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 points by the end of your PhD. This is an opportunity to get knowledge, improve competencies as a researcher, boost your career, and increase your network.

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 points (p.4)
1. listed on our webpage:
   - 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 in them, however contact us in advance to ensure that credits can be granted;
   - The evaluation in number of ECTS is done by the Doctoral School only.

Credits requirements in your 1st year
- 4 ECTS points (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/Milestones Summary).

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

Keep in mind
- At least 12 ECTS points should be obtained by the end of the doctoral studies in each of the following categories: tutorials, conferences/workshops/meetings, PhD level courses, oral presentations outside the department, seminars and transversal skills courses; we recommend a maximum of 3-4 ECTS points 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 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 consult 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.
Info: www.unil.ch/ecoledoctoralefbm/validationects
<table>
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<tr>
<th>STEPS</th>
<th>SCIENTIFIC SKILLS</th>
<th>TRANSVERSAL SKILLS</th>
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| **1st year** | Launch your thesis research & be part of the UNIL network | Develop your critical thinking skills & get an interdisciplinary experience:  
• Two tutorials - 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 |
|  | Gain knowledge in your field:  
• Seminars  
• PhD courses  
• Thematic study programs  
• CUSO courses | Be part of a PhD association (ADAS, BSNL): join a supportive network & gain experience in project management!  
• www.unil.ch/ecoledoctoralefbm/asso  
We do not grant ECTS points for an active membership, but we may deliver a UNIL-FBM official certification. For more info, contact the Doctoral School. |
| **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  
• ADAS Three Minute Thesis / Ma thèse en 180 secondes UNIL | Get specific knowledge & skills useful for your thesis:  
• Plagiarism & scientific integrity  
• Ethics in research, Open research data and other UNIL courses, section Thesis from A to Z & Spice up your research!  
• CUSO transversal program  
• Scientific writing & communication  
• Business Concept Training |
|  | Get knowledge in your field:  
• PhD courses  
• Thematic study programs  
• CUSO courses | Life Science Career Day, career support services & consultations: (ECTS points are not granted for career consultations, networking and orientation activities.)  
• www.unil.ch/ecoledoctoralefbm/support |
| **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) | 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 points are not granted for career consultations, networking and orientation activities.)  
• www.unil.ch/ecoledoctoralefbm/support |

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

8-9 ECTS points are recommended (6 ECTS min)  
3-4 ECTS points are recommended (6 ECTS max)
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 informs you about 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 & Courses: Equivalence in ECTS Points

### Rule:
25h-30h of certified workload = 1 ECTS point. ECTS points indicate the required workload to complete a training (e.g., contact hours, homework & type of assessment). The evaluation in number of ECTS is the sole responsibility of the Doctoral school.

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
<th>ECTS Credits</th>
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<tbody>
<tr>
<td>Tutorial</td>
<td>See page 3.</td>
<td>Usually 1 ECTS</td>
</tr>
</tbody>
</table>
| Course                          | PhD level  
*Interested in other courses outside the program organized by other universities and renowned institutions? We encourage you to take part in them, however contact us in advance to ensure we will recognize them and to check how many ECTS points we will grant.*  | • 25h-30h of w.l. = 1 ECTS point  
 w.l. = workload |
| Seminar                         | Series of seminars with invited speakers/experts in the field who are external to the University & Faculty.  
*Interested in other seminars outside the list on our website? Contact us to ensure we will recognize them.*  | Depending on type and duration:  
• 12 se of 1h each = 1 ECTS  
• 6 se of 2h each = 1 ECTS  
se = sessions / Preparation before attending the seminar: reading one/two article(s). An extra work might be expected. |
| National or international conference | ≥ 2 Days. With poster or oral presentation as first author.  
Organized by a renowned university or institution.  | • 1 ECTS |
| Talk                            | Presentation of the thesis results outside the department  
*Context:* as invited speaker in another university/lab, in front of several experts/advanced researchers...  | • up to 1 ECTS |
| Meeting                         | Short conference with several invited speakers/experts who are external to the 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 |
| Conference or meeting (as described above) | Without any poster or oral as first author: may be validated exceptionally only.  | Depending on the scientific content |
| Summer school/workshop          | PhD level, contact hours, homework & type of assessment  
*25h-30h of w.l. = 1 ECTS point*  
 w.l. = workload |

### How to Validate the Activities?
1. For ALL the courses, conferences, seminars, meetings and workshops forward us the Participation/Attendance Forms (specific 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...).
2. Participation/Attendance Forms are available on our website: www.unil.ch/ecoledoctoralefbm/validationects
3. Forward the forms to the Doctoral School for the ECTS equivalence. The evaluation in number of ECTS is the sole responsibility of the Doctoral school. Check your ECTS file on MyUnil.

### Check our Program & Guidelines on-line:
www.unil.ch/ecoledoctoralefbm/phdlifesciences

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**Any queries on the courses & credits? Send us an e-mail:** program_ls@unil.ch  
**General queries:** 021 692 40 01 / Pedagogical guidance: 021 692 40 02

**PhD Program in Life Sciences free study option**  
Doctoral School FBM, Amphipôle, Office n°324  
UNIL-Sorge, Dorigny

**Any queries related to the thesis procedure?** Send an e-mail: phdthesis@unil.ch  
Or dial: 021 692 40 09

*Thesis manuscript, jury, mid-thesis exam, reports, committee, deadlines, thesis defence...*

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*Version April 2021. Only regulatory texts are authentic. All titles and functions may apply to both women and men.*