In parallel to your doctoral research, the writing of your thesis manuscript and the activities specific to your department, you have to take part in a study program (events & courses). It is an opportunity to get knowledge, improve competencies required in research & boost your career. The FREE study program is flexible and can be customized. You have to obtain 12 ECTS credits by the end of your PhD.

**As soon as you are registered as PhD student**
- Check your email address @unil.ch, our messages will be sent to this address only.
- Check the study program on our website.
- In agreement with your thesis director, customize your study program (p.2).

**Activities with ECTS credits (p.4)**

1. **listed on our website:**
   - **Tutorials** (discussion groups, which are followed by an evaluation, p.3).
   - **PhD level courses, seminars, events...**

2. **conferences, events & other courses:**
   - **International conferences, national meetings & workshops** organized by renowned universities and institutions
   - **Oral presentations of the thesis research** outside the department (for peers & senior researchers).
   - **Summer schools, PhD level courses, meetings and seminars outside the list** (organized by renowned entities) might be recognized. We encourage you to take part to them, however contact us in advance to ensure we will recognize them.

**Credits requirements in your 1st year**
- 4 ECTS credits (min), of which 2 are obtained from tutorials (see page 3 for the exact conditions) and 2 with participation in seminars, courses or congresses/workshops/meetings.
- Course documents should be sent for validation at the end of the 1st year. Use Checklist 1.

**In the following years**
- At least 12 ECTS credits in total (including those obtained during the first year). Use Checklist 2.

**Keep in mind**
- At least 12 ECTS credits should be obtained by the end of the PhD doctoral studies in the following categories: tutorials, conferences/workshops/meetings, PhD level courses, oral presentations outside the department, seminars and soft skills courses; we recommend a maximum of 3-4 ECTS credits in the last category.
- It is better to forward the documents for validation of the courses at any time during your thesis but no later than at least four weeks before the announcement of the date of your private defense to the Thesis Office (the same deadline applies for the request of your ECTS Certificate).
- Check the web portal MyUNIL to visit your ECTS file.
- Always keep the original documents and send us copies.

**How to validate the activities?**
For ALL the activities (except tutorials), send us (headquarters’ address on p.4) the participation forms, signed by your thesis director and yourself, and attach the requested documents (e.g. certificate of participation, program...); possibly by postal mail, or if abroad e.g., by e-mail, in PDF with all the relevant documents merged in the appropriate order.
Click here: www.unil.ch/ecoledoctoralefbm/validationects
### Guidelines for the FREE study program

Customize your study program – in agreement with your thesis director – to enrich your thesis experience and gain knowledge & skills.

<table>
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<tr>
<th>STEPS</th>
<th>SCIENTIFIC SKILLS</th>
<th>TRANSVERSAL SKILLS</th>
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| **Launch your thesis research & be part of the UNIL network** | Develop your critical thinking & get an interdisciplinary experience:  
- Two tutorials - 2 ECTS - Mandatory | Get specific knowledge & skills useful for your thesis:  
- Getting your PhD off to a good start! And other UNIL courses, section Thesis from A to Z  
- CUSO transversal program  
- Plagiarism & Scientific Integrity  
- Data management & Open data in life science |
| **1st year** | Gain knowledge in your field:  
- Seminars  
- PhD courses  
- Thematic study programs  
- CUSO courses  
- Biology for non-biologists - 0 ECTS - Mise-à-niveau | Be part of a PhD association (ADAS, BSNL): join a supportive network & gain experience in project management!  
- [www.unil.ch/ecoledoctoralefbm/asso](http://www.unil.ch/ecoledoctoralefbm/asso)  
*The membership is not accreditable per se, but you may receive an UNIL-FBM official certification if your contribution was remarkable. For more info, contact the Doctoral School.* |
| **4 ECTS** | Expose your work to experts & the lay public:  
- An oral or a poster presentation during national or international conferences  
- An oral presentation about the thesis results outside the department (public: researchers)  
- D.Day - Discover what your neighbours are working on!  
- Seminars/meetings/workshops  
- My thesis in 180° seconds | Get specific knowledge & skills useful for your thesis:  
- Plagiarism & scientific integrity  
- Ethics in research, Anonymisation of quantitative data and other UNIL courses, section Thesis from A to Z & Spice up your research!  
- CUSO transversal program  
- Scientific writing & communication  
- Business Concept Training |
| **2nd & 3rd year** | Get knowledge in your field:  
- PhD courses  
- Thematic study programs  
- CUSO courses | Life Science Career Day, career support services & consultations:  
*ECTS are provided for courses/workshops only*  
- [www.unil.ch/ecoledoctoralefbm/support](http://www.unil.ch/ecoledoctoralefbm/support)  
*Courses, seminars & events outside the program might be recognized. We encourage you to take part to those organized by other universities and renowned entities, however contact us in advance to ensure we will recognize them.* |
| **6-8 ECTS** | Gain knowledge & expose your work:  
- An oral or a poster presentation during national or international conferences  
- Seminars/meetings/workshops  
- An oral presentation about the thesis results outside the department (public: researchers) | Get ready to present your thesis:  
- Get ready for the thesis defense and other UNIL courses, section Thesis from A to Z, Spice up your research |
| **4th year +** | **Get ready for the thesis defense & beyond** | Life Science Career Day, career support services & consultations:  
*ECTS are provided for courses/workshops only*  
- [www.unil.ch/ecoledoctoralefbm/support](http://www.unil.ch/ecoledoctoralefbm/support) |
| **0-2 ECTS** | **12 ECTS** | **8-9 ECTS recommended (6 ECTS min)**

Courses, seminars & events outside the program might be recognized. We encourage you to take part to those organized by other universities and renowned entities, however contact us in advance to ensure we will recognize them.  

**3-4 ECTS recommended (6 ECTS maximum)**

Get ready to present your thesis:  
- Get ready for the thesis defense and other UNIL courses, section Thesis from A to Z, Spice up your research  
- Life Science Career Day, career support services & consultations:  
*ECTS are provided for courses/workshops only*  
- [www.unil.ch/ecoledoctoralefbm/support](http://www.unil.ch/ecoledoctoralefbm/support)
Introduction
In your first year as a PhD student, you have to take part and succeed in two tutorials. Please find below some information summarising why tutorials are important to your PhD training & what their main objectives are.

What is a tutorial & why?
You are an advanced student & junior researcher that needs to gain expertise in thinking & solving problems.

A tutorial consists of a small-group teaching (3 to 20 students), which aims to:
• Encourage participative learning (share ideas & debate)
• Develop critical thinking
• Integrate you into a larger research network inside our Faculty

Tutorials are short in duration (4-5 sessions of 2-3 hours each) and are followed by an evaluation.

The topic discussed during the tutorial does not require to be related to your thesis research. The main idea is to encourage you to explore other research fields at our Faculty and help you develop your critical thinking about scientific topics in addition to your thesis work.

www.unil.ch/ecoledoctoralefbm/phdlifesciences

A tutorial may include:
• Seminars & oral presentations
• Problem-solving sessions
• Case studies
• Project work & essays

There is usually scientific articles to read, oral presentations to prepare, homework & suggestions for books and other material to consult.

What is the role of the tutor?
• Introduce a new scientific field and assess your capacity to read, understand & analyse related scientific articles and apply critical thinking.
• Encourage you to communicate, be active & argue about scientific matters.
• Provide constructive feedback and advice about your needs related to your scientific development.

Attendance: required to all the sessions.

Assessment:
• The tutor assesses your performance & the Doctoral School communicates to you the outcome.
• The tutor cannot be your thesis director (unless two tutors are responsible for the tutorial).
• For PhD students who need to strengthen their skills, the tutorial will be followed by a meeting with the tutor, the thesis director and, in some cases, with the thesis committee.
## Events: Equivalence in ECTS Credits

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<tr>
<th>Events</th>
<th>Descriptive</th>
<th>ECTS Credits</th>
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| Tutorial        | See page 3.                                                                 | • Usually 1 ECTS  
|                 |                                                                             | • There are some exceptions                                                  |
| Course          | PhD level                                                                   | Depends on the:  
|                 | Interested in other courses outside the program organized by other universities and renowned entities? We encourage you to take part to them, just contact us to ensure we will recognize them. | • Home work  
|                 |                                                                             | • Evaluation  
|                 |                                                                             | • Duration of the course  
|                 |                                                                             | • Rule ->1 ECTS = 25h-30h                                                   |
| Seminar         | Series of seminars with invited speakers/experts in the field who are external to the University & Faculty. se = sessions Interested in other seminars outside the program organized by other universities and renowned entities? We encourage you to take part to them, just contact us to ensure we will recognize them. | Depends on the type and duration of the seminar:  
|                 |                                                                             | • 12 se of 1h each = 1 ECTS  
|                 |                                                                             | • 6 se of 2h each = 1 ECTS                                                   |
| Conference      | With a presentation of a poster as first author or talk. Organized by a renowned university or institution. | • 1 ECTS                                                                    |
| (≥ 2 Days)      |                                                                             |                                                                              |
| Conference      | Without any poster/oral as first author. Can be validated exceptionally only. It is strongly recommended to always present a poster as first author or a talk. | Depends on the duration of the scientific content:  
| (≥ 2 Days)      |                                                                             | • Rule ->1 ECTS = 25h-30h                                                   |
| Talk            | Presentation of the thesis results for a public larger than the department (during a conference, a meeting...). | • 1 ECTS                                                                    |
| Meeting         | Short conference with invited speakers/experts who are external to the Institute, University & Faculty With presentation of a poster as first author. | • 1.5 days = 0.75 ECTS  
|                 |                                                                             | • 1 day = 0.5 ECTS  
|                 |                                                                             | • 0.5 day = 0.25 ECTS                                                      |
| Meeting         | Short conference with several invited speakers/experts external to the Institute, University & Faculty Without any poster/oral as first author. Can be validated exceptionally only. It is strongly recommended to always present a poster as first author or a talk. | Depends on the duration of the scientific content:  
|                 |                                                                             | • Rule -> 1 ECTS = 25h-30h                                                 |
| Workshop        |                                                                             | Depends on the:  
|                 |                                                                             | • Home work  
|                 |                                                                             | • Evaluation  
|                 |                                                                             | • Duration of the workshop  
|                 |                                                                             | • Rule -> 1 ECTS = 25h-30h                                                 |

**check our program & guidelines on-line:** [www.unil.ch/ecoledoctoralefbm/phdlifesiences](http://www.unil.ch/ecoledoctoralefbm/phdlifesiences)

### Any queries on the courses & credits?
**Send us an e-mail:** program.ls@unil.ch  
General queries: 021 692 40 01 / Educational advice: 021 692 40 02

**PhD Program in Life Sciences free study option**  
**Doctoral School FBM, Amphipôle, Office n°304**  
**UNIL-Sorge, Dorigny**

### Any queries related to the thesis procedure*?
**Send an e-mail:** phdthesis@unil.ch  
**Or dial:** 021 692 40 00  
*Thesis manuscript, jury, half-term exam, reports, committee, deadlines, thesis defence...**