

## Doctoral Students

### Administrative information

#### PhD application

To be admitted as a PhD student, you need to find a Professor or a Senior Lecturer who agrees to supervise your thesis. To do so, you need to contact the department or section you are interested in, or apply to a job offer.

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

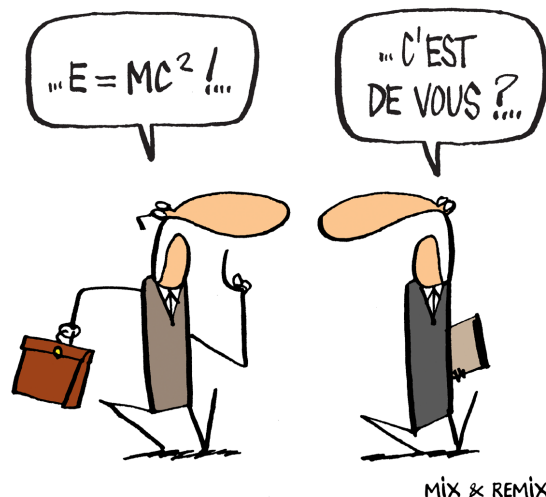
At your request, your thesis director will give you an "attestation de direction de thèse", to be sent :

- directly to the student office, if you are already a student of the Faculty of Science,
- to the admissions office of the University of Geneva, attached to your admission application and equivalences request.

**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 1<sup>st</sup> 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, a new "attestation de direction de thèse" must be edited, signed by the new and the old supervisor and sent to the student office.**

**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 (available from the student office)**
- **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

Uni-Dufour - 2nd floor - Office 222  
Tel. : 022 379 71 11  
Platform : <https://admissions.unige.ch/kayako/>  
Reception : Monday to Friday from 10h30 to 13h00

#### Contact cotutelle

Mrs Nuné NIKOGHOSYAN - Baud-Bovy - Office R050  
Tel : 022 379 80 88  
[Nune.Nikoghosyan@unige.ch](mailto:Nune.Nikoghosyan@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](mailto: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

#### Coordinatrice Life Sciences PhD School

Doctor Claudine NEYEN  
Sciences II - 4th floor - Office 4-421  
[phd-lifesciences-sciences@unige.ch](mailto:phd-lifesciences-sciences@unige.ch)  
Tel. : 022 379 69 61  
Reception: Monday and Tuesday

#### Division de l'Information Scientifique (DIS)

CODIS - Dépôt des thèses  
28 bd du Pont-d'Arve - 4ème - 1205 Genève  
Tél. : 022 379 71 14 ou 022 379 72 92  
[Archive-ouverte-theses@unige.ch](mailto:Archive-ouverte-theses@unige.ch)

#### Print center Repromail

Uni-Mail - Rez-de-Chaussée - Office 0130  
Tel. : 022 379 95 03 ou 022 379 93 36  
[repromail@unige.ch](mailto:repromail@unige.ch)  
Reception : from 08h to 12h and from 13h30 to 17h

## Doctoral exams

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

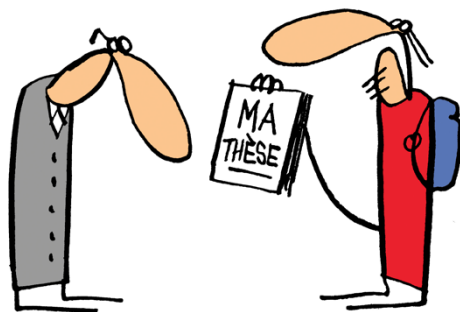
The rules and regulations of the doctoral programme of the Faculty of Science as well as the specific regulations of each PhD programme are available for download: <http://www.unige.ch/sciences/Enseignements/Formations/Doctorats.html>

### • If it is a review with your 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).



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The exam registration form is available for download on the website of the Faculty of Science :  
**Student Area -> Student office -> Forms to download**

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 :

- the defence registration form,
- a copy of the 1<sup>st</sup> page of your thesis manuscript,
- the detailed list of the jury members.

### To the Deans' office :

- the thesis report, written by the thesis supervisor, concludes the acceptance of the thesis by all the members of the jury (signatures by scan of fax are accepted.),
- the summary of one or two pages, in French (RG art. G6 al.1),
- 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,
- a copy of the thesis manuscript.

**After your defence**, the student office needs the following three original documents to issue your imprimatur :

- the thesis report with the **original signatures** from all the jury members,
- the grading slip with the appreciation and the **original signatures** from all the jury members,
- the completed "mode de publication" form signed by the thesis director and yourself (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, which is signed by the Dean. This document will allow you to publish your thesis:

### In the "Archive ouverte" (open archive)

- upload your manuscript in PDF format:  
<http://archive-ouverte.unige.ch/pages/deposit>
- upload an abstract of 150 words to be used as metadata.
- the imprimatur,
- the "mode de publication" form.

### At the DIS by internal mail or post

- two printed copies.

The DIS will then send you by email in DocuSign, the distribution contract for your thesis to be filled in and signed electronically.

To print your thesis, you may contact the print center of the university « Centre d'Impression de l'Université de Genève » at Unimail.

**The final manuscript of your thesis must be formatted according to the template of the University of Geneva:**  
<http://www.unige.ch/sciences/modelethese>

## The title of Doctor

After having deposited your thesis, you will receive your diploma by registered mail (within about 3 weeks) from the diploma office.

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