

COVID-19 Pandemic Executive Regulations for PhD and MD doctoral exams (Status as of 22 September 2021)

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1. ADAPPTIONS OF THE PHD / MD GUIDELINES IN THE CONTEXT OF COVID-19

The conditions regarding the doctoral exams for the title PhD and MD (Regulations: d. Examen de doctorat / d. Doktoratsexamen) in the context of COVID-19 Pandemic are specified as following.

- 454.100 PhD Regulations: <https://www3.unifr.ch/apps/legal/fr/document/927509>
- 454.150 MD Regulations: <https://www3.unifr.ch/apps/legal/fr/document/916986>

The present executive regulations shall apply as long as the COVID-19 pandemic is ongoing or until the regulation is revoked.

2. REGISTRATION AND SUBMISSION OF THE THESIS

Art. 18 Inscription à l'examen / Einschreibung zum Examen

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- § 1 The candidate sends their thesis to the members of the jury (except for the president), who read it and send their completed **examiner's report form** to the Dean's office directly or via the thesis supervisor. A **model for the title page** of the thesis is available.
 - § 2 The candidate must generate their invoice on MyUnifr and pay the doctoral exam registration fee before the submission.
 - § 3 The candidate then **submits on MyUnifr an electronic copy** of the original version of their thesis, including a summary of the thesis, a CV and the declaration of honour
 - § 4 The submission will be validated by the handing over of a printed thesis to the Dean's Office

3. CIRCULATION OF THE THESIS

Art. 19 Rapports / Art. 19 Gutachten

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- § 5 The experts send the original of their report to the Dean's Office and a copy per email to doctorate-scimed@unifr.ch.

Art. 20 Mise en circulation / Art. 20 Zirkulation

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- § 6 As soon as the Dean's office has received the jury reports, the thesis and reports are put in circulation in the department where the candidate performed their thesis work. All documents are available in a secure **Switch Drive account (or on MyUnifr)**, accessible by all members on the circulation list.
 - § 7 This circulation period lasts two weeks.
 - § 8 Members of the circulation list can submit written feedback on the thesis within the circulation period to doctorate-scimed@unifr.ch, mentioning the term "circulation"

feedback” and the name of the doctoral candidate in the subject line. Any such feedback received is made available to the thesis examination board president.

- § 9 Each member of the circulation list may vote electronically by email to doctorate-scimed@unifr.ch, according to the usual faculty procedure (YES; NO; ABS).

4. PHD / MD THESIS DEFENCE

Art. 22 Convocation / Art. 22 Einladung

- § 10 If preferred by the candidate and the thesis supervisor, the organisation of **online thesis defences** via videoconferencing is permitted, to avoid excessive travel for external experts.
- § 11 The defence takes place in the presence of the jury members (in person or online) and generally lasts for at least one hour. For online defences, **the president of the jury invites the jury members and the candidate to a video conference**. In case of network problems, the candidate has to be available by telephone and skype.
- § 12 The candidate shall present his/her work for about 30 minutes, and then respond to questions from the jury.
- § 13 In case of technical problems, the jury president can interrupt and reschedule the examination.

Art. 24 Décision / Art. 24 Entscheid

- § 14 The president of the examination board may then exclude the candidate from further discussion so that the board can evaluate the oral examination. After the deliberation, the jury decides if the defence was satisfactory.
- § 15 The president of the examination board signs the official form, prepared by the Dean’s office and sends it to doctorate-scimed@unifr.ch.
- § 16 The candidate shall then be informed of the result. A provisional confirmation of their accepted dissertation and passed examination is sent to the candidate.

Art. 25 Présentation publique / Art. 25 Öffentlicher Vortrag

- § 17 In accordance with the supervisor, the public lecture may be organized either via videoconferencing or on campus.
- § 18 The link of the video conference is communicated to all Faculty members at least 7 days before the date of the public lecture.

Bank account of external experts

- § 19 The external experts send their bank details to doctorate-scimed@unifr.ch.

**Adopted by the Faculty Council of the Faculty of Science and Medicine on 6 April 2020
(Status as of 22 September 2021)**