

SUBMISSION OF PHD THESIS

FREQUENTLY ASKED QUESTIONS

ORDINARY THESIS (MONOGRAPHY)

Is there a mandatory layout for the title page? No.

Which statements are mandatory on the title page? *Title of thesis, last name, first name, place of origin* (for Swiss nationals) or *nationality* (for non-Swiss nationals), *year*, and the following statement (in French **or** in German): « Thèse de doctorat présentée à la Faculté des lettres et des sciences humaines de l'Université de Fribourg (Suisse) » **or** „Dissertation zur Erlangung der Doktorwürde an der Philosophischen Fakultät der Universität Freiburg (Schweiz)“. (NB: The name of the rapporteurs is not required.)

May I freely choose the size of typefaces/fonts and the line spacing? Yes.

May I use double-sided printing (recto-verso printing)? Yes.

May I draft my title page entirely in English (or in another language allowed by the regulations as Italian, Rhaeto-Romanic, Spanish, Russian, Polish)? No. If you wrote your thesis in another language than French or German, as for example English, the statements [except for the title] must nevertheless also be included in one of the two official languages of the University (FR, DE).

In my department, everything is done in English. May I draft my title page entirely in English?
No.

May I submit my thesis as a ring bound document? No, only perfect (=flat) binding is accepted.

May I insert an image on the title page? Yes, provided there is enough space for the mandatory statements.

May I publish my thesis in several volumes? Yes, provided you number each volume on its spine or on its title page.

How can I join computer data to my printed thesis? Store your data on USB keys and join one to each copy of your thesis.

Is it my responsibility to send a copy of my thesis to my supervisor? No, the Dean's Office is in charge of sending copies (hard copy + PDF) of your thesis to your supervisor and to the experts. (NB: shipments for experts abroad will be sent only on request, as non-priority mail).

My examination committee is composed of more than 3 experts (minimal requirement according to regulations: 3 experts). Should I submit and print more copies of my thesis? Yes, one copy for each additional expert.

I have submitted my thesis. Do I still have to pay the enrolment fee for the semester in which I have the defence/PhD viva? Yes. The [regulation concerning admission](#), Art. 28 al. 1, states that « Les doctorants et doctorantes doivent être immatriculé-e-s durant toute la durée de leurs études, soit jusqu'à la fin du semestre durant lequel ils et elles soutiennent leur thèse. » / « Doktorierende haben die Pflicht zur Immatrikulation während ihres

ganzen Studiums, das heisst bis ans Ende des Semesters, in dem sie ihre Dissertation verteidigen.» [Doctoral students must be registered for the duration of their studies, i.e. until the end of the semester in which they defend their thesis.]

Can I obtain my thesis reports? Yes. The Dean's Office will send you the thesis reports after your thesis defence/PhD viva.

ONLINE DEPOSIT ON MYUNIFR

I don't have any credit card, what can I do?

You can pay with your Campus card, Postcard or with the credit card of a trusted person.

I have deposited my thesis online on MyUnifr. Do I still have to send separately other documents that were not requested by the system at the time of electronic deposit?

No, only the 5 printed copies must be deposited at the Dean's Office.

What must each of the 5 printed copies include?

- thesis (in one or several volumes);
- if any, appendix (appendices)*;
- if any, computer data.

*are **not** considered as appendices: CV (resume), declaration of honour and abstract

Do I have to add a CV (resume) and/or an abstract and/or a declaration of honour to the 5 printed copies? No, the documents are deposited electronically on MyUnifr.

In the regulations of 2014, it is written that I have to attach a declaration on honour to each of the 5 printed copies. When I submit my application on MyUnifr, it is written that this is not necessary.

What should I do? With the electronic deposit procedure, it is no longer necessary to attach a declaration of honour to each of the 5 printed copies. Uploading the document once is sufficient.

SPECIAL FEATURES OF CUMULATIVE THESIS

Do I have to mention on the cover page that my thesis is a cumulative thesis? Yes.

Which additional requirements should I observe if I do a cumulative thesis? You should observe the internal prescriptions of your department, if there are any. The Dean's Office does not centralise this information. Consult on this with your thesis supervisor or with the head of your department.

SPECIAL FEATURES OF PHD PARTNERSHIP (THESIS CO-TUTELLE)

Do I have to mention on the cover page that I completed my thesis in a PhD partnership (thesis co-tutelle)? Yes. Please indicate that you completed your thesis in a PhD partnership as well as name and location of both universities involved in the partnership.

According to my PhD partnership, my thesis defence/PhD viva will take place abroad. Should I nevertheless submit my thesis in Fribourg? Yes. The procedures of both universities involved in this PhD partnership should be followed.

According to my PhD partnership, my thesis defence/PhD viva will take place abroad. Should I nevertheless pay the examination fees? No. The payment of examination fees is due only for thesis defences/PhD vivas taking place at the University of Fribourg.

According to my PhD partnership, my thesis defence/PhD viva will take place abroad. During the online deposit on MyUnifr, the system nevertheless asks me to pay the examination fees, what can I do? Please contact the Dean's Office.

I am in a PhD partnership and live in the country where the partner university is located. The co-supervisor and one (some) of the rapporteurs live in the same country. Do I still have to send you all 5 printed copies of my thesis? No. Please contact the Dean's Office.

For any question not included among the FAQ, please contact the Dean's Office of the Faculty of Humanities: esther.rossmann@unifr.ch.

Postal address of the Dean's Office:

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