

## 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](mailto: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 Admissions 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 Admissions Office

Students holding an MSc degree need to apply before July 31 (Autumn semester) or November 30 (Spring semester) to the UNIL Admissions Office.

Steps to follow for the administrative registration for candidates *without an UNIL MSc degree*:

- Follow the online registration procedure
- Specify that you want to register as a **doctoral student in Neuroscience** when filling out "Section/Orientation".
- At the end of the procedure, you will receive a confirmation email with the link to a "**PhD Form**" that you need to print, fill and have your thesis director sign, too (both copies! The backside of

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Ecole doctorale

this form also details all administrative steps for the enrollment as PhD student at UNIL once more, take time to read...).

If you did study at the University of Lausanne before, but *were not enrolled during the last semester*, you have to fill the form "[Demande de réimmatriculation en doctorat](#)" and send it to the UNIL Admissions Office along with an updated CV. They will then send you the "**PhD Form**" that you need to print, fill and have your thesis director sign (both copies! The backside of this form also details all administrative steps for the enrollment as PhD student at UNIL once more, take time to read...).

If you *did already study at UNIL during the last semester before re-enrollment*, send an email to the [UNIL Admissions Office](#) to ask for the "**PhD Form**", that you need to print, fill and have your thesis director sign (both copies! The backside of this form also details all administrative steps for the enrollment as PhD student at UNIL once more, take time to read...).

- If you are **enrolling at the FBM**, the completed form has then to be sent to Marinette Donadeo or Alexandra Cassoli (FBM Doctoral School, Amphipole 306, Unil-Sorge, 1015 Lausanne). She will then give feedback to the Admissions 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 "[Procédure concernant l'admission en doctorat](#)" 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 "[Procédure concernant le déroulement du doctorat](#)").
- The Admissions Office will decide about your eligibility as a doctoral student (i.e. valid MSc degree).
- You will be requested by the Admissions 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 Admissions Office, and to "inscrit" after payment. However, the Admissions 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: <https://www.unil.ch/immat/en/home/menuinst/futurs-doctorants.html>