



UNIL | Université de Lausanne

CIG (Centre Intégréatif
de Génomique)

End of thesis procedures

- This document completes the guidelines exposed by the FBM doctoral school, to be found here: [link](#)
- Perform the steps below as soon as possible after obtaining the imprimatur (provided by the jury upon acceptance of the thesis at the private defense), to avoid having to pay the UNIL student registration fee for the following semester. Note that applications for grades are only processed on the 1st of each month!
- The process has to be completed in any case within 6 months of the reception of the imprimatur.
- If you have questions or need further information, please contact the CIG secretary for academic matters, Corinne Dentan (or send a mail to CIG_academicadmin@unil.ch)

TO DO:

1. format your manuscript following the guidelines. In particular, include
 - the title and copyright pages: [link](#)
 - the imprimatur
2. put your final document on Serval, the UNIL publications repository ([link](#)) (strongly recommended, under embargo if wished):
 - Upload the PDF file to SERVAL via myUnil, or send it to serval_help@unil.ch
 - Complete and sign 3 copies of the form "Contrat de diffusion électronique de la thèse" ([link](#)), to bring to the BCU (see below). *The line « la notice doit être liée aux instituts (acronymes SVP) » should be completed with « CIG ».*
3. provide the UNIL with 4 (or 5, see below) printed and bound (hard) copies of the final document. *The CIG pays for the printing and binding, up to a maximum of CHF 350.-. (See how to have the binding done by the UNIL: [link](#)). Contact Corinne Dentan for reimbursement.*

Bring/send these copies to:

- first: the Bibliothèque Cantonale Universitaire (BCU), see [link](#): bring 3 hard copies of the thesis, and join 3 printed, completed, dated and signed copies of each of the following forms:
 - [avis de dépôt de thèse](#)
 - "Contrat de diffusion électronique de la thèse" if you put your thesis on Serval (see above).
- Then: the FBM Doctoral school: send or bring 1 hard copy, with one form "avis de dépôt de these" stamped by the BCU (obtained above).

Send also:

- 1 PDF file to the FBM Doctoral school (to phdthesis@unil.ch)
 - 1 PDF file to the PI (and a hard copy, depending on the PI's request)
 - 1 PDF file to the CIG (to CIG_academicadmin@unil.ch)
4. After the submission of the hard and electronic copies, order the diploma online (link) (Note that the diploma may take around 3 months to arrive)
 5. Pay the UNIL fee for the thesis defense: you will receive an invoice from the FBM doctoral school at home (CHF 500.-). This has to be paid by yourself, the funds from your PI/the CIG cannot contribute.
 6. Request additional documents you may want (*no official deadline for this*):
 - A work certificate: a legal personalized document provided by your employer (UNIL) which is likely be requested if you apply for a job in Switzerland at any time in your life (ask your group's secretary)
 - a certificate for teaching/TP supervision done for the CIG (ask Corinne Dentan)
 - recommendation letters from your PI (ask your PI).

5.8.2020