Information on the CVM doctoral program and on the PhD thesis procedure

Please carefully read the rules and guidelines on the following three pages:

A. Concerning the CVM doctoral program and the Doctorate in Life Sciences (PhD):

**For students enrolled from Autumn 2011:**

1. **12 ECTS credits** should be obtained by the end of the PhD doctoral studies.

2. **At the end of the first year, at least 4 ECTS credits should be obtained.** Two of these 4 credits should be obtained by participation to 2 tutorials organized by the FBM Doctoral School.

3. To have a “CVM certified” PhD thesis in Life Science from the University of Lausanne, and therefore receive the Certificate in Cardiovascular and Metabolism Science, **students must obtain 9 ECTS** by the end of their thesis from either seminars, tutorials, courses, mini-symposia, or meetings that are recognized and approved as part of the CVM thematic program. Events recognized by the CVM thematic program are listed below.

4. **4 out of 9 ECTS must be obtained through participation to 4 different CVM mini-symposia** worth 1 ECTS each (morning seminars and afternoon workshop).

5. Aside from mini-symposiums, the other 5 ECTS required for a CVM certified PhD may be obtained via participation to the CVM accredited events listed below.

6. To complete the required 12 ECTS, the remaining 3 ECTS may be obtained in other subject areas.

**For students enrolled prior to Autumn 2011:**

1. **12 ECTS credits** should be obtained by the end of the PhD doctoral studies.

2. **At the end of the first year, at least 4 ECTS credits should be obtained.** Two of these 4 credits should be obtained by participation to 2 tutorials organized by the FBM Doctoral School or by participation to 1 tutorial and 1 mini-symposia (morning seminar and afternoon workshop).

3. To have a “CVM certified” PhD thesis in Life Science from the University of Lausanne, and therefore receive the Certificate in Cardiovascular and Metabolism Science, **students must obtain 9 ECTS** by the end of their thesis from either seminars, tutorials, courses, mini-symposia, or meetings that are recognized and approved as part of the CVM thematic program. Events recognized by the CVM thematic program are listed below.

4. To complete the required 12 ECTS, the remaining 3 ECTS may be obtained in other subject areas.
List of CVM accredited events

Mini-symposia:
Mini-symposia consist of a morning session of 4 seminars (0.25 ECTS) and an afternoon workshop where students discuss papers with the speakers (0.75 ECTS). The papers are given to the students in advance for preparation.

The CVM committee will ensure that 2 mini-symposia are proposed each year (http://www.unil.ch/edcvm).

Seminar series:
To obtain 1 ECTS students are required to participate to 12 seminars (can be accumulated from different seminar series):

- Department of Pharmacology and Toxicology seminars
- Department of Physiology seminars
- DBCM seminars
- CIG seminars
- CHUV cardiology or metabolism seminars

To obtain 2 ECTS:
DPT literature seminars: consist of 12-16 journal club like sessions (minimum of 12) that last 1.5 hours and are held at the DPT. The students register prior to commencing the seminar series and are required to prepare and discuss a journal paper with a given group leader in the department. The group leaders take turns in hosting the journal club.. By attending 12 DPT literature seminars students obtain 2 ECTS.

Tutorials:
Any tutorial given by a group leader in the CVM program (UNIL/CHUV) will be CVM accredited. The CVM committee will ensure that 2 tutorials are given by a CVM group leader per year. 1 tutorial = 1 ECTS. A list of tutorials offered by the doctoral school can also be found on the CVM web site by clicking on the link “tutorials”.

Meetings/Conferences
Students are highly recommended to attend national and international meetings/conferences in the field of “Cardiovascular and Metabolism”. The most important yearly events are listed on the CVM web site. Many meetings/conferences are accredited by the CVM program. If uncertain, students should contact the CVM PhD program coordinator.

A student who presents a poster or talk at a meeting/conference will obtain 1 ECTS.

Students should contact the CVM coordinator if they are unsure whether a certain event is CVM accredited:
Contact CVM: Dr Ulrike Toepel (Ulrike.toepel@unil.ch)
B. Concerning the thesis procedure of the doctorate in Life Sciences (PhD):

1. Composition of the thesis committee: The thesis committee must be selected by common consent between the thesis director and the doctoral student. Its composition must be communicated to the Doctoral School at the latest one year following registration with the doctoral school. The form for thesis committee selection can be downloaded on the [website](http://example.com).

2. Submission of the first year report: The report must be co-signed by the thesis director and sent to the thesis committee and the Doctoral School. Together with the first year report, documents should be sent for validation of the 4 ECTS and to confirm the composition of the thesis committee members.

3. Submission of the yearly report: At the end of each year, a research report must be co-signed by the thesis director and sent to the thesis committee and the Doctoral School.

Contact person for Doctoral School: Marinette Donadeo (marinette.donadeo@unil.ch)

C. For a good start

**Web site of the Doctoral School**: If you are looking for information on the Doctorate in Life Sciences (e.g. thesis procedure, doctoral program, documents and forms, rules and directives).

**UNIL-IT Service**: Please, activate your account [here](http://example.com) and use it as soon as possible. Be aware: to keep your access, you must pay the biannual registration fee. (IT-Helpdesk: 021 692 22 11, [helpdesk@unil.ch](mailto:helpdesk@unil.ch)).

Your firstname.lastname@unil.ch email address: please note that all information will be sent via email to this address.

Your username and password will enable you to use:
the on-line system for the registration to the tutorials and courses organized by the Doctoral School;
the web portal MyUNIL (http://my.unil.ch) to visit your personal IT academic file (i.e. thesis procedure and doctoral program).

The CVM PhD Program Committee and Coordinator wish you full success in your doctoral studies.