Registration as a doctoral student at the University of Geneva

If the research lab/group that will be joined is located in the University of Geneva or the HUG, the student has to enroll in our program via the University of Geneva. The application needs to be approved by the Lemanic Neuroscience Doctoral School Committee (see point 1) as well as by the UNIGE admissions service (see point 2).

1. **The Lemanic Neuroscience Doctoral School (LNDS) Committee**
   The student or thesis director needs to send one single e-mail to the LN coordinator (Ulrike.toepel@unil.ch) (cc: thesis director/ student respectively) containing the following documents:
   a) Student’s CV (two pages max).
   b) Thesis title and brief description of the thesis project (one page max).
   c) **Acceptance letter from the thesis director.** This letter should include the following information:
      • A statement indicating that the thesis director has accepted the student in his/her lab.
      • A statement indicating that for the duration of the thesis the student’s salary will be provided for.
      • A statement indicating that the supervising lab will provide the equipment and materials required for the project.
      • Address of the laboratory where the project will be developed.
      • Thesis co-director’s name (if applicable).
   d) Copy of your work contract.

   The student will receive an official acceptance letter from the LNDS by e-mail.

2. **The UNIGE admissions service**
   a) The student needs to register as a PhD student at the admissions service of the university. He/she will be requested to provide originals of his/her diploma, a copy of his/her passport, a CV, and to fill out different forms, e.g. the “Dossier de candidature / Demande d’équivalence”. An ‘attestation’ from the thesis director will be needed as well.
   b) During this process, the student needs to decide to which faculty he/she wants to be affiliated, i.e. the Faculty of Medicine, Sciences or Psychology and Educational Sciences (FPSE).

   - **FPSE:** When the thesis director is appointed at the FPSE, the best choice is to register to the FPSE. One can also register at FPSE if the background of the candidate is in Psychology (please check in advance with the FPSE study coordinator for possible other requirements)

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• **Medicine:** When the thesis director is appointed at the Faculty of Medicine one can register at the Faculty of Medicine if carrying a degree in Medicine AND if one would like to obtain a MD-PhD (in some sub-disciplines the Faculty of Medicine can deliver a full PhD to those without a degree in Medicine, but this needs to be discussed with the thesis director and the **study coordinator** of the Faculty of Medicine).

• **Sciences:** When the thesis director is appointed at the Faculty of Sciences, this faculty is the first choice for the student. Moreover, one can register at the Faculty of Sciences if the background of the candidate is in Sciences AND one has found a co-director at the Faculty of Sciences (potential co-directors in the field of neuroscience can be found on the website of the Faculty of Sciences — discuss this with the thesis director). The student and the thesis director have to make sure that all parties are eligible to affiliate the doctorate work in **Neuroscience** (i.e. the “grade postulé”) with the selected faculty. In case of questions, please contact the **study coordinator of the Sciences faculty**.

Please note that although step 2 will register the student at the University of Geneva, this does not mean that he/she enrolls in the local Doctoral School of the particular faculty. The Lemanic Neuroscience Doctoral School (LNDS) will be the doctoral school in which the student enrolls (when finalizing step 1 of the procedure). Both steps can be completed at any time of the year, but the student can only start courses at the LNDS after a complete application has been sent to the LNDS Committee.