

Swiss Doctoral School in Affective Sciences: *General Guidelines*

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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 to an established network of emotion researchers within Switzerland. The program will foster opportunities to build candidates' professional networks through the activities proposed by the program. 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. It is primarily funded through the instruments of swissuniversities.

Objectives:

- PhD students enrolled in the SDS in Affective Sciences will develop a unique academic profile having an integrated and interdisciplinary vision of phenomena linked to affective processes, and thus acquire a deep knowledge about 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 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 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 in the field of affective sciences and carry out a thesis concerning emotion or other affective phenomena.

Application procedure:

1. Students are required to complete and 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.

This procedure takes about 4 weeks.

Activities

The following activities will be organized by the SDS in Affective Sciences.

- **Lectures:** Once per month (N=10 each year). The speaker will illustrate a selected topic in a 60-minute presentation. This will be followed by a 30-minute 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 will 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 will 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.
- **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 and ample opportunity for 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 to 10 days.

| Activity | Duration | Frequency |
|-------------------------|------------|----------------|
| <i>Lecture</i> | ~1.5 hours | Once/month |
| <i>Workshop</i> | ~4 hours | Every 2 months |
| <i>Graduate Seminar</i> | ~4 hours | Every 2 months |
| <i>Summer School</i> | ~7 days | Every 2 years |

Credits

A **SDS in Affective Sciences Certificate** is granted once the student has obtained the PhD degree from her/his Faculty and upon successful completion and confirmation of at least **11 credits** for course work from the SDS in Affective Sciences course program. The credits granted from the SDS in Affective Sciences are equivalent to the workload in ECTS credits. The certificate is complementary to the one released by the University, and has no legal value *per se*.

If the student withdraws from her/his University, changes Faculties, or is eliminated from the University, she/he must inform the Coordinator of the SDS in Affective Sciences by email within 8 weeks; if she/he is no longer affiliated with a University, the affiliation with the SDS in Affective Sciences will also be terminated.

If, at the time of her/his PhD thesis defense, the student has not completed the required amount of credits to obtain the certificate, she/he may remain enrolled in the program until the confirmation of the 11 credits required or for a maximum period of 6 months.

| Activity ¹ | | Credits calculation | Min credits required |
|---|---|--|----------------------|
| <i>Lecture</i> ² | | 12 lectures = 1 credit | 2 |
| <i>Workshop</i> | | 5 workshops = 1 credit | 2 |
| <i>Graduate Seminar</i> | | 5 graduate seminars = 1 credit | 2 |
| <i>Conference/Symposium (only attendance)</i> | | 1 day = 0.5 credit 2 days = 1 credit >=3 days = 1.5 credit | 1 |
| <i>Talk/Poster</i> ³ | | 0.5 credit per talk or poster | 1 |
| <i>Summer/Winter School</i> | | 0.5 credit each day | 2 |
| <i>Knowledge Transfer</i> | (minimum 2 activities) | 25h = 1 credit ⁴ | 1 |
| <i>Soft Skills Training</i> | Must be validated by SDS in Affective Sciences Coordinator ⁵ | | |
| <i>Other activities (MOOCs, courses, ...)</i> | | | |

¹Overall 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.

²In addition to the lectures organized by the SDS in Affective Sciences, credits can also be obtained for Brain & Cognition lectures, Thumos lectures, Motivation, affect and personality lectures as soon as their duration is at least 90 minutes.

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

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

⁵ In specific cases, a limited number of credits completed with external partner institutions can also be approved. Please seek approval from the SDS in Affective Sciences Coordinator before signing up.

How to obtain credits:

In order to apply for credits, **for each activity** the PhD student is required to fill out the "Apply for credits" form that can be downloaded from the website.

The form must then be sent to:

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

Other Services

Travel Funding Support

Travel funding support to participate in training activities **organized by the SDS in Affective Sciences:**

| | | | Comment |
|---------------------------------|-----------------------|--|---|
| <i>Travel</i> | Switzerland | Train: second class, half-price fare | Taxi and parking fees are not reimbursed |
| <i>Accommodations and meals</i> | ISSAS (Summer school) | Max. 180 CHF per 24h | |
| | Geneva | Max. 90 CHF per night (breakfast included) | |
| | | Max. 25 CHF per meal | Max. one meal per day for activities lasting one day or taking place on non-consecutive days. For activities lasting less than four hours, meals are not reimbursed. Tips are not reimbursed. |

Procedure for reimbursement of travel expenses the participation in training activities **organized by the SDS in Affective Sciences:**

Complete and send the “Reimbursement application” form that can be downloaded from the website, with the original documents for travelling and accommodation (e.g., train tickets, copy of your half-price fare card, and hotel invoice) to:

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

Information

Students enrolled in the SDS in Affective Sciences will automatically be added to the program mailing list and will receive updates and information about research activities, conferences, exchange programs, and job openings.

Career Support

The program will support students in the development of their academic career, principally by providing information and counseling about funding opportunities.

Contacts

Contact: education-cisa@unige.ch

Direction and Coordination

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Advisory Board

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|----------------------|---|--|-----------------------------|
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