



## Responsibilities of the UNIL Master's curriculum Co-Director

### **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 to 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 organise a first on-site or remote meeting (videoconferencing, 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 Masters students).
- Recognise the student as the main actor of the research work and thus the author on all the 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:

**First semester** before signing of the registration form (30 October):

- 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 37, 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.

**Second semester** (end of August):

- 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.

**Third semester:**

➤ **Organise the defense of Master's work**

- ❖ 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 defense must take place at the latest two weeks before the resumption of the lessons of the following semester (the final date to set the defense 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 defense of the Master's thesis. However, the External Director may be excused. In such a case, he/she 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 defense. 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 defense. 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 defense 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 : .....

