

CHECKLIST: 1ST PART OF THE THESIS PROCEDURE

Step 1: Thesis committee composition (upon registration, use the form available on our website)

Each PhD student has a **thesis committee** that follows progress during the thesis period. The committee's composition must be communicated to the Doctoral School upon registration, or **at the latest one semester following registration**, and is to be selected by common consent between the thesis director and the PhD student.

- List of thesis committee members ([form](#) to be sent by email to phdthesis@unil.ch)

Step 2: First evaluation during the 2nd semester

A short report summarizing the thesis subject, the thesis milestones/plan & progress of the research project must be sent to the thesis committee and the Doctoral School by the end of the second semester for a first evaluation by the thesis committee.

- Short report – to be sent by email to ALL the members of the thesis committee and in copy (Cc) the thesis director and the Doctoral School (phdthesis@unil.ch) for **a first evaluation by the thesis committee**

Step 3: Mid-thesis evaluation

The mid-thesis evaluation must be held at the latest two years following the start of the PhD Assistant contract or 3 semesters after the official enrolment date. During this exam, the student presents the progress of their research project in front of the thesis committee.

- Once the student has fixed a date in agreement with all the members committee (including the president), they forward the following information to the Doctoral School (phdthesis@unil.ch), at least 15 days prior to the mid-thesis exam: date, hour & place of the mid-thesis exam (room, building, complete address)

Concerning the credits (ECTS)

- The student takes part in the PhD program in Life Sciences **free study option** or **with a study option** (<http://www.unil.ch/ecoledoctoralefbm/programs>).
- 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.

To validate credits in the PhD Program- Life Sciences with free study option, please follow the procedure indicated below:

- For ALL the courses, conferences, seminars, meetings and workshops complete the [Participation Forms](#) (special documents available on our website) signed by the thesis director and the PhD student and compile all the requested documents (e.g. copies of the certificate, overview of the program, etc.).
- Then, forward the forms to the Doctoral School*, possibly by postal mail (address on top), or by e-mail (programls@unil.ch), in PDF format with all the relevant documents merged in the appropriate order.
- Check your ECTS file on **MyUnil**.

*If the student is enrolled in a **program with a study option** (CI, CVM, EE, MS, IECB):

- Forward all the necessary documents to obtain your credits to [the Program Coordinator](#).
Faculté de biologie et de médecine
Ecole doctorale

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