

## Step-by-step procedure to submit a School of Biology First-step or Master thesis project

### Project preparation

The First-step and Master project descriptions should give the students a clear and concise understanding of the proposed project. They are to be prepared in English and should be divided into five (or six) subsections: Title, Introduction, Aim of the project, Experimental approach, Significance, and (if desired) References. The total length of the description should not exceed 3000 characters (including spaces); for subsection character limitations see the submission site.

### Access to the site for submissions

1. Go to the School of Biology website, and (in the English version) go to « For teachers» → « Master thesis» [http://www.unil.ch/ecoledebiologie/page80946\\_en.html](http://www.unil.ch/ecoledebiologie/page80946_en.html)
2. Click on the button at the bottom of the page « First-steps and Master thesis projects submission».
3. Enter your login as for UNIL email.
4. For best visibility of the pages please open the web page on your screen as wide as possible.

### Step-by-step procedure for project submission

1. If you are also a director of Master projects for the School of Medicine, you need to select “School of Biology” when given the choice.
2. The window for project submission opens with your name and address: if the information is incorrect, please advise the School of Biology ([ecoledebiologie@unil.ch](mailto:ecoledebiologie@unil.ch) or Raffaella Guidi at 021 692 40 12).
3. Note that the project director is simultaneously listed as the “direct supervisor” who would normally be, for example, a lab postdoc or senior PhD student. For technical reasons, the direct supervisor can only be correctly listed once the project has been saved as described in step 12 below.
4. To submit your project, click on « Add a new project» at or near the bottom of the page.
5. Choose the type of the project: First-step or Master thesis. Note that your first 2013-14 submission, must be a First-step project. (See *warning below*).
6. Fill in the boxes with the appropriate subsection of the project description. (Please note that each box begins with the title of the section. Please leave this in place so that the subsection title shows up in the version that the students will see.)
7. If desired, indicate a link to a (e.g., your) website.
8. Indicate your department or service: Use the predefined list by clicking on the box with the three dots “...” to the right of the blank box).
9. Indicate for which Master students the project is proposed (more than one can be selected).
10. Indicate the subject area(s) related to the project (not mandatory).
11. Click on « Save» to save the project: A summary of the project appears.
12. You can now modify the name of the direct supervisor if needed. The direct supervisor is the person who will supervise the student during the project. If the name you enter elicits a « Direct supervisor inconnu » response, please contact the School of Biology ([ecoledebiologie@unil.ch](mailto:ecoledebiologie@unil.ch) or Raffaella Guidi at 021 692 40 12).
13. Before leaving the page, you can modify the project by clicking on the « Edit» button.
14. To submit another project or review your projects click on « return » written in red on the top – left side of the window after “School of Biology”.
15. When you are finished, log out on the top-right side of the window.

### Warning

Each project director must propose a First-step project to be able to propose a Master project. Thus by default the first project to be entered must be a First-step project.