THESIS DEFENCE CHECKLIST

LIFE SCIENCES
PhD SCHOOL
GENEVA

The thesis defence is a public event. You can find help on organising virtual or hybrid events here.

WHEN?	TASK	RESPONSIBLE PERSON(S)
≥30 working days before planned date of defence	Register your defence through the student database and submit the registration form to your faculty's coordinator IMPORTANT: the registration form must • list all jury members • list the jury president • be signed by the student and the PI (scan or e-signature)	Student & PI
	Validate thesis jury composition by accepting the registration request	Program director & Program coordinator
Day -30 to day -15 of defence	Send e-copy of thesis (.doc or .pdf) to program coordinator	Student
	• Check format and plagiarism • If ok, send to the program director • Once validated by the program director, give feedback to the student	Program coordinator
	Send e-copy of thesis to jury members	Student
	Write thesis report, collect e-signatures from all jury members, and email signed thesis report to program director and coordinator NOTE THAT THE THESIS REPORT IS CONFIDENTIAL AND MUST NOT BE SHARED WITH THE STUDENT.	PI
	Submit to Dean's Office for approval • signed registration form *(scans or e-signatures)* • thesis *(e-copy)* • signed thesis report *(scans or e-signatures)*	Program coordinator

FACULTÉ DE MÉDECINE
FACULTÉ DES SCIENCES

UNIVERSITÉ DE GENÈVE

≥15 working days before planned date of defence	• Inform Student Office of defence (FacSci)	Program coordinator
	• PV de soutenance is issued to PI (*through the student database*) • Avis de soutenance is published	Student Office (FacSci) or Program coordinator (FacMed)
Day of defence	Have all jury members sign *(scans or e-signatures)* • the thesis report • the 'PV de soutenance' *(PI can download this from the student database)*	PI
After defence	Make corrections to thesis	Student
	Verify corrections to thesis	PI
	Fill in 'mode de publication' (FacSci) and sign it *(scans or e-signatures)*	PI, Student
	Upload on student profile in the database or email to PhD School • signed thesis report • signed 'PV de soutenance' • signed mode de publication (FacSci)	PI
	If required, emit certificate that the defence has been successful	Program coordinator (Fac Med) or Student Office (Fac Sci)
	Send Imprimatur signed by both Deans to the student	PhD School admin. assistant (Fac Med) or Student office (Fac Sci)
	Submit final version of thesis to the 'Archive ouverte'	Student
	Send the Diploma to the student	Diploma Office