

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 or MD

The screenshot shows a web browser window with the URL unifr.ch/scimed/en/studies/phd. The page is titled "Doctorate (PhD)" and is part of the "Faculty of Science and Medicine" website. The navigation menu includes "Home", "News & Events", "Faculty", "Sections", "Studies", "Research", and "Services". The "Studies" menu is expanded, showing "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. Below the image, the heading "Doctorate (PhD)" is followed by a paragraph: "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." To the right of this text is a dark blue button with a white link icon and the text "Regulation (FR/DE)". Below this is a light blue button with a downward arrow icon and the text "Regulation EN translation (No legal validity)". Further down is a light blue box with the text "Contact at the Dean's office: doctorate-scimed@unifr.ch". At the bottom of the page, there is a vertical list of three items: "Start your thesis", "During your thesis", and "Finishing your thesis", each with a downward arrow icon.

- Please note: A new PhD regulation is in preparation

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 thesis:
 - Your supervisor
 - at least 2 experts (at least one of which is external to the University)
 - A president (designated by the Dean's office)
- Confirm that your two experts accept the role
- The Jury (except president) is validated by the Faculty Council
 - Meets 3x per semester
 - Your supervisor has to request this validation to the doctorate office within the deadline ahead of the council

2. Submitting your thesis

- Send your thesis to the members of your Jury (except the Department president)
 - Include the examiner's report form (available on website)
 - Give the jury members at least a month to read your thesis
- Register for the doctoral examination and Submit your thesis to Dean's office
 - 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
- If your written thesis is accepted, your thesis and the reports will be made available to all professors of your department for a duration of two weeks. If they identify any concerns they may submit them at the intention of the Jury.

5. Defense (only PhD)

- Once the reports 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. In person, unless the Dean grants an exemption.
- 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 (only PhD)

- 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 certificate 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
- The Dean checks it and signs a confirmation page that you must then include in the thesis before final printing
- You print 4 bound copies (glued and cardboard cover) 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. ...»

8. Graduation

- Graduation ceremony in February.
- Diplomas will be sent by postal mail if you cannot attend
- Do not forget to exmatriculate via your MyUnifr account
- Please check your contact details
- 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