



Registration as a Doctoral Student at the University of Lausanne

If your lab is located in the University of Lausanne or the CHUV, you must enroll in our program through the University of Lausanne.

Your application has to be accepted both scientifically (by the Doctoral School Committee) and administratively (by the Unil-IMMAT office):

1. The Doctoral School Committee

Please send **one single e-mail** with the following documents to Sonia.Bolea@unil.ch, with copy to your thesis director:

- a) Student's CV (two pages max).
- b) Thesis title and brief description of the thesis project (one page max.).
- c) 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
- Thesis co-director name (if needed*)

- d) Copy of your work contract.

This must be done before October 1st or February 15th.

2. The Unil-IMMAT office

Students holding an MSc degree can apply **before July 31st** (Autumn semester) or **January 31st** (Spring semester). Steps to follow for the administrative registration:

1. Go to the main [IMMAT office](#).
2. If you did not study at the University of Lausanne before, you must present the originals of your diplomas and fill out a form called "Demande d'immatriculation – FBM". Specify that you want to register as a **doctoral student in Neuroscience**.
3. The IMMAT office will decide about your eligibility as a doctoral student (valid MSc degree).
4. Then you will be requested to fill out the "attestation pour les candidats au doctorat". For those who studied at the University of Lausanne before, the process starts here.
5. You will be requested 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 change from “pre-immatriculé” to “pre-inscrit” after the validation of your diplomas by the IMMAT office, and to “inscrit” after payment.

The IMMAT office will not accept your application until we (LN Doctoral School) have accepted your dossier, so make sure you send us your dossier as explained in point 1.

More information here: <http://www.unil.ch/immat/page5389.html>

* Each faculty has different rules regarding who can be a thesis director. As an example, the FBM (Faculté de Biologie et Médecine, Unil) has these rules:

Who can be a thesis director, without needing a co-director:

- les professeurs ordinaires ou associés de la FBM.
- les privat-docents et les MER de la Section des sciences fondamentales de la FBM.

Who can be a thesis director, but need a co-director (who should be a “professeur ordinaire ou associé de la FBM”):

- les professeurs assistants et boursiers de la FBM
- les privat-docents et MER de la Section des sciences cliniques ainsi que les maîtres-assistants

Who can be a thesis director, but need a “Rapporteur” (who should be from the FBM):

- Les professeurs ordinaires, associés (y compris ad personam) des autres Facultés de l'UNIL.
- Les professeurs ordinaires et extraordinaires de l'EPFL.
- Les professeurs ordinaires, associés, adjoints et extraordinaires de l'Ecole de pharmacie Genève-Lausanne et de l'Ecole Lémanique des Sciences de la Terre et de l'Environnement.
- Les membres du personnel scientifique ci-dessous énumérés possédant un doctorat ès sciences (PhD) et employés de façon permanente dans une institution associée à l'UNIL (Art. 15a LUL) :
 - ISREC : Senior scientist
 - Institut Ludwig : Member, Associate member
 - Musée cantonal de zoologie : Directeur, Conservateurs
 - Musée botanique et jardins cantonaux de botanique : Directeur
 - Musée cantonal de géologie : Directeur, Conservateurs
 - Station fédérale de recherche en production végétale de Changins : sur dossier, selon préavis du Décanat
 - Centre de recherche Nestlé de Vers-chez-les-Blanc : Directeur, Chefs des départements de recherche
 - Les Associate scientists de l'ISREC et les Assistant members de l'Institut Ludwig, à condition qu'ils soient titulaires d'un doctorat ès sciences (PhD) et que leur institution s'engage à assurer la continuité du suivi du travail de thèse en cas de départ du directeur.