

Appendix I : Step-by-step procedure to submit a School of Biology First-step or Master thesis project for Directors

Project preparation

The First-step and Master project descriptions should:

- give the students a clear and concise understanding of the proposed project.
- be prepared in English.
- be divided into subsections: Title, Introduction, Aim of the project, Experimental approach, Significance, and (if desired) References.

The total length of the description should not exceed 3000 characters (including spaces); for subsection character limitations see the submission site.

Access to the website for projects submission

1. Go to the School of Biology website (English version)/« For teachers»/« Master Research Projects»:
www.unil.ch/ecoledibiologie/en/home/menuinst/masters/research-project.html
2. Select “Project submission (for teachers)”.
3. Click on the button «Research projects submission».
4. Enter your login details (as for UNIL email).

For a best visibility of the page please open the web page on your screen as wide as possible.

Step-by-step procedure for projects submission

If you are also a director of Master projects for the School of Medicine, select “School of Biology”.

1. Please check your personal details, if a mistake appears, please let us know.
Do not pay attention to the direct supervisor for the moment (step 9 below).
2. To submit your project, click on « Add a new project» (the bottom of the page).
3. Select the type of the project (First-step or Master thesis). Each project Director must propose a First-step project to able to propose a Master thesis project.
4. Fill in the boxes with the appropriate subsection of the project description.
5. Select your department or service (use the predefined list by clicking on the box with the three dots “...”).
6. Select the Master category for which the project will be offered (more than one can be selected).
7. Select the subject area(s) related to the project (not mandatory).
8. Click on « Save» to save the project.

A summary of the project appears.

9. You can now modify:
 - the name of the direct supervisor* by clicking on the “Edit button” on the top of the page.
 - the project description by clicking on the « Edit» button at the bottom of the page.
10. To submit another project or review your projects click on « return » written in red on the top – left side.
11. When you are finished, log out on the top-right side of the window.
12. To later modify the direct supervisor or the project description, go to the “project submission” page as above, save again the bottom and click on “Edit”

* The direct supervisor would normally be, for example, a lab postdoc or senior PhD student. If the name you entered elicits a « Direct supervisor inconnu » response, fill in the form “Direct supervisor unknown” received by e-mail and send it back to us.

Contact

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