FAQ
MASTER IN NEUROSCIENCE

ADMISSION REQUIREMENTS

Which conditions should I fulfill to register?

You can start the Master degree in either the Fall or Spring semester. There are two 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.

The deadline for the registration to the University of Geneva is April 30 if you start your Master degree in the Fall semester and November 30 if you start your Master degree in the Spring semester. If you need a visa, it is highly recommended to send your application at least two months before the deadline.

2) The second requisite is that you have to be accepted by a research lab for the master project before August 31 if you start your Master degree with the Fall semester, and before February 1 if you start your Master degree with the Spring semester. It is up to you to contact the labs that are of interest to you (see the research group list on the Geneva neuroscience center website: http://neurocenter.unige.ch/groups.php).

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?

It is important to start looking for a supervisor rather quickly because your acceptance in the Master’s degree depends on your admission in a laboratory. You can start your investigation any time before the registration deadline, but also after approval of your admission by the UNIGE as long as you are accepted before the start of the semester (before August 31 if you start your master with the Fall semester and before February 1 if you start your master with the spring semester).
How to do it?

You need to contact by email the supervisor who appears to you to be interesting in the list of research groups of the Geneva neuroscience center: http://neurocenter.unige.ch/groups.php

You can choose any supervisor you want and you don’t have to choose someone in your own faculty. 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.

During your first contact by email with a potential supervisor, do not forget to send your CV and if possible your grades.

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 to support and fund 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.

Is there a list of available projects?

There is no list of available projects. You have to contact the group leaders to see what projects they can propose.

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.

Students who are not registered at the University of Geneva: Enrollment to the master is done through the student administrative center of the University. 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). More information about registration procedures is found on this page: http://www.unige.ch/dife/sinscrire.html. Application deadline is April 30 for the Fall term and November 30 for the Spring term. For additional information regarding registration procedure, please contact directly the student administrative center of UNIGE (http://www.unige.ch/dife/admission/equipe.html).

Students who have a previous medical degree: For practical reasons, students with medical background will be registered in the faculty of Sciences, although the equivalence of their previous degree will be evaluated by the medical school prior to their registration.
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?

Tuitons 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

Concerning the start of study, does the program starting in Fall differ from the one in Spring?

The majority of the courses are given over one semester once a year. If you start the Master degree in Fall or in Spring, the only thing that will change is the order in which you will follow the courses.

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 should I register for exams and courses?

You simply have to go on the university website under the "Students" tab and then under “LIENS UTLS” 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 Science

You first have to register for courses and separately for exams on-line. If the courses you are following are given by the CIN 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 CIN 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 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 to get information about courses on the study plan?

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
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:


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.

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.

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

Which documents are necessary to get the diploma?

-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.

-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.

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/etumi/Equipe.html

The Faculty with which you are affiliated

- For courses and exams registration, 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 de 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: http://neurogeneve.wordpress.com/

Email: aeng.nsag@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