



Geneva, 17 November 2022

**Subject: Reimbursement of costs for printing the thesis**

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Dear All,

As the deposit of PhD theses on the Open Archive is now compulsory, the library no longer needs the Earth & Environment copies for interlibrary exchanges. Therefore, here is the adaptation of the procedure for printing theses as well as some useful reminders, including the department's contribution to printing. This procedure replaces that of 18 December 2021.

1. A student can print as many **STANDARD** format copies as he/she wishes (e.g., for the jury members and for his/herself. **ATTENTION!** The number of copies printed must be the same as the one indicated on the [Mode de publication](#) that your supervisor will give to the student secretariat of the faculty.
2. Every student can print copies in **Terre & Environnement** format, i.e. the version with ISBN number.
3. Printing costs:

whatever the format, **STANDARD** and/or **Earth & Environment**, the Department of Earth Sciences will reimburse half of the total cost, but limited to CHF 300, according to the terms of point 5.

**IMPORTANT:**

- for the in **STANDARD** format, in addition to the CHF 300 of the Department, the Faculty contributes to the printing costs for an amount representing half of the total cost, but limited to CHF 500.--

**ATTENTION:** this reimbursement is made directly to the PhD student and not to the department;

- for theses in **Earth & Environment** format there is no contribution from the Faculty.

Thus, the maximum possible contribution will amount to CHF 300+500 if this represent half of the total printing costs.

4. Refunds:
  - The doctoral student must **print the thesis at ReproMail**, at his own expense.
  - Once paid, he/she goes to the administration of the Dean's Office, Mrs Zouhra Guettouf, office 4-511 at Sciences II, with the proof of payment and his/her IBAN number. The Dean's Office will reimburse the appropriate amount (see point 4) directly to her/his bank account.
  - Finally, with a copy of the proof of payment the doctoral student may ask the DESTE secretaries to establish a request for partial reimbursement (see point 4).

Please share this information with your PhD students. Further instructions for PhD students are available [here](#).

Thanks your cooperation,

Luca Caricchi  
*Professor*