

FACULTÉ DES SCIENCES

Doctoral Students

Administrative information

PhD application

To be admitted as a PhD student, it is necessary to find a Professor or a Senior Lecturer who agrees to supervise the thesis.

To do so, it is the candidate's responsibility to contact the department or section you are interested in, or apply to a job offer.

<https://www.unige.ch/docteur/>

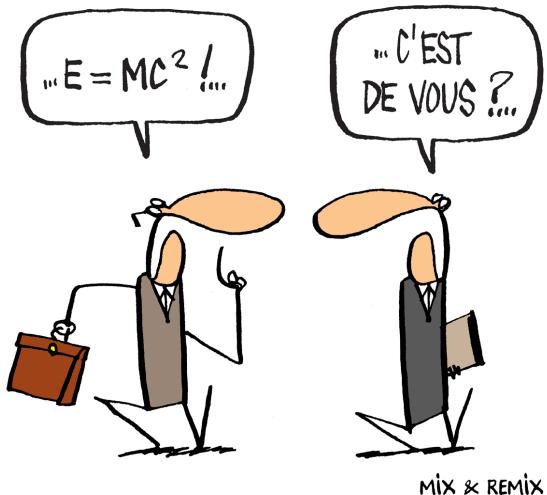
At the candidate's request, the thesis director will give you an "**attestation de direction de thèse**", to be sent :

- directly to the student office for registered students of the Faculty of Science,
- to the admissions office of the University of Geneva online platform.

Doctoral candidates must be enrolled at the University of Geneva during the complete duration of their doctoral studies. More information on enrolment is available at the admission office.

Tuition Fees :

- CHF 500.- for the 1st semester and last semesters (during which the defence is taking place)
- CHF 65.- for every semester in between



In the event of a change of PhD supervisor, the change of thesis supervisor form signed by the new and must be sent to the Student Secretariat.

Requests for co-supervision must be submitted to the Dean's office with the following documents the latest 2 years into your PhD:

- the co-supervision request form
- the CV of the new co-supervisor

"Cotutelle de thèse"

A "cotutelle de thèse" is a doctoral project that is regulated by a formalised agreement between two universities. The supervisor, the Dean of the Faculty and the Rector of both universities sign this agreement (convention de cotutelle). There is only one defence. The International Relations are in charge of the administrative aspects of the procedure.

Useful contacts

Admission office

Tel. : 022 379 77 39 (from 10h30 to 13h00)
Plateform : <https://admissions.unige.ch/kayako/>

Cotutelle thesis contact

Mme Dina PORTOCARRERO
28 bd du Pont-d'Arve - 4th floor
Tel : 022 379 85 71
Dina.Wahba@unige.ch
Reception: by appointment

Office of the Dean

Sciences II - 4th floor - Office 4-509
Tel. : 022 379 66 51 ou 022 379 66 52

Student office

Sciences III - Upper ground floor - Office 0003
Theses-Sciences@unige.ch
Tel. : 022 379 36 62
Reception: Monday to Friday from 9h30 to 12h00
Tuesday and Thursday afternoon from 14h00 to 16h00

Coordinator Life Sciences PhD School

Docteure Stéphanie MORAND Sciences
III - 1^{ère} étage - Bureau 1036B phd-
lifesciences-sciences@unige.ch Tel. :
022 379 61 56

UNIGE open archive

Website : <https://www.unige.ch/biblio/aou/fr/theses/info/>
Tel. : 022 379 92 02
archive-ouverte@unige.ch

UNIGE printing center

Uni-Mail - Ground floor - Office 0130
Tel. : 022 379 95 03 ou 022 379 95 04
impression@unige.ch
Reception : from 08h00 to 18h00

Doctoral exams

Before defending your thesis, you have to take the **doctoral examinations** provided for by the regulations of the doctoral program.

The rules and regulations of the doctoral programme of the Faculty of Science as well as the specific regulations of each PhD programme are available for download: <https://www.unige.ch/sciences/fr/enseignements/formations/doctorats/>

• If it is a review with the thesis supervisor :

To send the doctoral examination registration form to the Student Secretariat, **10 days before the examination** date at the latest.

• If it is an examination related to a course for doctoral students and/or masters :

To submit the examination registration form to the Student Secretariat **during the examination registration period**, the dates of which are online (November or March).



The exam registration form is available for download on the website of the Faculty of Science : "Students / PhD candidates" -> "Forms to download" ou "The Doctoral Degree"

If you are registered to the PhD School of Life Sciences at the Faculties of Medicine and Science, please check the programme's dedicated website : <https://lifesciencesphd.unige.ch/>

The defence

At least 20 days before your defence, the following documents must be submitted to the student office:

By doctoral student:

- the defence registration form,
- a copy of the 1st page of your thesis manuscript,
- the detailed list of the jury members,
- the summary of one or two pages, in French (RG art. G6 al.1),
- a copy of the thesis manuscript.

By the thesis supervisor :

- the thesis report, written by the thesis supervisor, concludes the acceptance of the thesis by all the members of the jury (signatures by scan or fax are accepted.),
- the letter from the President of the Section, addressed to the Dean, certifying that all the required conditions are met for the defence to take place at the date, time and place mentioned in the registration form.

After the defence, the thesis supervisor must send the following three documents to the Student Secretariat in order to issue the imprimatur:

- the thesis report with the **signatures** from all the jury members,
- the grading slip with the appreciation and the **signatures** from all the jury members,
- the completed "mode de publication" form signed by the thesis director and the doctoral student (this form must be signed by the thesis director only once all the corrections have been applied to the thesis manuscript).

The submission of the thesis

After the defence and once all the required documents have been submitted, the student office delivers the imprimatur and "mode de publication", signed by the Dean, in order to register the thesis:

In the "Archive ouverte" (open archive)

- upload your manuscript in PDF format: <https://www.unige.ch/biblio/aou/en/theses/info/>
- upload an abstract of 150 words to be used as metadata.
- the imprimatur,
- the "mode de publication" form.

In the days following the submission of the required documents, DocuSign sends by e-mail, the distribution contract for your thesis to be filled in and signed electronically.

To print your thesis, it is possible to contact the print center of the university « Centre d'Impression de l'Université de Genève » at Unimail.

The final manuscript of the thesis must be formatted according to the template of the University of Geneva.

The title of Doctor

Once the thesis has been deposited, the Diploma Office will send the diploma by registered mail (within approximately one to three months).

The diploma ceremony will take place mid-november. You will receive an invitation from the Dean's office by mail in due time ((registration required).