

# phd in Life sciences

FREE study program



## events & courses for phd students *guidelines*

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 must obtain 12 ECTS points by the end of your PhD. This is an opportunity to acquire knowledge, improve competencies as a researcher, boost your career and grow 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 & 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 of the number of ECTS points is done by the Doctoral School only.

### credits Requirements in your 1<sup>st</sup> year

- 4 ECTS points (min), of which 2 are obtained from tutorials (see page 3 for conditions) and 2 via participation in seminars, courses or congresses/workshops/meetings.
- Course documents should be sent for validation at the end of the 1<sup>st</sup> year. See [Checklist 1/Milestones Summary](#).

### In the following years

- At least 12 ECTS points in total (including those obtained during the first year). See [Checklist 2](#).

### keep in mind

- The minimum of 12 ECTS points must be spread over 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).
- You may forward the documents for courses validation at any time during your thesis, but no later than at least **four weeks before** announcing the date of your private defense to the Thesis Office (the same deadline applies for the request of your ECTS Certificate).
- Go to the [web portal MyUNIL](#) to access your ECTS file.
- Always keep the original documents and send us copies only.

### How to validate activities?

For **ALL** 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...); by postal mail if possible, or if abroad, by e-mail with the relevant documents merged into one PDF in appropriate order.

Info: [www.unil.ch/ecoledoctoralefbm/validationects](http://www.unil.ch/ecoledoctoralefbm/validationects)



UNIL | Université de Lausanne

Faculté de biologie  
et de médecine

# guidelines for the FREE study program

customize your study program, in agreement with your thesis director, to enrich your thesis experience

## STEPS

## SCIENTIFIC SKILLS

## TRANSVERSAL SKILLS

1<sup>st</sup> year

**Launch your thesis research & be part of the UNIL network**

4 ECTS

**Develop your critical thinking skills & get an interdisciplinary experience:**

- Two tutorials - mandatory

**Acquire knowledge in your field:**

- Seminars
- PhD courses
- Thematic study programs
- CUSO courses



**Gain 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](http://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.*

2<sup>nd</sup> & 3<sup>rd</sup> year

**Develop your scientific knowledge, transversal skills & expand your scientific network**

6-8 ECTS

**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

**Acquire knowledge in your field:**

- PhD courses
- Thematic study programs
- CUSO courses

**Gain specific knowledge & skills useful for your thesis:**

- Plagiarism & scientific integrity
- Ethics in research, Open research data and other UNIL courses, sections Thesis from A to Z & Strengthen your skills
- CUSO transversal program
- Scientific writing & communication
- Business Concept Training

**Life Science Career Day, career support services & consultations:**

- [www.unil.ch/ecoledoctoralefbm/support](http://www.unil.ch/ecoledoctoralefbm/support)

*ECTS points are not granted for career consultations, networking and orientation activities.*

4<sup>th</sup> year+

**Get ready for the thesis defense & beyond**

0-2 ECTS

**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 & Strengthen your skills

**Life Science Career Day, career support services & consultations:**

- [www.unil.ch/ecoledoctoralefbm/support](http://www.unil.ch/ecoledoctoralefbm/support)

*ECTS points are not granted for career consultations, networking and orientation activities.*

12 ECTS

8-9 ECTS recommended (6 ECTS min)

3-4 ECTS recommended (6 ECTS max)

*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.*





# 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 summarizing 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 who needs to gain expertise in critical thinking & problem solving.

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 on scientific topics in addition to your thesis work.

[www.unil.ch/ecoledoctoralefbm/phdlifesciences](http://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 ability to read, understand & analyze related scientific articles and apply critical thinking.
- **Encourage** you to communicate, be active & argue about scientific matters.
- **Provide constructive feedback** and advice on 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, 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 of the number of ECTS points is the sole responsibility of the Doctoral School.

Category	Definition	ECTS points
<b>Tutorial</b>	See page 3.	<ul style="list-style-type: none"> <li>Usually 1 ECTS</li> </ul>
<b>Course</b>	PhD level <i>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.</i>	<ul style="list-style-type: none"> <li>25h-30h of w.l. = 1 ECTS</li> </ul> <i>w.l. = workload</i>
<b>Seminar</b>	Series of seminars with invited speakers/experts in the field who are external to the University & Faculty. <i>Interested in other seminars outside the list on our website? Contact us to ensure we will recognize them.</i>	Depending on type and duration: <ul style="list-style-type: none"> <li>12 se of 1h each = 1 ECTS</li> <li>6 se of 2h each = 1 ECTS</li> </ul> <i>se = sessions</i> <i>Preparation before attending the seminar: reading one/two article(s). Extra work might be expected.</i>
<b>National or international conference</b>	≥2 Days. With poster or oral presentation as first author. <i>Organized by a renowned university or institution.</i>	<ul style="list-style-type: none"> <li>1 ECTS</li> </ul>
<b>Talk</b>	Presentation of the thesis results outside the department <b>Context:</b> <i>as invited speaker in another university/lab, in front of several experts/advanced researchers...</i>	<ul style="list-style-type: none"> <li>up to 1 ECTS</li> </ul>
<b>Meeting</b>	Short conference with invited speakers/experts who are external to the Institute, University & Faculty. <b>With</b> presentation of a poster as first author.	<ul style="list-style-type: none"> <li>1.5 days = 0.75 ECTS</li> <li>1 day = 0.5 ECTS</li> <li>0.5 day = 0.25 ECTS</li> </ul>
<b>Conference or meeting (as described above)</b>	Without any poster or oral presentation as first author. May be validated on an exceptional basis only.	<ul style="list-style-type: none"> <li>Depending on the scientific content.</li> </ul>
<b>Summer school/ workshop</b>	PhD level, contact hours, homework & type of assessment.	25h-30h of w.l. = 1 ECTS <i>w.l. = workload</i>

### how to validate the activities?

- 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...).
- Participation/attendance Forms are available on our website: [www.unil.ch/ecoledoctoralefbm/validationects](http://www.unil.ch/ecoledoctoralefbm/validationects)
- Forward the forms to the Doctoral School for the ECTS equivalence. The evaluation of number of ECTS points is the sole responsibility of the Doctoral school. Check your ECTS file on [MyUnil](#).

### check our program & guidelines (with hyperlinks) 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: 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](mailto:phdthesis@unil.ch)

or dial: 021 692 40 00

\*thesis manuscript, jury, half-term exam, reports, committee, deadlines, thesis defense...

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Faculté de biologie  
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