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

as soon as you are registered as a PhD student
- Check your email address @unil.ch, information from us 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 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 institutions) might be recognized. We encourage you to take part to them, however contact us in advance to ensure they can be accredited.

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 the remaining 2 via participation in seminars, courses or congresses/workshops/meetings.
- Course documents should be sent for validation at the end of the 1st year. Read the 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 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), forward to the Doctoral School the participation/attendance 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, 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.

### STEPS

#### 1st year
- **Launch your thesis research & be part of the UNIL network**
  - Develop your critical thinking skills & get an interdisciplinary experience:
    - Two tutorials - Mandatory
  - Gain knowledge in your field:
    - Seminars
    - PhD courses
    - Thematic study programs
    - CUSO courses
    - Biology for non-biologists - 0 ECTS - Mise-à-niveau
  - 4 ECTS

#### 2nd & 3rd year
- **Develop your scientific knowledge, transversal skills & expand your scientific network**
  - Expose your work to experts & the lay public:
    - Oral or poster presentation during national or international conferences
    - Oral presentation outside the department about the thesis results (public: researchers)
    - D.Day - Discover what your neighbours are working on!
    - Seminars/meetings/workshops
    - My thesis in 180 seconds
  - Get knowledge in your field:
    - PhD courses
    - Thematic study programs
    - CUSO courses
  - 6-8 ECTS

#### 4th year +
- **Get ready for the thesis defense & beyond**
  - Gain knowledge & expose your work:
    - Oral or poster presentation during national or international conferences
    - Seminars/meetings/workshops
    - Oral presentation outside the department about the thesis results (public: researchers)
  - 0-2 ECTS

### SCIENTIFIC SKILLS

#### 1st year
- **Scientific skills**
  - 12 ECTS

#### 2nd & 3rd year
- **Scientific skills**
  - 8-9 ECTS recommended (6 ECTS min)

#### 4th year +
- **Scientific skills**
  - 3-4 ECTS recommended (6 ECTS maximum)

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.

### TRANSVERSAL SKILLS

- **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

- **Be part of a PhD association (ADAS, BSNL): join a supportive network & gain experience in project management!**
  - 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.

- **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

- **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

Life Science Career Day, career support services & consultations:
(ECTS are provided for courses/workshops only)
www.unil.ch/ecoledoctoralefbm/support

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.
what is a tutorial and why?
Information for PhD students

Introduction
In your first year as a PhD student, you are required 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 critical 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 need 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 skills about scientific topics in addition to your thesis work.

www.unil.ch/ecoledoctoralefbm/phdlifesciences

regulatory texts are authentic. All titles and functions may apply to both men and women. Light pink spiral: © Marité Sauser, Communication FBM

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

There are 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.
<table>
<thead>
<tr>
<th>Category</th>
<th>Descriptive</th>
<th>ECTS Credits</th>
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<tbody>
<tr>
<td>Tutorial</td>
<td>See page 3.</td>
<td>• Usually 1 ECTS</td>
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<tr>
<td></td>
<td></td>
<td>• There are some exceptions</td>
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<td></td>
<td><strong>Course</strong></td>
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<td>PhD level</td>
<td>Depending on:</td>
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<td><em>Interested in other courses outside the program organized by other universities and renowned entities? We encourage you to take part in them, just contact us to ensure they will be accredited.</em></td>
<td>• Homework</td>
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<td>• Evaluation</td>
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<td>• Contact hours/Duration</td>
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<tr>
<td>Seminar</td>
<td>Series of seminars with invited speakers/experts in the field who are external to the University &amp; Faculty. <em>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.</em></td>
<td>Depending on type and duration:</td>
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<td></td>
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<td>• 12 se of 1h each = 1 ECTS</td>
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<td>• 6 se of 2h each = 1 ECTS</td>
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<td><strong>Conference (≥ 2 Days)</strong></td>
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<td>With poster or oral presentation as first author.</td>
<td>• 1 ECTS</td>
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<td><em>Organized by a renowned university or institution.</em></td>
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<td></td>
<td></td>
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<td></td>
<td>Without poster or oral presentation as first author.</td>
<td>Depending on duration of the scientific content.</td>
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<tr>
<td></td>
<td><em>May be validated <strong>exceptionally only</strong>. It is strongly recommended to always present a poster or an oral presentation as first author.</em></td>
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<tr>
<td>Talk</td>
<td>Presentation of the thesis results for a public larger than the department (during a conference, a meeting...).</td>
<td>• 1 ECTS</td>
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<tr>
<td>Meeting</td>
<td>Short conference with invited speakers/experts who are external to the Institute, University &amp; Faculty With presentation of a poster as first author.</td>
<td>• 1.5 days = 0.75 ECTS</td>
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<tr>
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<td>• 1 day = 0.5 ECTS</td>
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<td>• 0.5 day = 0.25 ECTS</td>
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<tr>
<td>Meeting</td>
<td>Short conference with several invited speakers/experts external to the Institute, University &amp; Faculty Without any poster or oral as first author. <em>May be validated <strong>exceptionally only</strong>. It is strongly recommended to always present a poster or an oral presentation as first author.</em></td>
<td>Depending on duration of the scientific content.</td>
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<tr>
<td>Workshop</td>
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<td><strong>HOW TO VALIDATE the activities?</strong></td>
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<td>1. For ALL the courses, conferences, seminars, meetings and workshops forward us the Participation/Attendance Forms (special documents available on our website) signed by your thesis director and yourself; attach all the requested documents (e.g. copies of the certificate, the overview of the program...).</td>
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<td>2. Participation/Attendance Forms are available <a href="http://www.unil.ch/ecoledoctoralefbm/validationects">on our website: www.unil.ch/ecoledoctoralefbm/validationects</a></td>
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<td>3. Forward the forms to the Doctoral School for the ECTS equivalence. The evaluation in number of ECTS is done by the Doctoral School only.</td>
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<td>4. Check your ECTS file on <a href="http://www.unil.ch/">MyUnil</a>.</td>
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</table>

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

**any queries on the courses & credits? send us an e-mail:** [program.lse@unil.ch](mailto:program.lse@unil.ch)
**general queries:** 021 692 40 01 / [educational advice](mailto:program.lse@unil.ch) 021 692 40 02

**PhD program in life sciences free study option**
**doctoral school FBM, amphitope, office n°324**
**UNIL-Sorge, Dorigny**

**any queries related to the thesis procedure*? send an e-mail:** [phdthesis@unil.ch](mailto:phdthesis@unil.ch)
**or dial:** 021 692 40 00
*thesis manuscript, jury, half-term exam, reports, committee, deadlines, thesis defence...