

## 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.**

### 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](mailto: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).

\*\*\*Thesis directors attached to FPSE are REQUIRED to add the form "[Encadrement de these](#)" of the faculty, too (see point 2c as well). A similar form is also available for prospective students in the Science or Medicine faculty. Please see point 2b for your faculty attachment.

- d) Copy of your work contract (if available already).

*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 student at the [admissions service](#) of UNIGE (online procedure + dossier to be sent by post). Once your LNDS acceptance letter has been sent to you and the admissions service, you will be requested to provide, amongst others, certified copies of your diploma and university grade transcripts, a copy of your passport, a CV and two passport photos. In addition, a so-called "*Attestation de these*" (again, a letter from the thesis director) will be asked for.

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- b) **Depending on the host faculty of your thesis director, you will be joining the Faculty of [Medicine](#), [Sciences](#) or [Psychology and Educational Sciences](#) (FPSE).**
- c) Once the LNDS coordinator provides you and UNIGE with your LNDS acceptance letter, your university enrollment will proceed. Please note that your eligibility for doctoral studies (e.g. your Msc degree) is again considered at this point so that your LNDS acceptance should still be understood as “conditional” at this point.

**Additional faculty-specific requirements:**

- **Faculty of Medicine enrollments:** PhD candidates to be enrolled at the Faculty of Medicine are obliged to pass by the [faculty's secretariat of student affairs](#) with the “Attestation de these” (cf. 2a) and the LNDS acceptance letter (cf. 2c) to have it signed and stamped! Both documents must then be added to the dossier to be sent by post to the UNIGE admissions service.
- **FPSE enrollments:** PhD candidates who want to enroll must provide an « Attestation de thèse » signed by the thesis director; it is obligatory to use the model [under the link here](#).

*The LNDS registration (step 1) and the UNIGE admission (step 2) are intertwined. Both steps can, however, 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.*