

HOW TO SUBMIT THE THESIS

General comments:

- Note that the following are minimal and somewhat generic guidelines. Your adviser, department and PhD program may have additional requirements.
- Slightly modified rules apply for students enrolled in the PhD program "Biologie-Médecine" (see there).

Thesis and public defense:

1. Writing your thesis: check guidelines of the "Section de Biologie" (<http://www.unige.ch/sciences/biologie/etudes/documents.html>). Both "Title page" and inside format are critical.
2. Can include publications. When a substantial portion of the thesis work has been published in refereed journals, only a general Summary, Introduction, and Discussion need to be added (see guidelines on the web as mentioned above). Otherwise, you also have to write up a substantial Results and Materials & Methods sections.
3. Assemble your thesis jury. It must comprise three persons: thesis adviser, one co-adviser (must be a professor of the "Section de Biologie" if your adviser is not a professor) plus an expert (must at least have a PhD) from outside of Geneva.
4. Thesis report: your thesis adviser has to write a 1-2 page report in French or English ("rapport de thèse"), which has to be accepted and signed by all members of the jury (a jury member from outside of Geneva can fax a signed copy, or send an e-mail, and then sign the original when he/she comes for the thesis defense; it is in your interest to check that a fully signed original is on file at the latest at your thesis defense). The report must conclude that the jury considers that the thesis is acceptable and that one can proceed to the public thesis defense.
5. Once your thesis has been accepted by the department (group leaders) and your thesis jury, a complete version in paper form (at least with a spiral binding) can be submitted along with the signed thesis report and, a list of the members of the jury and their full addresses (on a separate sheet), and the planned date of the thesis defense to the "Section de Biologie" (office 2004, Sciences III). At the same time, you must send an electronic version of ≤ 10 Mb (omit bibliography; does not need to include figures) to secretariat-biologie@unige.ch.
6. The date for the public thesis defense ("soutenance") can be at the earliest 20 days *after* the "Président de la Section de Biologie" has transmitted the thesis from the "Section de Biologie" to the Dean's office ("Décanat"), which usually happens within a day or two. However, if you have a tight schedule, make sure the "Président" is around at all to sign it off. In other words: in setting the date of the thesis defense, consider that you have to count back 20 days plus a few extra for the President's signature. And this only works if the thesis is formally correct (see point 1 above). Otherwise, the President cannot accept the thesis and you cannot have your thesis defense as planned. One of the requirements that is all

too often not met is the one regarding a "general discussion". This is crucial!!! The thesis must have a substantial general discussion that puts the whole thing (all chapters) in perspective. Having discussion sections after each results chapter is not enough!

7. Sign up for the thesis defense ("soutenance") at the "Secrétariat des étudiants" de la "Faculté des Sciences" (floor 0 of Sciences III) (give them a title, date, time and place, a copy of the first page of your thesis, etc.).
8. "Soutenance": your public talk (30' - 45') in French or English (depending on jury) with questions by the jury (and the public). Note that the entire jury has to be physically present.

After the public defense:

1. You are almost there, but right now, you are not yet allowed to call yourself "Doctor"!
2. You need the official o.k. (= *Imprimatur*) from the Dean to go to press. To obtain it, you need to get a form ("Mode de publication") that your adviser received, complete it, and take it to the Dean's office / Secrétariat des Etudiants (floor 0 of Sciences III).
3. In the meantime, finalize your thesis by revising it according to the last comments of your thesis jury. Discuss the details of the electronic version of your thesis with your adviser (if it includes published papers, there may be copyright issues).
4. With the imprimatur, have your thesis printed. You will need to deposit 2 copies at the DIS (Uni Dufour, office 310). In addition, you may need additional copies of the thesis for your advisers, the lab, the department, your friends and family, and for yourself. In parallel, deposit the final (and complete!) electronic version in the open archives of the University of Geneva (<http://archive-ouverte.unige.ch>).
5. Regarding the cost of printing, you should know that the "Faculté des Sciences" will currently reimburse 50% up to Frs 500 (see Dean's office with original invoice).