

Important Notice: Please ensure that you fill out this form using **Adobe** for proper processing!

RESPONSIBILITIES OF THE UNIL MASTER'S CURRICULUM CO-DIRECTOR

Please note that **Master projects outside UNIL cannot benefit from financial support from the School of Biology except in rare cases** and on duly justified requests at the time of submission of the project. **If you are in this situation**, please provide the estimation of the budget so that it can be evaluated by the School of Biology Council.

Select your Master to show the corresponding information:

BEC MLS MB HT

Reminder of the objectives of a Master's curriculum

- Develop the ability to understand a biological system
- Learn to develop a research question, formulate a hypothesis and define an appropriate experimental approach to answer it
- Develop analytical and critical thinking skills
- Integrate into a research group
- Communicate the results verbally and in writing
- Develop autonomy in the conduct of a research project

Educational responsibility

The Co-director guides students in carrying out the Master's curriculum until the final grade is awarded so they achieve their goals. The role of the Co-director is to help students develop their skills in bibliographic, scientific and research work.

In order to encourage an optimal start of the research project, the School of Biology recommends that the Co-director organises a first on-site or remote meeting (videoconference, telephone, etc.) with all involved in the Master's curriculum, namely: the student, the External Director, the project supervisor and the Co-director.

In addition, the Co-director's education responsibilities are:

- Give an opinion if the student asks about the choices of optional courses chosen for module 3 of the curriculum (only applies to BEC and MLS Master students).
- Recognise the student as the main actor of the research work and thus the author on all scientific productions carried out from this work.
- Determine with the student the frequency and the modality of the meetings, as well as a schedule taking into account the stages of realisation of the Master's curriculum. We recommend at least three interviews (in person or remotely) between the Co-director and the student during the project, as well as monthly interviews between the student and the External Director.
- Give a quick and constructive feedback on the student's productions.

Administrative responsibility

The Co-director assumes administrative responsibility for the School of Biology (biologie-etudiants@unil.ch), which are:

Before signing the registration form

- Verify that the "Description of the project" is consistent with the objectives of a Master's degree.
- Ensure that the External Director holds the rank of Doctor (MD or PhD) (Article 10, Master's Degree in Science Regulations).
- Ensure that the External Director has the skills and a supportive environment to support the student in carrying out the practical work, analysing the results and writing the dissertation, while providing satisfactory working conditions.

Mid-project (mid-module 4):

- Reply to the email from the secretariat of the School of Biology who will ask you for your opinion on the smooth running of the Master's curriculum.

Organise the Master thesis defence

- The presentation of the dissertation must be made no later than five weeks before the resumption of the lessons of the following semester (the final date for submission of the dissertation will be communicated to you during the semester by the School of Biology).
- The defence must take place at the latest two weeks before the resumption of the lessons of the following semester (the final date to set the defence will be communicated to you during the semester by the School of Biology).

The composition of the jury must include at least the External Director, the Co-director and an external expert with a doctorate. This external expert must be external and independent of the External Director's and Co-director's research groups, but may be a member of UNIL or the host institution.

The entire jury must attend the defence of the Master's thesis. However, the External Director may be excused. In that case, they shall communicate the assessment through a written report.

Notify the School of Biology

Upon receipt of the dissertation, notify the secretariat of the School of Biology of the composition of the jury as well as the date chosen for the defence. The School of Biology needs this information to prepare evaluation protocols I and II.

Evaluation protocol I

The jury will assign three marks in evaluation protocol I, namely: practical research work, thesis and oral defence. If modifications to the memorandum are necessary, they will be indicated on this evaluation protocol I.

- Once the document has been completed and signed, send the original to the secretariat of the School of Biology as soon as possible.

Final version of the thesis and evaluation protocol II

The candidate has two weeks after the defence to correct the thesis. The External Director and the Co-Director must approve the final version and agree.

- Once the final version is approved, the Co-Director informs the secretariat of the School of Biology by email and sends it the final version of the thesis in digital format accompanied by evaluation protocol II.

Date:

Signature:

