

# FAQ

## MASTER IN NEUROSCIENCE

### ADMISSION REQUIREMENTS

#### Which conditions should I fulfill to register?

You can start the Master degree in the Fall semester. There are three main requisites to enter the program:

1) The first requisite is that you have to hold a bachelor of Sciences, Medical Sciences, Psychology or any other degree that can be considered equivalent by one of these three faculties and the Geneva Neuroscience Center (CIN) committee. Information regarding the equivalence cannot be obtained before the documents submission to the student administrative center of UNIGE (<http://www.unige.ch/dife/admission/equipe.html>).

In some cases, when your previous education cannot be considered equivalent by one of these three faculties but is nonetheless partly compatible with neuroscience, you may be required to follow a few additional courses (in addition to those necessary for the required credits of the master) which will allow you to catch up for the missing knowledge.

2) The second requisite is that you have to be accepted by a research lab for the master project before **April, 30th for external students** and before **September, 8th for UNIGE students**. **You must not contact directly the laboratories**. Your application file to the Neurocenter must contain the list of wishlist of the laboratories they would like work in. The application will be directly sent to the laboratories by the Neurocenter, which will contact the students for an interview.

You can see the research group list on the Geneva neuroscience center website: <http://neurocenter.unige.ch/groups.php>.

3) The third requisite is that you have been selected by the selection committee of the Neurocenter. The selection will take into account the previous grades, the student's motivation, letters of recommendation, the CV, the level of English.

#### Which are the deadlines to apply?

You must send to application files: one to the Admission Office for the immatriculation at UNIGE, one to the Neurocenter for the admission procedure. The deadline for the immatriculation request to the University of Geneva is **February, 28<sup>th</sup>**. The deadline to send the application to the Neurocenter is **March, 31<sup>st</sup>**.

#### Could I know whether I fulfill the admission criteria before sending my application to the registration office?

You will not get an answer about your acceptance to the master before sending your application. The relevant faculty and the master's committee have to examine all the documents sent by the registration office of UNIGE to decide whether or not you are eligible.

### FIND A SUPERVISOR

### **When should I start looking for a supervisor?**

The Neurocenter deal with sending the application files to the laboratories. **You must not contact directly the laboratories.**

The external students who would not have been contacted/accepted by any laboratories on April, 15<sup>th</sup>, have 2 available additional weeks to contact directly the laboratories and to be accepted. Internal students have until September, 8<sup>th</sup> to contact directly the laboratories and to be accepted. Note that when no research project is found in one of these groups, you can also join a lab outside the above-mentioned list if the Mater degree coordinator gives his approval.

### **Should I propose a research project or is the project suggested by the laboratory?**

If you wish to realize a project which means a lot to you, you need to find a laboratory that would be interested in supporting and funding it. However, most of the time, the laboratory is conducting several projects in their field of expertise and you will be invited to take part in one of them. It is an issue to discuss during your first interview with the supervisor.

### **What has to be done once a supervisor has accepted me?**

When a supervisor accepts you, he/she has to inform the Master's degree coordinator about this agreement as soon as possible.

## REGISTRATION

**Students who are already registered at the University of Geneva** and finishing their bachelor degree should register to the master program directly at the faculty corresponding to their degree before their ex-matriculation. They must have sent their application file to the Neurocenter before March, 31<sup>st</sup>. They have until September, 8<sup>th</sup> to be accepted in a laboratory.

**Students who are not registered at the University of Geneva:** Enrollment to the master is done through the student administrative center of the University **before February, 28<sup>th</sup>**. Students will specify the name of the master program in the application form. The application form will be transmitted and evaluated by the faculty corresponding or closest to the student's degree among the three faculties coordinating the program (medicine, sciences, psychology and education sciences) to evaluate the equivalence. At the same time, students must send an application file directly to the Neurocenter before March, 31<sup>st</sup>, which will be used as a means of selection.

More information about registration procedures is found on this page: <http://www.unige.ch/dife/sinscrire.html>. For additional information regarding registration procedure, please contact directly the student administrative center of UNIGE (<http://www.unige.ch/dife/admission/equipe.html>).

## FINAL REGISTRATION

### **How / when will I be definitely registered to the master ?**

To complete the registration process, you must go to the student administrative center (Uni Dufour, Suite 222) with: registration certificate, ID card, the original secondary and university degrees as well as the original of the ex-registration certificate of your former university (if you change university). You

can get there before the start of classes or during your appointment. You will be definitely registered if the student administrative center has received the confirmation of your acceptance in a lab by the Master degree coordinator.

### **How to get a student card ?**

The student administration center will provide you with a student card and the payment slip for the semester. You will have to pay quickly in order to validate your card into an electronic pay point at the University. From this stage, you will have access to a course certificate on your UNIGE portal and the opportunity to register for exams and courses. Do these steps as soon as possible because no student card means no internet access and no possibility to register to courses and exams.

### **How much does it cost for a semester?**

Tuitions fees are about CHF 500.- per semester.

### **May I be exempted from university taxes?**

Note that you must always pay the university fee at first but then in some cases you can be repaid completely or in part. This requires you to fulfill specific criteria. Criteria for tax exemption can be obtained at BUIS (social information office of UNIGE, located on the street Candolle). You must then fill out a tax exemption form that you will find on the site of BUIS.

### **Will I get a salary during my master?**

There is no salary offered to master students. The lab in which you will conduct your research will only cover the costs of your project. In some cases, some labs may cover costs for conferences.

## **COURSES AND EXAMS**

### **Compulsory courses, language and exam conditions**

Neuroscience compulsory courses are given in English and thus the exams corresponding are in English. You can ask the person in charge of a course you are following to make a French version of the exam if the language is a problem. There is however no guarantee for this, the teacher in charge of the course can indeed freely refuse to prepare a French version of the exam.

### **What happens if I fail on one exam?**

You are allowed to take an exam only twice. If you fail a compulsory course after the second attempt, you are excluded from the master. If you fail an optional course after the second attempt, you have to take another optional course to get the necessary credits, but you are not excluded from the master.

### **Optional courses, which language?**

Some optional courses are given in French and others in English. For the optional courses given in French, the exams are in French. You can ask the person in charge of the course if there is a possibility to make an English version of the questions. The same applies for courses given in English.

### **How to get information about courses on the study plan and to chose my courses ?**

If you need information about a course such as the description or the room where it takes place, go on this site : [http://wadme.unige.ch:3149/pls/opprg/w\\_rech\\_cours.debut](http://wadme.unige.ch:3149/pls/opprg/w_rech_cours.debut)

If you have been accepted in the master, you need to check this program before the start of the academic year. An information session will be organized the first day of the academic year for all new students. In the three first weeks, you are free to attend all courses you want. After this period, you will be asked to definitely register for courses and the corresponding exams, and to attend the courses you are registered for.

### **How should I register for exams and courses?**

After the period of definite choice of courses (3 weeks), you will receive an email stating that you must register for courses and the corresponding exams. You simply have to go on the university website under the "Students" tab and then under "LIENS UTILS" choose "Portail UNIGE". You can then enter your university login and password. You will have the opportunity on this portal to register for courses and exams. Caution! Only the last record is taken into account. Then print the sheet that describes your records.

If you register for a course, you have to register for the corresponding exam and take it in the exam session following the course. If you do not attend the exam session, it will be considered as a failure.

Because the neuroscience program is opened to students from different faculties, some procedures differ depending on whether you are attached to the faculty of Sciences or Psychology! Be careful to note these points!

#### ***- I am a student registered in the Faculty of Medicine***

You have to register for courses on-line. You will receive an email stating that the period of online registration is opened. The registration for exams is then automatic. You will receive another email stating that you have to check the exams you are registered for and to indicate any change (no possible afterwards). If the courses you are following are given by the Neurocenter itself, you don't need to do any additional thing. However, if you have chosen a course given by the Science Faculty or the faculty of Psychology or the faculty of Economy, you will have to go to the student secretariat of the corresponding faculty to register for the corresponding **exam** during a certain period (a week in October/November). The exact dates are indicated on the Science/FPSE/economy faculty website. If you have co-required courses, i.e. courses that you have to take in addition to the required credits of the master, there is no possibility of registering on-line. For these courses, you have to go to the faculty that gives the course to register.

#### ***- I am a student registered in the Faculty of Science***

You first have to register for courses **and separately** for exams on-line. If the courses you are following are given by the Neurocenter itself, you don't need to do any additional thing. However, if you have chosen a course given by FPSE, you will have to go to the student secretariat of the FPSE to register there for this course and exam. If you have co-required courses, i.e. courses that you have to take in addition to the required credits of the master, there is no possibility of registering on-line. For these courses, you have to go to the faculty that gives the course to register.

### **- I am a student registered in the Faculty of Psychology**

You have to register for courses on-line. The registration for exams is then automatic. If the courses you are following are given by the Neurocenter itself, you don't need to do any additional thing. However, if you have chosen a course given by the Science Faculty, you will have to go there to register for the corresponding **exam** during a certain period (a week in October/November). The exact dates are indicated on the Science faculty website. If you have co-required courses, i.e. courses that you have to take in addition to the required credits of the master, there is no possibility of registering on-line. For these courses, you have to go to the faculty that gives the course to register.

The dates for course or exam registration may vary between faculties.

### **How do I get the documents related to a course?**

Some courses have a Chamilo platform where you can download the course presentation. You need to register to that course in that platform in order to get the documents and to receive notifications about schedule changes. Please note that registration to a course in Chamilo is not considered as an "official" course registration.

### **What to do in case of a failed exam ?**

If you fail an exam, you have a three months deadline to consult your copy. For more information: <http://www.unige.ch/dife/echec/Facteurs/facteursacademiques.html>

In the Master in Neuroscience, whenever you fail an exam, you are directly registered for the remedial session in August.

You are allowed to take an exam only twice. If you fail a compulsory course after the second attempt, you are excluded from the master. If you fail an optional course after the second attempt, you have to take another optional course to get the necessary credits, but you are not excluded from the master.

### **How will I receive my grades after an exam session?**

You simply have to go on the university website under the "Students" tab and then under "LIENS UTILES" choose "Portail UNIGE". You can then enter your university login and password. It is the same platform in which you register for courses and exams. You will be able to see your provisional results under the tab "proces-verbal examens". You will receive the "final transcript" by mail.

## **RESEARCH PROJECT**

### **Should I do anything else beside the courses and my research project ?**

During your master, you will have to accomplish a **10 days internship** in another laboratory (different from where you conduct your research) and to attend at least **15 seminars** given to the neuroscience community (general public lectures like the ones during the Brain Awareness Week cannot be considered as a seminar). You will also have to **present your work** during a lab meeting or a seminar. These activities should be attested by signatures of the professors who head the labs or organize the seminars. The documents concerning these signatures for the 10 days internship and seminar participation can be found on this website:

<https://chamilo.unige.ch/home/courses/MASTERNEUROSCIENCE/index.php> where you need to register.

You will get more information on this topic at the information meeting at the beginning of the Master.

### **How can I receive information on neuroscience and seminars in Geneva area?**

Through your university email, you will receive information on some seminars and other events related to neuroscience once the master begins. You should also ask around you (your supervisor, colleagues in your host lab, other students, etc.) about other seminars or other mailing lists that may be of interest to you.

### **FINAL REPORT**

#### **How should my report be?**

You will have to write a short research manuscript in a format like a small thesis. It has to be structured as follows: introduction; (bibliographical research); experimental protocol; results; results analysis; discussion; conclusion. The report must contain at least 20 pages.

A more detailed document about the format of the thesis and the defense is [available on our website](#) [1](link) or upon request from the coordinator of the Master.

### **FINAL VIVA (ORAL EXAM)**

#### **How long does it last?**

The final oral exam consists of 30 minutes of presentation followed by 30 minutes of questions. A more detailed document about the format of the thesis and the defense is [available on our website](#) [2](link) or upon request from the coordinator of the Master.

#### **Who are the members of the jury?**

The jury is composed of the research director and two members of the teaching profession. At least two of the five different institutions (FPSE, Science, University Medical Center, Geneva University Hospital and Department of Psychiatry-Belle-idée) have to be represented in the jury. For more information, see article 9b in the Master in Neuroscience Regulation.

The supervisor needs to have the examination report during the oral exam. This document can be found on this link: <https://chamilo.unige.ch/home/courses/MASTERNEUROSCIENCE/index.php>

Please note that you need to make validate your jury by the coordinator of the master some weeks before your defense and inform her about the date of your [defense](#)[3].

#### **Which documents are necessary to get the diploma?**

##### ***- I am a student registered in the Faculty of Medicine***

The Neurocenter must be in possession of the documents listed below, duly completed and signed:

- The evaluation report paper (procès-verbal d'évaluation)
- The seminar sheet
- The training letter

These documents can be downloaded from:

<https://chamilo.unige.ch/home/courses/MASTERNEUROSCIENCE/index.php>

Once you have passed the oral exam, you need to send or bring all of these documents to the coordinator of the master. You are also asked to provide an electronic copy of your thesis to the coordinator of the master (pdf format, by email or via Wettransfer for example if the thesis is too heavy).

**- I am a student registered in the Faculty of Science**

The student secretariat of the faculty of science must be in possession of the documents listed below, duly completed and signed:

- The evaluation report paper (procès-verbal d'évaluation)
- The seminar sheet
- The training letter

These documents can be downloaded from:

<https://chamilo.unige.ch/home/courses/MASTERNEUROSCIENCE/index.php>

Once you have passed the oral exam, you need to send or bring all of these documents to the coordinator of the master who will forward them to your faculty.

You are also asked to provide an electronic copy of your thesis to the coordinator of the master (pdf format, by email or via Wettransfer for example if the thesis is too heavy).

**- I am a student registered in the Faculty of Psychology**

The student secretariat of the faculty of psychology must be in possession of the documents listed below, duly completed and signed no later than the Wednesday following the last day of the examination session:

- The evaluation report paper of the FPSE (procès-verbal d'évaluation du mémoire de recherche)
- The research certificate indicating the type of desired diffusion (attestation de recherche mentionnant le type de diffusion souhaitée)
- The cover page of the research report (page de garde des mémoires)
- The library submission page (page pour le dépôt à la bibliothèque de la FPSE)
- An electronic version of the thesis on CD (version informatisée du mémoire sur support CD)

These documents are available for download on the web pages of FPSE: *Intranet des étudiants -> Documents psychologie -> Maîtrises universitaires -> Recherches*

AND THE FOLLOWING DOCUMENTS:

- The evaluation report paper (procès-verbal d'évaluation)
- The seminar sheet
- The training letter

These documents can be downloaded from:

<https://chamilo.unige.ch/home/courses/MASTERNEUROSCIENCE/index.php>

Once you have passed the oral exam, you need to send or bring all of these documents to the coordinator of the master who will forward them to your faculty.

You are also asked to provide an electronic copy of your thesis to the coordinator of the master (pdf format, by email or via Wetransfer for example if the thesis is too heavy).

## CONTACT

### **Who should I contact in case of problems or questions during my master?**

#### ***The student administration center of UNIGE***

For questions and problems regarding registration procedure.

Website: <http://www.unige.ch/dase/buimi/Equipe.html>

#### ***The secretariat of the Faculty with which you are affiliated (note that the coordinator plays this role for students affiliated with the faculty of Medicine)***

- For courses/exams organized by their faculty and exams, remedial exams and questions regarding your grades.

- For questions/problems regarding the delivery of your diploma (documents to send for the degree, deadlines for obtaining the degree before the end of a semester, etc).

#### ***The master program coordinator***

For questions related to your research work, the 10 days internship, and seminars.

## STUDENT ASSOCIATION

There is a neuroscience student association in Geneva. The association can help with questions regarding living and studying in Geneva.

Website: <https://aeng-nsag.weebly.com/>

Email: [aeng.gnsa@gmail.com](mailto:aeng.gnsa@gmail.com)

## ACCOMODATION IN GENEVA

### **How to find an accommodation at the University of Geneva?**

See <http://www.unige.ch/dife/bulog/accueil.html>. On this site, you will find offers of housing in residences and in private. Make the effort to go and visit! However, to have access to this information, you must be definitively registered at the university.

## WORKING IN GENEVA

**Europeans holding a B permit** are allowed to work as soon as arrived in Switzerland. However, their working time must not exceed 15 hours per week. **For international people holding a permit**, it is possible to find a job but only after a period of six months and again for a number of hours not exceeding 15 hours per week.

## SCHOLARSHIP APPLICATION

The **BUIS** is in charge of taking care of scholarship applications. You can contact this link for more information: <http://cms.unige.ch/buis/index.php/aides-financieres>

To benefit from a scholarship, you need to be registered at the University of Geneva and you need to have passed a first school year in this University. There are other conditions that you can find here: <http://cms.unige.ch/buis/index.php/component/attachments/download/17>

You can make an appointment with a social worker of the BUIS to discuss the possibilities available for you.

## WHERE SHOULD I OBTAIN FURTHER INFORMATION?

Read carefully this document and the web site of the master in neuroscience:

<http://neurocenter.unige.ch/master>