

Appendix I (anglais uniquement)

Step-by-step procedure to select First-step or Master research project - **for Directors**

Project preparation

The *First-step and Master research project* descriptions should:

- provide the students a clear and concise understanding of the proposed project.
- be in English.
- be divided into the following 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-specific character limitations, please check the submission site.

Access to the website for project submission

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

For a better visibility of the pages, please open the web page on your computer screen as wide as possible.

Step-by-step procedure for project 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. For any mistake, please let us know by e-mail.
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» (at the bottom of the page).
3. Select the type of project (First-step or Master research project). Each project Director must have submitted a First-step research project to be entitled to propose a Master research project as well.
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](#)" and send it back to us.

Contact

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