Registration as a Doctoral Student at the University of Lausanne

Once you have found a lab hosting your thesis project that is located in the University of Lausanne or the CHUV, you have to enroll in our program via the University of Lausanne. The application process is two-fold, consisting of an acceptance of the scientific side of your file (see point 1), but in parallel of an administrative approval (see point 2).

1. The Lemanic Neuroscience Doctoral School (LNDS) Committee

Please send one single e-mail with the following documents to the LN coordinator (Ulrike.toepel@unil.ch) with copy to your thesis director:

- Student’s CV (two pages max).
- Thesis title and brief description of the thesis project (one page max).
- Letter from the thesis director accepting the student in his/her lab and engaging to support his/her salary for the duration of the thesis, and to provide the necessary equipment and materials required for the project.
  - This letter should also include the following information:
    - Address of the laboratory where the project will be developed
    - Name of the potential thesis co-director(s)

- Copy of your work contract.

This can basically be done any time, but should be done one week before October 15 (Autumn semester) or February 28 (Spring semester) to ensure a timely feedback from us to the UNIL-IMMAT office (see point 2) for the respective semester. You will then receive an official acceptance letter from the LNDS by e-mail.

2. The Unil-IMMAT office

Students holding an MSc degree need to apply before July 31 (Autumn semester) or November 30 (Spring semester) to the UNIL matriculation office. Steps to follow for the administrative registration:

- Go to the main IMMAT office or use the online registration procedure here:
- If you did not study at the University of Lausanne before, you will be asked to present the originals of your diplomas and fill out a form called “Demande d’immatriculation”. If you did study at the University of Lausanne, but were not enrolled during the last semester, you

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nevertheless have to provide an updated CV. Specify in any case that you want to register as a **doctoral student in Neuroscience** when filling out “Section/Orientation”.

- The IMMAT office will decide about your eligibility as a doctoral student (i.e. valid MSc degree).
- In parallel you will be requested to fill out this form here and get it signed (please note that in this pdf all administrative steps at UNIL are also explained once more, very useful). For students formerly enrolled at UNIL, the registration process basically starts with this form.
  - If you are **enrolling at the FBM**, the completed form has then to be sent to Marinette Donadeo (FBM Doctoral School, Amphipole 306, Unil-Sorge, 1015 Lausanne). She will then give feedback to the IMMAT office after the LN coordinator provided her with your LNDS acceptance letter.
  - If you are **enrolling at the SSP**, the completed form has then to be sent to the “Secretariat des postgrades SSP” (Géopolis 2612, UNIL-Dorigny, 1015 Lausanne). Please also see the « Procedure à l’attention des doctorants » of the SSP for additional information. Note that **max. 8 months after** you start working at the SSP faculty, you will need to submit your thesis project for faculty review (as described in the procedure for doctoral students linked just above).
  - You will be requested by the IMMAT office to pay 200 CHF at the beginning of your PhD, plus 80 CHF at the beginning of each semester.

Your status at the University of Lausanne will successively change from “pre-immatriculé” to “pre-inscrit” after the validation of your diplomas by the IMMAT office, and to “inscrit” after payment. However, the IMMAT office will not accept your application until the LNDS has accepted your inscription, thus make sure you send us the documents stated under point 1.

More information can be found here: [http://www.unil.ch/immat/page5389.html](http://www.unil.ch/immat/page5389.html)