

Procedure to Thesis defence

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Before your bibliography exam:

- 1) Go to the students office,

Student office

Opening hours for students:

- Every morning from 9h30 to 12h00
- Tuesday and Thursday: from 14h00 to 16h00

Outside of these hours, the student office can be reached by phone or email.

A red letterbox is also available next to the office door.

Secrétariat des étudiants
Bureau 0003
Sciences III
Boulevard d'Yvoy 4
1205 Genève
Tel: ++41 22 37 96661/62/63
Email: Secretariat-etudiants-sciences

- 2) Bring with you the following form:

https://www.unige.ch/sciences/files/6615/2344/5594/Inscriptions_aux_examens_hors_these.pdf

- 3) They will give you a green form on which Prof.Sugihara and the other Jury member will have to put your mark and sign.

After your Bibliography and hand in of the thesis to the Jury members,

(Once you have received the report from Prof.Sugihara and the other Jury members)

For the student office:

- 4) Bring the green form to the students' office. (This step might have been taken care of by Sophie)
- 5) Fill out the following form (two identical forms are required, one copy is required after) and bring one copy with you:

https://www.unige.ch/sciences/files/9815/2344/5565/Inscription_a_la_soutenance.pdf

- 6) Bring with you a confirmation that you have passed the Spectroscopy (or what course) you have sustained (This needs to be signed by Prof.Sugihara) with the details of the marks

For the section secretaries

- 7) Bring the “report of thesis” signed by all Jury members and a copy of your thesis to the Secretaries of chemistry,

SECRETARIAT

4ème étage, bureau 454

réception du lundi au vendredi de 8h00 à midi et de 14h00 à 18h00

Geneviève Von Arx | +41 22 379 60 24

Christine Bornand | +41 22 379 69 39

- 8) Bring with you one of the two forms from point 5).
- 9) Bring with you a CONFORM copy of the thesis:

This must include:

- a. Abstract in French
- b. First page must be conform to the standards, you can find the template here:

https://www.unige.ch/sciences/chifi/sugiharalab/index.php/download_file/248/

For the Lodge:

- 10) Book yourself a room. This step must be done by you. Just go with the details (date, time) and see what is available.

Please check anyhow the reported details on the Unige website.

<https://www.unige.ch/sciences/fr/enseignements/servicesauxetudiants/prestationsdelafaculte/informationdoctorants/avantsoutenance/>

As they made me go crazy, and not all informations are told at once, I decided to prepare this guide following my experience.

If you are reading this and following the steps, well done, you are one step away to another milestone in your life. Congratulations!!!