel. 026 305 13 16.



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Bibliothèque Cantonale et Universitaire
Polytype
Service des thèses
Route de la Glâne 26
1700 Fribourg



These copies must imperatively include the following statements on the title page (art. 25):

- « Thèse de Doctorat présentée devant la Faculté des lettres et des sciences humaines de l'Université de Fribourg ».
- « Approuvé par la Faculté des lettres et des sciences humaines sur proposition des professeurs NN [thesis supervisor/1st report writer], XX [2nd report writer] [possibly YY (3rd 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] ».

Attestation and diploma: Ms Matic informs the Dean's Office that the thesis has been published; the BCU sends one of the six copies of the publication to the Dean's Office, where the compliance with the regulations is verified. Once this has been done, the Dean's Office issues the PhD attestation and sends it together with the invitation to the graduation ceremony.



You will find frequently asked questions [HERE](#)

For any question not included among the FAQ, please contact the Dean's Office of the Faculty of Humanities: 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