

Finishing your doctorate soon? The procedure!

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A. The administrative procedures

B. What's in a thesis?

Unifr.ch/scimed → Studies → Doctorate → PhD

The screenshot shows a web browser window with the URL `unifr.ch/scimed/en/studies/phd`. The browser's address bar and tabs are visible at the top. The website's navigation menu includes "Home", "News & Events", "Faculty", "Sections", "Studies", "Research", and "Services". The "Studies" menu is expanded, showing options like "Resources", "Practical information", "Continuing education", "Leonardo", "Teacher education", "Regulations and Curricula", "Mobility", and "Frequently asked questions". The main content area features a large image of a laboratory setting, followed by the heading "Doctorate (PhD)". Below the heading, there is a paragraph explaining that the Faculty awards PhD titles in its fields of competence, attesting to the holder's knowledge, competence, and capacity for high-quality scientific research. A dark blue button labeled "Regulation (FR/DE)" is positioned to the right of this paragraph. Below it, a link for "Regulation EN translation (No legal validity)" is provided. Further down, contact information for the Dean's office is listed: "Contact at the Dean's office: doctorate-scimed@unifr.ch". At the bottom of the page, a vertical sidebar contains three expandable sections: "Start your thesis", "During your thesis", and "Finishing your thesis".

unifr.ch/scimed/en/studies/phd

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Home News & Events Faculty Sections Studies Research Services

Resources

Practical information

Continuing education

Leonardo

Teacher education

Regulations and Curricula

Mobility

Frequently asked questions

Doctorate (PhD)

The Faculty awards PhD titles in its fields of competence. The PhD title attests that its holder has the knowledge, competence, and capacity required to perform high-quality scientific research.

[Regulation \(FR/DE\)](#)

[Regulation EN translation](#)
(No legal validity)

Contact at the Dean's office:
doctorate-scimed@unifr.ch

Start your thesis

During your thesis

Finishing your thesis

The administrative procedure

1. Jury selection
2. Submitting your thesis
3. Reports
4. Circulation
5. Defense
6. Public presentation
7. Final submission
8. Graduation

0. Talk to your supervisor

- What are their expectations?
- Will you be paid while you write your thesis?
- What is the expected timeline?
- Are you ready to finish your thesis?
- Do they have examples?

1. Jury selection

- Jury for your PhD thesis:
 - Your supervisor
 - An internal expert (part of your department)
 - An external expert (expert in your field, from another university)
 - The president of your Department
- Confirm that your jury accepts to participate
- The Jury is validated by the Faculty Council
 - Meets 3x per semester
 - Your supervisor has to request this validation

2. Submitting your thesis

- Send your thesis to the members of your Jury (except the Department president)
 - Include the examiner's report form
 - Give the jury members at least a month to read your thesis
- Register for the doctoral examination and Submit your thesis
 - MyUnifr.ch → Courses → Submit a thesis
 - A fee will be generated under «My Faculty invoices» (CHF 400.-)
 - Submit an electronic copy of your thesis as well as a declaration of honour
 - Bring a printed copy of your thesis (bound with simple spirals) to the Dean's office doctorate office

3. Report and 4. Circulation

- Your Jury members send in their examiner's reports to the Dean's office. They recommend to
 - Accept the thesis,
 - Accept with revisions,
 - Refuse but give the possibility of resubmission,
 - Refuse
- Once the reports are in, your thesis will be made available to all professors of your department for a duration of two weeks. They must validate that they approve of your thesis.

- Once the are submitted you can schedule your thesis defense (private defense). At least one month after the reports are submitted
- Oral exam in presence of only you and your Jury
- Presentation followed by questions and answers
- The Jury deliberates immediately after your defense and decide that you:
 - Passed your defense
 - Must repeat your defense in 3 months or more
 - Failed your defense

6. Public presentation

- Between 1 and 4 weeks after your defense, you must organise a public presentation of your thesis.
- Open to everyone
- At the end of this, your supervisor will give you a certificat stating that you have completed your thesis

7. Final submission

- Within 6 months after your defense you must submit the final version of your thesis with potential corrections.
- Bring a printed copy of your thesis (unbound) to the Doctorate office at the Dean's office
- The Dean checks it and you'll receive it back with a page signed by the Dean
- You print 4 bound copies including the page signed by the Dean and submit them to the Dean's office
- You will then receive a certificate allowing you to use the title of «Dr. ...»

- Graduation ceremony in February.
- Diplomas will be sent by postal mail if you cannot attend
- Please check your contact details in MyUnifr before you exmatriculate
- You may receive a prize



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A. The administrative procedures

B. What's in a thesis?

What does a thesis look like?

- The Thesis contains the following elements
 - a title page whose recto and verso correspond to the model supplied (the number of your thesis will be given by the Dean's office)
 - an optional dedication
 - an table of contents
 - a summary in English and at least one other summary in French or German
 - the text of the thesis
 - optional acknowledgements
 - a curriculum vitae

- A general introduction
- Your research results
 - In case you did multiple projects, include them all. Each of them should be introduced and discussed
 - Work published in peer-reviewed journals can be included as is, but should be introduced and contextualised. Additional research results which were not part of the published article can be added.
 - Clearly state your contribution versus that of others for each project.
- A general discussion and conclusion

Declaration of honour

- A Declaration of honour must be submitted together with your thesis. Not part of the thesis document.
- Declaring that you have done your work independently, that you wrote the thesis, that you have cited all sources and that you acknowledged the contributions of your co-authors.
- Personally written and signed



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Your questions