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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 attendance events are not permitted by the Rectorate of the University of Fribourg.

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 supervisor or the Dean's office. A **model for the title page** of the thesis is available.
- § 2 The candidate also **sends an electronic copy** of the original version of their thesis, including an abstract and the declaration of honour, to doctorate-scimed@unifr.ch (please contact Mrs Burri via this email only).
- § 3 The doctoral exam registration fee (400.-) has to be paid on the following post account
IBAN CH83 0900 0000 1700 3354 1
 Faculté des sciences et de médecine de l'Université de Fribourg
 Chemin du Musée 8
 1700 Fribourg
Mention: doctoral exam
- § 4 A proof of payment has to be sent per email to doctorate-scimed@unifr.ch.

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 them 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 receives 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**, accessible by all members on the circulation list.

- § 7 This circulation takes at least two weeks.
- § 8 Members of the circulation list can submit written feedback on the thesis to doctorate-scimed@unifr.ch, mentioning the term “circulation feedback” and name of the doctoral candidate in the subject line. Any such feedback received is made available to the thesis examination board president.
- § 9 The vote is done electronically 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 To ensure that the defence can take place in case of an unreliable video link, the candidate prepares a **electronic presentation** of their thesis (e.g., slides in pdf or ppt) prior to the examination and sends it to the members of the examination board (with copy to doctorate-scimed@unifr.ch) **3 days before the examination date**.
- § 11 The defence takes place in the presence of the jury members and generally lasts for one hour at least. At the agreed examination date, **the president of the jury invites the jury members and the candidate to a video conference**. For video conferences with several participants, zoom.us has so far proved its worth. As an alternative Microsoft Teams is also possible. In case of network problems, the candidate has to be available by telephone and skype.
- § 12 The candidate shall be asked questions via video conference and the work shall be discussed.
- § 13 In case the videoconferencing is for technical reasons too difficult or impossible, the president of the examination board 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.

Art. 25 Présentation publique / Art. 25 Öffentlicher Vortrag

- § 17 In accordance with the supervisor, the public lecture can also be organized via videoconferencing or the date for the public lecture can be postponed until after the pandemic crisis. After the lecture, a provisional confirmation of their accepted dissertation and passed examination is sent to the candidate.
- § 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 eveline.burri@unifr.ch.

Adopted by the Faculty Council of the Faculty of Science and Medicine on 6 April 2020