

Swiss Doctoral School in Affective Sciences: General Guidelines

Description of the program

The Swiss Doctoral School (SDS) in Affective Sciences offers an interdisciplinary emotion-specific training which is designed to complement the basic doctoral training received by each student in their respective discipline and university. The PhD students enrolled in the program will benefit from educational activities and scientific expertise through their active participation in an established network of emotion researchers within Switzerland. The program will foster opportunities to build a substantial professional network through the activities proposed. The SDS in Affective Sciences is mainly intended for PhD students enrolled in Swiss universities. International scholars are also welcome to join the program as associate members. The program is funded by the University of Geneva.

Objectives:

- PhD students enrolled in the SDS Affective Sciences will develop a unique academic profile having an integrated and interdisciplinary vision of phenomena linked to affective processes, acquiring a good command of the field and methodologies.
- PhD students enrolled in the SDS in Affective Sciences will develop an extensive academic network. They will integrate the well-established research and academic network of the Swiss Center for Affective sciences, one of the largest centers for research about emotion and other affective phenomena.

The SDS in Affective Sciences does not fund PhDs, nor does it award PhDs (which are only granted by the university at which the student is enrolled). A validation document is issued after completion of the SDS program in the form of a certification complementary to the PhD degree released by the university and does not by itself constitute a PhD diploma.

Public

The program is open to any researcher doing a PhD on a topic related to emotion and/or other affective phenomena, irrespective of the field. The program is mainly intended for PhD students affiliated with Swiss institutions; however, it is open with some restrictions to students affiliated with foreign institutions. The program is compatible with any other doctoral programs in Switzerland.

Admission

Two types of membership are possible: full members are PhD students enrolled in Swiss universities or other Swiss institutions of higher education; associate members are PhD students from institutions in other countries.

Modalities	Training	Funding	Network	Information	Certificate
Full member (Swiss institution)	✓	✓	✓	✓	✓
Associate member (Foreign institution)	✓		✓	✓	✓

PhD students who are interested in enrolling in the Swiss Doctoral School in Affective Sciences as full members must:

- Be enrolled in a Swiss university.
- Work on a thesis concerning emotion or other affective phenomena.

Application procedure

1. Students are required to submit the [online application form](#) along with a CV, a cover letter, and a letter of support from their supervisor.
2. The management team evaluates the completed applications.
3. If the application corresponds to the requirements of the program, the students will be admitted to the SDS in Affective Sciences.

Application decisions may take up to 4 weeks.

Activities

The SDS in Affective Sciences offers the following types of regular activity:

Activity	Duration	Frequency
Lecture	≈ 1h	Once per month
Workshop	≈ 4h	5 per year
Graduate Seminar	≈ 4h	5 per year
Summer school	≈ 7 days	Every 2 years

- **Lectures:** Once per month (N=10 each year). The speaker will illustrate a selected topic, to be followed by a discussion with the audience. The lectures are intended to provide a forum for renowned scientists and scholars from varied disciplinary backgrounds who have made a significant contribution in their field of research to the Affective Sciences. Additional reading material can be provided to students prior to the event.
- **Workshops:** Once every two months (N=5 each year). The workshops can have different formats and they will have an average duration of 4 hours. Additional reading material can be provided to students prior to the event. For this training activity several formats are possible depending on the discipline and/or the topic that will be addressed. Examples: round table about a current research question; student presentations and discussion with peers and advanced researchers; tutorials or hands-on demonstrations of particular methodologies for the measure or analysis of affective phenomena in various disciplines, etc.

- **Graduate seminars:** Once every two months (N=5 each year). The graduate seminars will have an average duration of 4 hours. The aim of this activity is to introduce students to each discipline and/or topic of interest in the context of emotions. These sessions are practical and interactive, providing an overview of an area of interest to the field, as well as debate and exercises.
- **Summer School:** Every two years the International Summer School in Affective Sciences will be organized by the Swiss Center in Affective Sciences. The school addresses both thematic and methodological issues concerning specific topics of interest for students in the affective sciences. The ISSAS involves extensive teaching and practical group sessions. The typical duration of the International Summer School in Affective Sciences is 7 days.

Credits

A Certificate is granted once the student has obtained their PhD degree from their Faculty and upon successful completion of at least 10 credits in different categories for activities done in the SDS Affective Sciences. The activities could be those organized by the program or external validated events. The credit load granted to the various activities is equivalent to the workload contemplated in ECTS credits. The SDS certificate serves as a complement to the PhD diploma issued by each University, and attests to having received interdisciplinary training in the affective sciences.

If the student abandons their PhD studies, changes advisor or changes research topic, they must inform the Coordinator of the SDS in Affective Sciences by email within 8 weeks. Without affiliation to a university the affiliation to the SDS in Affective Sciences is terminated.

If, at the time of their PhD thesis defense, the student has not completed the required amount of credits to obtain the certificate, they may remain enrolled in the program until the confirmation of the 10 credits required or for a maximum period of 6 months.

Activity ¹	Credits	Min credits required
Lecture ²	24 lectures = 1 credit	1
Workshop	5 workshops = 1 credit	2
Graduate Seminar	5 graduate seminars = 1 credit	2
Symposium/ conference	1 day = 0.5 credits 2 days = 1 credit 3+ days = 1.5 credits	1
Talk/ poster ³	1 talk/ poster = 0.5 credit	1
Summer/ winter school	0.5 per day	2
Knowledge transfer (KT)	25h = 1 credit ⁴	1

¹ Overall 3 credits across all the activities should be interdisciplinary, meaning in a discipline different than the main discipline of the student's research. In order to indicate which activities correspond to this criterion, the student will check the corresponding box in the "Apply for credits" form.

² In addition to the lectures organized by the SDS in Affective Sciences, credits can also be obtained for lectures attended elsewhere. Examples include the talk in the Brain & Cognition series, Thumos seminars, or the talks of the Master in Affective Psychology at UNIGE.

³ To be added to credits for conference attendance, if applicable.

⁴ Preparation time should be considered when calculating credits for knowledge transfer activities.

Transversal skills	Must be decided in advance	0
Other (courses, MOOC...)	on a case-by-case basis	0

How to obtain credits

In order to apply for credits **for lectures**, the PhD student is required to fill out the form "[Lectures Credits](#)". In order to apply for credits **for any other activity** the PhD student is required to fill out the form "[Apply for Credits](#)" (with the required attachments specified in the form). There is no need to apply for credits for events organized by CISA for which registration is required – in those cases the credit is automatically assigned.

The form must then be sent to:

Kyrha Declère
 Swiss Center for Affective Sciences – Campus Biotech
 9, Chemin des Mines
 CH-1202 Geneva
education-cisa@unige.ch

Travel funding

Funding is available for the full members of the SDS in Affective Sciences to attend scientific events organized by the program or by external parties. For external events, a travel grant should be requested before the event (see below).

Available types of funding:

Travel	In Switzerland	Train: second class, half-price fare	Taxi and parking fees are not reimbursed
	Abroad	Flight: tourist class	Only for destinations that cannot be reached within 4 hours by train
Accommodation	Residential stay (e.g., summer school)	Max. 180 CHF per 24h	Including accommodation & board
	Hotel night	Max. 90 CHF per night (breakfast included)	Only for activities taking place over a minimum of two consecutive days
Meals	In Switzerland & abroad	Lunch : max. 30 CHF per meal	Max. one meal per day for activities lasting one day only, or taking place on non-consecutive days.
		Dinner: max 40 CHF per meal	Meals are not reimbursed for activities lasting less than four hours.
			Tips are not reimbursed.

Travel grant to attend scientific events

A call is open annually on January 1st for travel grants to attend scientific events organized outside the SDS Affective Sciences in that calendar year.

Guidelines:

- The event must be related to the affective sciences.

- The student will present their research (talk and/or poster). Exceptions to this rule should be duly justified.
- A limited amount of money will be available for each year call. Grants will be allocated until funds are exhausted in the ongoing call. Applications will be reviewed in chronological order of submission.
- Students can apply for a **maximum of 1'000 CHF/year** (but they can apply more than once, so long as that quantity is not surpassed).
- Students can apply at **any point of the year**, however, it is strongly recommended to submit applications **as early as possible** and at the latest one month before the date of the event, for the application to be processed in time.
- **We do not guarantee that the full requested sum will be granted.** If your application is successful, the specific amount approved will be notified by email.
- **IMPORTANT:** Please, keep in mind we do not pay lump sums; we can only reimburse the approved expenses, and upon reception of a bill.

Send your application to education-cisa@unige.ch attaching the documents below.

- [Grant application form](#)
- A detailed budget of the required sum specifying the various expected expenses, and supporting documents (e.g., print of flight quote).
- Proof of acceptance of talk/ poster. (NOTE: *If this is not available at the time of application, it will have to be submitted with the reimbursement application after the event; without the proof of participation, the approved expenses will not be reimbursed*)

Reimbursement of travel expenses

- **UNIGE members** can apply for reimbursement directly via the Portail of the UNIGE – [SI-Notes de frais](#)
- **Students not affiliated to UNIGE** should complete and send the “[Reimbursement application form](#)”, attaching original documentation for travel and accommodation (e.g., train tickets, copy of your half-price fare card, hotel invoice, proofs of payment...) to:

Kyrha Declère
Swiss Center for Affective Sciences – Campus Biotech
9, Chemin des Mines
CH-1202 Geneva
Kyrha.Declere@unige.ch

Other forms of support

Students enrolled in the SDS in Affective Sciences will automatically be added to the program mailing list and will receive information about research activities, conferences, exchange programs, calls, events, job openings, etc. In addition, they have access to a faculty mentoring program and a peer-mentor program. The students are represented at the E&T program by an elected peer. They are also encouraged to participate in the program by suggesting training and networking activities and getting involved in the organization. Private meetings with invited faculty and speakers are also possible.

Contact

Contact: education-cisa@unige.ch

Head of Education & Training:

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Scientific advisory board:

NAME	DISCIPLINE	AFFILIATION
Tobias Brosch	Psychology	University of Geneva
Fabrice Clement	Cognitive science	University of Neuchâtel
Julien Deonna	Philosophy	University of Geneva
Edouard Gentaz	Psychology	University of Geneva
Didier Grandjean	Psychology	University of Geneva
Laurence Kauffmann	Sociology	University of Lausanne
Luc Mallet	Psychiatry	University of Geneva
Julie Peron	Neuropsychology	University of Geneva
Kerstin Preuschoff	Neuroeconomics	University of Geneva
Ulrike Rimmele	Neuroscience	University of Geneva
David Sander	Psychology	University of Geneva
Marianne Schmid-Mast	Psychology	University of Lausanne
Sophie Schwartz	Neuroscience	University of Geneva
Cristina Soriano	Linguistics	University of Geneva
Fabrice Teroni	Philosophy	University of Geneva
Patrik Vuilleumier	Neuroscience	University of Geneva