

Guidelines for Doctoral Studies at the Faculty of Economics and Social Sciences

These guidelines are based on the *Regulations of March 22nd, 2005 on the granting of the doctoral degree in economics and social sciences (Dr.rer.pol.) and the doctoral degree in social sciences (Dr.rer.soc.)* and were approved by the Dean's Office Board in March 29th, 2010.

The names of functions used in these guidelines apply equally to female and male persons.

1. Registration and Admission

1.1. Registration Process

Two registration processes must be completed by each candidate to doctoral studies:

- 1.1.1. Administrative registration at the University:** to be made with the Office of Admissions and Registration (SAI, Avenue de l'Europe 20, Fribourg 1700). Students must submit a complete file containing a form and all documents required by the SAI. This office verifies the authenticity of the supplied documents.
- 1.1.2. Registration approval of the Faculty:** to be made with the Dean's Office of the Faculty of Economics and Social Sciences (hereinafter: the Faculty), which in particular verifies that the conditions dictated by the art. 4 of the Regulations are met.

At the Dean's Office of the Faculty, applicants must submit:

- the form "Authorisation to register for doctoral studies" legibly filled in the "Candidate" part and duly signed;
- a copy of the Master's degree or university degree showing the overall mark obtained; and if the Master or degree is issued by a foreign university:
- a document giving an indication of the marking scale used for the Master or degree;
- a document indicating that the candidate is eligible for doctoral studies in his home university.

Once obtained the approval and signature of the thesis supervisor, the enrolment delegate, and, where appropriate, the relevant department, the Dean's Office confirms the academic admission to the candidate and SAI.

1.2. Deadlines and Conditions

There is no deadline for registration to doctoral studies.

To be eligible to doctoral studies, the candidate:

1.2.1. Holder of a Master's degree of the Faculty

- must be presented by a professor of the Faculty and
- must have been granted an overall mark for the Master of at least 5.00, or, respectively,

1.2.2. Holder of another Master's degree or equivalent degree

- must be presented by a professor of the Faculty and
- must have obtained at least 60 ECTS credits in economic and/or social sciences with an overall mark of at least 5.00 and
- must be eligible to doctoral studies in the university of origin.

In the case of lower overall marks than 5.00 on a scale of 6.00, the candidate may be admitted only on grounded proposition of the thesis supervisor. The Council of department approval is required (Art. 4 to 6).

2. Doctoral Studies

Each doctoral candidate is since January 1st, 2010, subject to the *Regulations of March 22nd, 2005 on the granting of the doctoral degree in economics and social sciences (Dr.rer.pol.) and the doctoral degree in social sciences (Dr.rer.soc.)* (Art.36 par.5).

The departmental guidelines for doctoral studies (art.7 paragraph1) determine determine accomplishments to achieve particularly to the Department of Mass Media and Communication Research, as well as to the Department of informatics. Joint doctoral studies are regulated by a contract signed by the two partner universities. The duration of studies for the doctoral degree is fixed at six semesters (art.7 par.2), but no time limit is imposed.

To qualify for the defence of the thesis, the candidate must have been registered as a doctoral student at the Faculty during at least four semesters (art.16 paragraphs 2 and 3).

The publication of parts of the thesis, for example in the form of articles during studies, is permitted (art.11 par.4).

3. Presentation and Defence of the Thesis

3.1. Shape, copies and appendices

Once completed, the thesis shall be submitted to the Dean's Office in four copies, in the form of a typewritten text with numbered pages, containing a table of contents and a bibliographical index (art.11).

Editorials, graphics and layout options are free of choice.

An additional copy of the thesis is to be submitted for a possible third examiner as well as for any additional member of the Defence Committee.

The thesis can be written in German, French, English or Italian. The use of another language is subject to prior authorisation (art.10).

The following documents are required to be presented in addition to the thesis, in a single copy:

- a brief biographical note with references to completed studies ;
- a list of scientific publications published by the author ;
- a Declaration stating that the author wrote the thesis himself ;
- a receipt certifying payment of taxes for the thesis and the Defence (400.- CHF);
- a portrait photo, if possible in digital form.

3.2. Examiners, Defence Committee and Defence

The second and possibly third examiner may be:

- a member of the professorial staff of the Faculty, or
- a member of another faculty or university with equivalent qualifications or
- a titular professor at the Faculty.

In the latter two cases the Professorial Council approval is required prior to the submission of the thesis (art.12).

The composition of the Defence Committee is governed by art.21 and must be approved by the examinations delegate.

The defence is public and takes 90 minutes.

The defence takes place in French or German; the use of another language may be admitted by the Defence Committee.

3.3. Deadlines and conditions

The thesis may be submitted at the Dean's Office at any time in the academic year.

The candidate must justify four semesters of enrolment for doctoral studies (art.16) and be registered as a doctorate student at the time of the viva voce.

If a study programme has been fixed, a certificate of its success, established by the Department concerned, must have already been transferred to the examinations delegate at the time of the submission of the thesis.

The Dean's Office transfers without delay the copies of the thesis to the Thesis Supervisor and to the second/third examiner.

The Thesis Supervisor and second examiner return their reports to the Dean's Office within four months. If the thesis is accepted conditionally, a list of the corrections is attached to the report.

The Dean transfers without delay a copy of the report and a copy of the thesis to the President of the Viva voce Committee designated by the examinations delegate, who also decides on the date of the defence.

The viva voce takes place at the earliest two weeks after the return of the reports and is publicly announced by the Dean's Office.

The President of the Defence Committee passes without delay the result of the viva voce to the Dean's Office, which puts this result on the agenda of a Professorial Council. The minimum time-limit for the inclusion of the thesis to the Professorial Council is 10 days before the Council.

When the Faculty, via the Professorial Council, has accepted the thesis, the *doctor designatus* is informed by the Dean's Office, reminding him of the duty of publication of the thesis (Art.27).

4. Publication of the thesis

4.1. Form and Copies

After the acceptance of his thesis, the *doctor designatus* must make 30 copies to be printed on paper and filed to the "Bibliothèque Cantonale et Universitaire" (BCU, Theses Service) of Fribourg.

The number of printed copies is reduced to six if the thesis is published on e-Thesis in electronic form. The candidate must establish a contract for this purpose.

4.2. Deadlines

The filing of the accepted version must take place within a period of two years from the date of acceptance (Art. 29).

In order to participate in the annual degree ceremony, the *doctor designatus* must sign a commitment stating that the filing of publication will take place no later than two days before the ceremony.

4.3. Edition

The following editorial requirements must be observed when printing the thesis:

- Volume in size 16 x 24 cm, or A5. Beware, A4 is excluded.
- Title page (internal) mentioning:
the title exactly matching the version accepted by the Professorial Council.
"Thesis presented at the Faculty of Economics and Social Sciences of the University of Fribourg (Switzerland) by [name], [commune or country of origin], to obtain the degree of doctor in" "economics and social sciences" or "social sciences"; "accepted by the Faculty of Economics and Social Science the [date], on a proposal from" "Mister Professor [name] (first supervisor)" or "Madam Professor [name], (first supervisor)" "and" "the Professor [name](,_(second supervisor)" or "Madam Professor [name], (second supervisor)." And finally "[place of print], [year of print]".
- Verso of the title page stating:
"the Faculty of Economics and Social Sciences of the University of Fribourg (Switzerland) does not intend either to approve or disapprove the opinions expressed in a thesis: they must be regarded as specific to the author (decision of the Faculty Council of 23 January 1990)."
- Cover (external): identical to the title page. In the case of a publication in an editorial series of the University, a cover different from the title page can, on inquiry to the Dean's Office, be authorised.
- Spine of volume: if possible the name of the author and title of the thesis.

4.4. Contents

The contents of the thesis to publish must match the accepted text and must comply with the corrections possibly imposed by the supervisor(s). The Exam Delegate verifies that corrections have been incorporated.

The electronic version must exactly match the printed version.

4.5. Approval of the publication

The *doctor designatus* must submit to the dean's office the press proves of the cover, the back and title page before printing the accepted version of the thesis.

The Exam Delegate can refuse a thesis deposited to the BCU not complying with the requirements on the edition or the contents.

5. Communications and certifications

5.1. Addresses

All communications must be addressed to the Dean's Office of the Faculty of Economics and Social Sciences, Av. de Pérolles 90, 1700 Fribourg, tel. +41 26 300 8200, e-mail: decanat-ses@unifr.ch, who is responsible for retransmitting the documents to the responsible persons (Dean, Exam and Admission Delegates) and / or interested persons (candidates, supervisors, members of the jury).

5.2. Certifications

The Dean's Office certifies in particular:

- the authorisation of doctoral studies for registration purposes ;
- the acceptance of the thesis and distinction awarded by the Faculty (art. 27) ;
- the award of the doctor degree (signed by the Dean).

5.3. The Doctor Title

The title of doctor may be carried only after reception of the certificate of the award, occurring after the publication of the thesis in accordance with these guidelines. Failure to observe this rule is punishable (Art.30 to 32).

Publishing the Thesis: Example (original dimension A5)

Title page

Compulsory elements:

Full title of the thesis

Strategies for Internationalisation: A Comparative Study of Japanese and European Companies in Two Industries

First and last name of
the author
Commune and Canton
of origin (Swiss) or
Country of origin
(foreigner)

Michael Smith
from Meyrin GE

in fulfilment of the requirements for the degree of
Doctor of Economics and Social Sciences

Date accepted

Accepted by the Faculty of Economics and Social Sciences
December 16th, 2008 at the proposal of
Prof. Henry Example (First Advisor) and
Prof. Barbara Sample (Second Advisor)

First and last name of
the Advisors

Place of print
Year of print

Fribourg, Switzerland, 2010

Title page, free choice elements: *characters (font, dimension, style), alignment, colour.*

Verso of the title page,

Compulsory mention:

The Faculty of Economics and Social Sciences at the University of Fribourg (Switzerland) neither approves nor disapproves the opinions expressed in a doctoral thesis. They must be considered as the author's own (decision of the Faculty Council of 23 January 1990).

Contact

Faculty of Economics and Social Sciences
Dean's Office
Av. de Pérolles 90
CH 1700 Fribourg

tel. : +41 26 300 8200 / 8393
fax : +41 26 300 9725
e-mail : decanat-ses@unifr.ch
Internet: www.unifr.ch/ses/doctordat