

Registration as a doctoral student at the University of Geneva (UNIGE)

If the research lab/group that you will be joining is located at the University of Geneva or the HUG, you have to enroll in the LNDS via the University of Geneva. The application process is two-fold, whereby the application will be approved by the LNDS committee (see point 1), and, following the feedback from the LNDS, by the UNIGE admissions service and the faculty you will be joining (see point 2). **Please work on point 1 first since your acceptance in the LNDS will be crucial for your UNIGE enrollment as PhD student, and the choice of your faculty of attachment.**

1. The Lemanic Neuroscience Doctoral School (LNDS) Committee

The student or thesis director needs to send an e-mail to the LN coordinator (Ulrike.toepel@unil.ch) 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 (if available already).

***Thesis directors attached to FPSE are REQUIRED to add the thesis attestation form "[Encadrement de these](#)" with the FPSE faculty label. A similar form is available for prospective students in the Science or Medicine faculty, but PLEASE BE SURE THAT YOU THE CORRECT NAME OF YOUR FACULTY AND LOGO TO AVOID CONFUSION. In general, PhD candidates join the host faculty of their thesis director, i.e. [Medicine, Sciences](#) or [Psychology and Educational Sciences](#) (FPSE).

The student will receive an official acceptance letter from the LNDS by e-mail. In copy to this mail will be the UNIGE admissions service as well as the secretariat of student affairs of the respective faculty (see point 2).

2. The UNIGE admissions service

- a) The student also needs to register as a PhD candidate at UNIGE. First, one needs to do an online enrollment on the platform of the [UNIGE Admission service](#), the starting point to create your UNIGE record. During the process, you will be asked to choose your prospective faculty of enrollment, i.e. the information you will receive together with your LNDS acceptance letter. Further, you can also type a small message to the admission service. Please consider writing that you will be joining the Lemanic Neuroscience Doctoral School (LNDS); this way people know that your doctoral school attachment is settled already.
- b) In response to the online enrollment, you will receive an e-mail from the UNIGE admission service. In this e-mail, you will find a link and login information to their online system where you need to upload scans of several documents, a photo, diploma etc. Please [find a list](#) here. The “letter from the dissertation director” is equivalent to “Encadrement de these” mentioned under point 1 (but please see the faculty-specific requirements below). The e-mail also contains more information on how to proceed from now, e.g. preparing your certified diploma copies for review by the service etc.
- c) Please note that this moment, your eligibility for doctoral studies (e.g. your Msc degree) is again considered so that your LNDS acceptance should still be understood as “conditional” at this point.

Additional faculty-specific requirements:

- **Faculty of Medicine:** PhD candidates to be enrolled at the Faculty of Medicine are obliged to pass by the [faculty’s secretariat of student affairs](#) with the filled thesis attestation “Encadrement de these” and the LNDS acceptance letter to have it signed and stamped! Both documents must then be added to the file to be prepared for the UNIGE admissions service.
- **FPSE:** PhD candidates who want to enroll must provide the thesis attestation «Encadrement de thèse » signed by the thesis director; it is obligatory to use the model [under the link here](#).
- **Sciences:** Thesis attestation «Encadrement de thèse » or letter signed by the thesis director

The LNDS registration (step 1) and the UNIGE admission (step 2) are intertwined. Both steps can be completed at any time of the year, but the student can only start LNDS courses once a complete application has been sent to the LNDS Committee.