

REGULATIONS FOR Ph.D. STUDENTS OF BIOCHEM

General remarks:

- regulations as stated in the "Règlement et plans d'études"
<http://www.unige.ch/sciences/Enseignements/Formations/Doctorats.html>
or
<http://www.unige.ch/sciences/Enseignements/Formations/Doctorats/G24.pdf>
of the Faculté des Sciences are applicable and superimposed on the following
- thesis work is performed within the framework of the PhD program "Basic and Applied Life Sciences" (<http://www.unige.ch/sciences/biochimie/doctoral>); unless mentioned below, it's the rules of the program that apply
- a thesis from this department will have the "mention Biochimie"

During the thesis:

- Together with your advisor, assemble a Thesis Advisory Committee (TAC) that includes your thesis adviser and two other group leaders (from within the program or outside of it). The composition of this committee can change over the course of your studies (people may be added and/or replaced).
- Compulsary courses/seminars throughout thesis:
 1. Present research progress in the departmental seminar.
 2. Present research and literature in group meetings.
 3. Life Science Seminar Series.
 4. Attendance at Workshops and Courses of the 3ème Cycle of the Swiss Romande, EMBO, FEBS is encouraged.
 5. Basic and Applied Molecular Life Sciences Lecture course - first year of study

WHAT TO DO AT THE END OF THE THESIS

The end:

The TAC should decide when a student can finish their experiments and begin writing their thesis.

Thesis and public defense:

1. Writing your thesis: check guidelines of the "Section de Chemistry and Biochemistry" (<http://www.unige.ch/sciences/Enseignements/Formations/Doctorats/G1.pdf>).
2. Can be written in French or English. If written in English, you still need a summary in French of 1-2 pages (your responsibility, not that of the thesis adviser!).
3. Can include publications. When a substantial portion of the thesis work has been published in refereed journals, only a general Summary, Introduction, and Discussion need to be added (see guidelines on the web as mentioned above). Otherwise, you also have to write up a substantial Results and Materials & Methods sections.
4. Make suggestions to your adviser for thesis jury. It must comprise at least three persons: thesis adviser, one co-adviser plus an expert from outside of Geneva. Members of your TAC can be part of this jury. Contact members of jury to ask whether he/she will do it and ask about approximate time when he/she would be available (regarding scheduling, see further comments below).
5. Once your thesis has been accepted by your thesis adviser, send copies to the other members of the thesis jury.
6. Thesis report: your thesis adviser has to write a 1-2 page report in French or English ("rapport de thèse"), which has to be signed by all members of the jury (a jury member from outside of Geneva can fax a signed copy, or send an e-mail, and then sign the original when he/she comes for the thesis defense).
7. Once your thesis has been accepted by the department thesis jury, it can be submitted along with the signed thesis report and, on a separate sheet, a list of the members of the jury and their full addresses to the administration of the "Section de Chemistry and Biochemistry" (Ground floor, Sciences II) .
8. While all this is in progress, it is up to you to figure out a date for the public thesis defense ("soutenance") that suits the whole jury. It can be at the earliest 21 days after the "Président de la "Section de Chemistry and Biochemistry" has transmitted the thesis from the "Section de Chemistry and Biochemistry " to the Dean's office ("Décanat"), which usually happens within a day or two. However, if you have a tight schedule, make sure the "Président" is around to sign it off. In other words: in setting the date of the thesis defense, consider that you have to count back 21 days (plus a few extra for the President's signature) and at least another 7-10 days for acceptance by the other members of the jury and the department.
9. Reserve a lecture room for your public defense ("soutenance").
10. Sign up for the "soutenance" at the "Secrétariat des étudiants" de la "Faculté des Sciences" (floor 0 of Sciences III) (give them a title, date and time, a copy of the first page of your thesis, etc.).
11. "Soutenance": your public talk (30' - 45') in French or English (depending on jury) with questions by the jury (and the public).

After the public defense:

1. You need the official o.k. (= *Imprimatur*) from the Dean to go to press. To obtain it, you need to get a form that your adviser received, complete it, and take it to the Dean's

office / Secrétariat des Etudiants. Please look at the following document (http://www.unige.ch/sciences/chimie/pdf/reglements/formalites_these.pdf).

2. In the meantime, finalize your thesis by revising it according to the last comments of your thesis jury. Discuss the details of the electronic version of your thesis with your adviser (if it includes published papers, there may be copyright issues).
3. With the imprimatur, have your thesis printed. You will need to deposit 4 copies at the "Secrétariat des étudiants" (along with an electronic copy [see comment #2] and yet another form with a summary of your thesis). In addition, don't forget copies of the thesis for your advisers, the lab, the department, your friends and family, and for yourself.
4. The cost of printing is on you. Currently the "Faculté des Sciences" will reimburse 50% up to Frs 500 (see Dean's office with original invoice).