



DEPARTMENT OF PHYSICS MASTER THESIS – STUDENT’S CHECK LIST

STARTING THE MASTER THESIS

On the [Physics Dpt website](#), download the form « **Inscription to the Master thesis**»:

- complete and print it,
- have it signed by your supervisor

⇒ give it to Anne Fessler, office 1.54

ENDING THE MASTER THESIS

Circulating the Master thesis and presentation

- Agree date and time for the presentation with your supervisor & reserve the room (anne.fessler@unifr.ch / office 1.54, Tu/We/Th/Fr)
- On the [Physics Dpt website](#), download the form « Grade & circulation », fill it out + print it + have it signed by your supervisor
- Print and bind 2 copies of your thesis (you can do it for free in office 1.54)

⇒ Give the form + the 2 thesis copies to [Anne Fessler](#), office 1.54 (=begin of the circulation) and send to her by E-mail the form “**Master thesis summary**”, see below.

Minimal time between the beginning of the circulation and the presentation = 2 weeks.

Summary and grade

On the [Physics Dpt website](#), download the form « **Master thesis summary**»:

- Fill it out:
 - **title:** font Univers or Arial, size 14, no final point, at maximum 255 characters including spaces
 - **abstract:** font Arial, size 11, single-spaced text
 - 1 page maximum
- save it with your SIUS number as file name in format .doc (version Word 97-2003)
- log on MyUniFr (Etudes > cours) and submit the document (“Déposer le travail de mémoire »)

Example :

The image shows two screenshots from a university portal. The left screenshot, titled "Mes cours", displays a filter for "Master of Science en sciences du sport" and a list of courses. A red arrow points to a yellow button labeled "Déposer le travail de mémoire". The right screenshot, titled "Dépôt du travail de mémoire", shows a form for submitting a thesis. It includes fields for "Données de base" (Version du plan d'études, Unité d'enseignement, Date d'inscription, Essai, Titre du mémoire, Langue du travail), "Documents" (with an "Ajouter" button), "Commentaire", "Facturation", and "Conditions de dépôt" (with checkboxes for paper and electronic submission).

N.B.: the grade will be recorded **after** the presentation.

Updated January 19th, 2023.