

Student Handbook 2018

Starting your Studies
at the Master of Science
HES-SO in Life Sciences



Student Handbook 2018

Welcome

This handbook provides a variety of information, which are helpful for a good start in your Master studies at the Master of Science HES-SO in Life Sciences.

For more information about your studies at HES-SO Master, please see the “*Guide étudiantes et étudiants HES-SO Master*”

Content

Email, Intranet, IS Academia, Moodle.....	4
Email Account.....	4
Webmail HES-SO	4
WiFi Eduroam	4
Access to the Intranet HES-SO Master	4
Access to IS-Academia	5
Access to the eLearning platform Moodle	8
Master MSLS Program.....	9
Venues of the Cluster-specific and Core Competence Modules	10
Overview locations	10
Tentative schedule for teaching.....	11
General Information for the MSLS Modules	12
Entry requirements	12
Grading & Assessments	12
For CC- or CS-modules offered via the MSLS cooperation	12
Registration for and withdrawal from modules	12
Master Thesis - Guide for Students and Advisors	13
HES-SO Student Card and Support at Local Site	15
Important Documents	16
Contacts.....	17

Welcome

Content

Email,
Intranet,
IS Aca-
demia,
Moodle

Master
MSLS
Program

General
Information
for
the MSLS
Modules

Master
Thesis -
Guide for
Students
and
Advisors

HES-SO
Student
Card and
Support at
Local Site

Important
Documents

Contacts

Email, Intranet, IS Academia, Moodle

Welcome

Email Account

Your initial credentials are sent on your personal e-mail in July. You will receive a login that will be used during all your studies and a password you will have to change every 6 months, you will be asked to change it again.

Content

Webmail HES-SO

The link to have access to your email address: <https://webmail.hes-so.ch>

Email,
Intranet,
IS Aca-
demia,
Moodle

WiFi Eduroam

You will find all relevant information to connect to WiFi “Eduroam” on this link:
https://intra3.hessomaster.ch/informatique/wifi_eduroam

Master
MSLS
Program

Access to the Intranet HES-SO Master

Here is the link to the intranet HES-SO Master : <https://intra3.hessomaster.ch/>. You find it also on the website www.hes-so.ch at the bottom of the page.

On the tab “Infos utiles”, you find a lot of useful information about the HES-SO Master and the studies.

By clicking on the tab “MLS”, you also find information related to the Master MLS like job opportunities, contests, schedule, etc.

General
Information
for
the MSLS
Modules

Master
Thesis -
Guide for
Students
and
Advisors

HES-SO
Student
Card and
Support at
Local Site

The screenshot displays the HES-SO Master Intranet website. The top section is titled "Infos Utiles" and features a search bar with the text "Rechercher" and a "GO" button. Below the search bar is a list of navigation links including "Plan du site", "Accueil", "A votre service", "Abandon de la formation", "Alumni", "Armée", "Assurances", "Auditeur / trice", "Bâtiment", "Bourses", "Carte d'étudiant-e", "Changement de données personnelles", "Congé", "Crèche", "Finances et taxes", "Hautes écoles partenaires de HES-SO Master", "Modèle de présentation (PPT)", "Mobilité", "Notes", "Occupation des salles", "Plagiat", "Règlements", "Rentrée", "Transports publics", "Vie d'étudiant-e", and "B2S".

The main content area is titled "Bienvenue dans les infos utiles" and contains the following text: "Les documents de cette rubrique concernent l'ensemble des filières HES-SO Master." Below this, there is a list of bullet points: "• Si vous n'y trouvez pas ce que vous cherchez", "• Pour toute autre information", and "• Si vous souhaitez nous faire part de vos remarques et commentaires :". At the bottom of this section, it says "une seule adresse : master@hes-so.ch".

The bottom section is titled "MLS" and also features a search bar with "Rechercher" and "GO" buttons. To the right of the search bar is a "NEWS" section with the following content: "Schedule and academic calendar 2018-2019 are online !", "For you information: Next diploma delivery will be friday 3rd may 2019 around 16h45 at sale de spectacle de Renens", and "Concours HRI - Flyer - Règlement - Plus d'Info sur <http://www.ingenleuse.ch/> - Remise des prix le 25.10.2018 de 17h30 à 20h00 à Provence 12, Lausanne".

Important
Documents

Contacts

Access to IS-Academia

Here is the link to access to IS-Academia: <https://age.hes-so.ch/>
 On IS-Academia you have access to your personal information, your summary of marks and your semester certificate. That is also where you register for courses each semester.
 To log in please use the AAI login with your HES-SO credentials (see below).

You will arrive on this home page. This is also where you will find your summary of marks.

Above are the five main tabs.

In the tab “Administrative”, you will see your personal information. You have the possibility to change them.

In the tab “Course registration”, you will choose your courses each semester.

Subject area	ECTS Credits:	Remark(s):	Course location:
	2018-2019, 2018-2019, SA		
MASC-RES - Master consécutif - Résultat			
MLS-CC - Core competences modules			
MLS-B1 - Business Administration for Life Sciences	3		
B1 - Business Administration for Life Sciences - Course	<input type="checkbox"/>	Compulsory optional	Fribourg
MLS-B2 - Management and Leadership for Life Sciences	3		

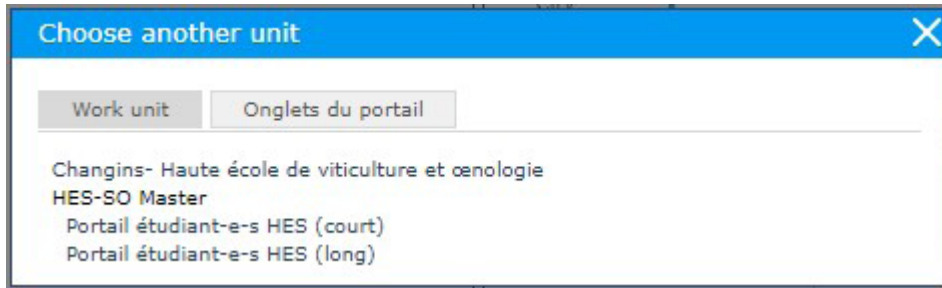
In the tab “Documents”, you have access to your semester certificate.

! Be careful to see the logo HES-SO Master on the left of the page. If it is not the case, you need to follow these instructions :

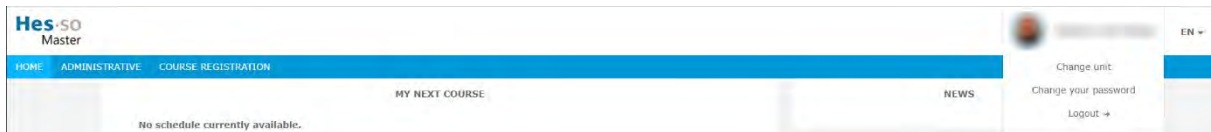
1. Click on the house icon



2. On the new popup, click on “Portail étudiant-e-s HES (court)” under “HES-SO Master” (tab “Work unit”).



After you finish your registration for modules, you can go back to your current school by clicking on your name on the right and then on “Change unit”



On the new popup, click on the name of your school



Access to the eLearning platform Moodle

We use Moodle to distribute scripts and information on modules as well as for general information about the studies. There are two independent Moodle platforms:

- **HES-SO:** <https://cyberlearn.hes-so.ch/course/view.php?id=2778>, containing information about the S-modules taught in the different specialisations. To log in please use the AAI login with your HES-SO credentials.

- **Cooperation of the Schools:** <https://mslscommunitycentre.ch/>, containing all information relevant to the central modules. To log in please use the AAI login with your HES-SO credentials (see below). To access the modules you need a key. You should obtain this key in advance from the coordination office (regular admission) on your student email account or in case of a late registration also from your local programme director. Please contact the coordination office in case you have not receive the key three weeks before the start of the module. The moodle pages also contains the information, which study material has to be printed out by the student in advance of the classes.

Please bookmark both pages for later use.

Master MSLS Program

The Master of Science HES-SO in Life Sciences MSLS is offered in cooperation with three other Swiss Universities of Applied Sciences, namely: Berner Fachhochschule BFH, Fachhochschule Nordwestschweiz FHNW, and Zürcher Fachhochschule für Angewandte Wissenschaften ZHAW. This MSLS cooperation enables students to exchange their professional experiences and expand their personal networks.

Cooperation modules by MSLS are divided into core competence modules relevant to all specialisations, and cluster-specific modules relevant to all the specialisations within one cluster. All cooperation modules are awarded 3 ECTS. Out of 7 core competence modules, at least 5 have to be completed (Table 1). Each cluster offers of up to 6 cluster-specific modules, of which at least 3 have to be completed.

Table 1: MSc in Life Sciences – Curriculum 2018

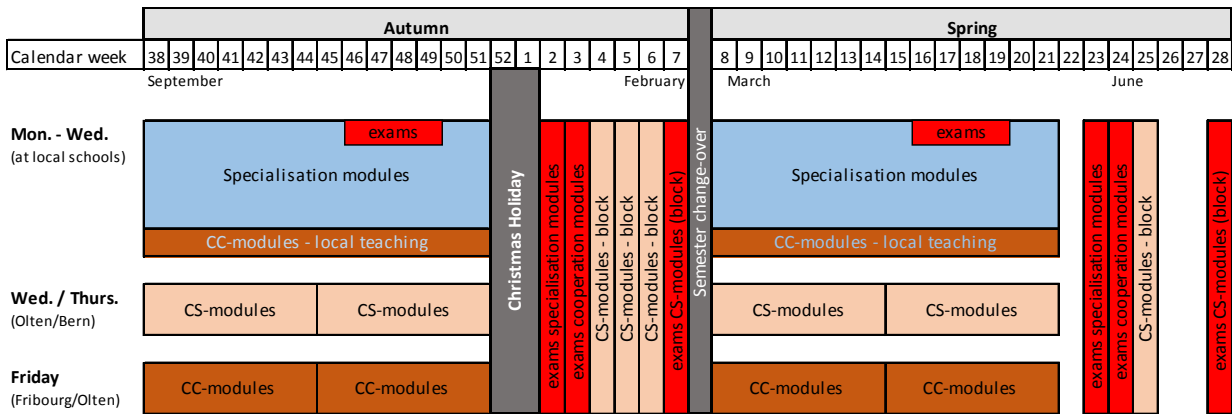
Module	Responsible	ECTS	Offer	Option
Core competences modules (CC)	MSLS cooperation	30 ECTS	7 Modules of 3 ECTS	Minimum 5 modules
Cluster-specific modules (CS)			5-6 Modules of 3 ECTS	Minimum 3 modules
Specialisation modules (S)	HES-SO Master MLS	20 ECTS	By specialisation AB, CDP, NRM, VE	Compulsory
Master Thesis		40 ECTS	40 ECTS (X01, X02, X03)	Compulsory

Modules are offered in three different ways. The local Specialisation Modules take place during an entire semester (autumn semester AS or spring semester SS) from Mondays to Wednesdays.

The Core Competence Modules take place on 3½ Fridays per module and are spread over half of the semester. These modules are taught partly in large groups (80-100 students), making up two-thirds of the contact lessons (central teaching), partly locally in small, groups (approx. 20 students). The large-group teaching is in Fribourg for students from HES-SO and BFH. Local teaching takes place intermittently between the large-group teaching sessions on Mondays, Tuesdays or Wednesdays (for the timetable see Schedule HES-SO MLS). Local teaching works with pedagogical concepts typical for smaller groups (exercises, cases studies, debates, group work etc.) and focuses on examples from each specialisation.

The Cluster-specific Modules are organized over half a semester on Thursdays or in one-week blocks as summer or winter schools (Figure 1). The examinations of the modules take place at the local school. The timing is coordinated as detailed in the semester structure above.

Figure 1: Schedule of Curriculum MSLS 2018



Content

Email, Intranet, IS Academia, Moodle

The module descriptions and annual plan MSLS are available on mslscommunitycentre.ch, the schedule for the HES-SO MLS by specialisations on www.hes-so.ch/mls

Master MSLS Program

Venues of the Cluster-specific and Core Competence Modules

Core Competences Modules take place as

- **Central teaching** in Fribourg for HES-SO students: HEIA-FR at Route des Arsenaux 41 in 1700 Fribourg
- **Local teaching** in Sion for the AB students, in Fribourg for the CDP students, and in Geneva for the NRM and VE students

Cluster-specific Modules take place either in

- **Olten:** Hotel Olten, Bahnhofstrasse 5 in 4601 Olten
- **Olten:** Bahnhof Buffet Olten, Bahnhof in 4601 Olten or
- **Bern:** Welle 7, Workspace, Schanzenstrasse 5 in 3008 Bern or
- as a block course at the location specified in the module description

General Information for the MSLS Modules

Master Thesis - Guide for Students and Advisors

Overview locations

Olten :



HES-SO Student Card and Support at Local Site

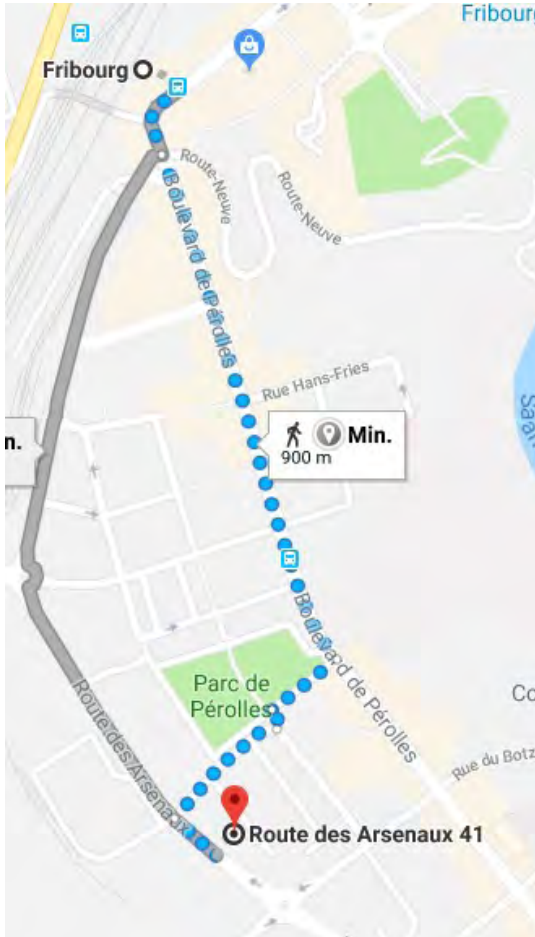
Important Documents

Contacts

Bern:



Fribourg:



Tentative schedule for teaching :

	Core Competences (Friday)
09:15 - 10:00	1. lesson
10:05 - 10:50	2. lesson
11:05 - 11:50	3. lesson
12:05 - 12:50	4. lesson
12:50 - 13:50	Lunch
13:50 - 14:35	5. lesson
14:40 - 15:25	6. lesson
15:40 - 16:25	7. lesson
16:30 - 17:15	8. lesson

	Cluster-specific modules (Wednesday / Thursday)
09:45 - 10:30	1. lesson
10:35 - 11:20	2. lesson
11:25 - 12:10	3. lesson
12:10 - 13:10	Lunch
13:10 - 13:55	4. lesson
14:00 - 14:45	5. lesson
15:00 - 15:45	6. lesson

General Information for the MSLS Modules

Welcome

Entry requirements

The entry requirements of each module are detailed in the module descriptions (available on <https://mslscommunitycentre.ch/>). Students are required to do the preparatory work before the start of the module. In some cases, the amount of preparatory work is considerable (e.g. “Handling and visualisation of data” as well as all summer and winter schools). Students have to organize their studies accordingly. Please be aware that some module have an entry test which counts towards the final grade of the module.

Content

Email,
Intranet,
IS Aca-
demia,
Moodle

Grading & Assessments

For all information related to evaluation, graduation, and reassessment consult the “Regulations for the Master of Science HES-SO in Life Sciences” (on www.hes-so.ch/mls).

Master
MSLS
Program

For CC- or CS-modules offered via the MSLS cooperation

- *Justified non-attendance at assessment of competences*
If for reasons of force majeure a student cannot attend an assessment of competences or a part of it, he/she has to inform the COORDINATING OFFICE and the module coordinator as soon as possible and provide appropriate proof of the reason for non-attendance. If non-attendance is duly justified, the respective student will receive no grade for the module and will have to participate in the assessment of competences at the next possible occasion. If non-attendance is not duly justified, the student will receive the grade 1.0 for the respective part he/she missed.
- *Evidence of performance*
If a student wishes to see the assessment of performance, he/she has to inform the COORDINATING OFFICE within 4 weeks after publication of the grade.
- *Irregularities*
Unrighteousness during examinations (plagiarism, fraud etc.) will be detected according to the standards of the school hosting the module coordinator. A student committing unrighteousness will receive the grade 1.0 for the module (if the module is graded) or “fail” (if the module is marked “pass” or “fail”). Further sanctions will be handled by the school in which the student is enrolled.

General
Information
for
the MSLS
Modules

Master
Thesis -
Guide for
Students
and
Advisors

HES-SO
Student
Card and
Support at
Local Site

Registration for and withdrawal from modules

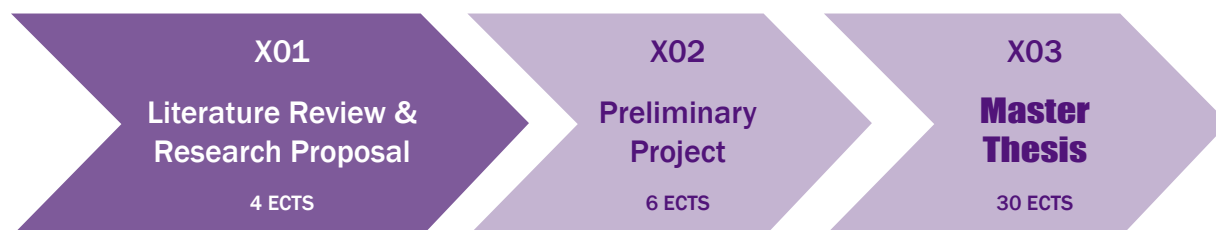
Registration to MSLS modules takes place each semester via IS Academia. Further registration and withdrawal have to be agreed upon by the head of the MLS Master. Late registrations are handled on a first come-first serve basis by the COORDINATING OFFICE. One week before the start of a module, the registration becomes final. Students who do not attend a module they are enrolled in get the grade 1.0, unless his absence is duly justified (illness, death in the family etc.). In this case a doctor's certificate or another proof has to be sent to the HES-SO Master office and the COORDINATING OFFICE..

Important
Documents

Contacts

Master Thesis - Guide for Students and Advisors

The Master Thesis project, which includes the modules MLS-X01 (Literature Review and Research Proposal), MLS-X02 (Preliminary Project), and MLS-X03 (Master Thesis), is intended to develop and assess the student's engineering and project management capabilities. The capabilities encompass the ability to analyse, design and implement solutions for technological and scientific problems in the fields of life sciences (chemistry, biotechnology, enology & viticulture, and management of natural resources).



The Master Thesis projects are organized by the MLS specialisations - Applied Biosciences (AB), Chemical Development & Production (CDP), Natural Resource Management (NRM), and Viticulture & Enology (VE). Each specialisation proposes several projects to the students. The Master students can also propose their own projects. A special focus is given to projects related to practical applications and with a link to industrial partners. The student is supervised by a professor of the specialisations. The supervisor is responsible for monitoring the progress and the evaluation of the entire project. In addition, each Master Thesis project is co-evaluated by an expert in the relevant field (from industry or academia).

Mobility – there is financial support for students who plan their Master project abroad. If you plan to go abroad, please plan well in advance and discuss your “mobility project” with your supervisor and head of specialisation during X02.

The following table provides an overview over the organisation and gives practical information about the Master Thesis project (see also Article 26 of the “Regulations for the Master of Science HES-SO in Life Sciences” and the module descriptions on www.hes-so.ch/mls).

	MLS-X01	MLS-X02	MLS-X03
Title	Literature Review & Research Proposal	Preliminary Project	Master Thesis
ECTS	4	6	30
Semester / Duration	Autumn 4 Weeks after the beginning of the semester, fix the Master Thesis topic (by specialisation heads)	Spring	Autumn 28 Weeks (2 weeks vacations included) ¹⁾ Starts typically in calendar week 33 and ends in calendar week 9 with the report Defense 2 weeks after submitting the report

	MLS-X01	MLS-X02	MLS-X03
Topic	<p>Get familiar with the overall research topic of the Master Thesis project</p> <p>Get in contact with the relevant project team/partners.</p> <p>Read the most important papers, reviews and books</p> <p>Summarise the primary literature by a “state-of-the-art” overview</p> <p>Create a research proposal for the modules MLS-X02 and MLS-X03</p>	<p>Get familiar with the practical aspect of the Master Thesis project</p> <p>Get initial hands-on experience with practical techniques involved</p> <p>Perform preliminary lab work to familiarise with the project</p> <p>Expand theoretical knowledge on special aspects of the Master Thesis</p> <p>Create/update the research proposal for the Master Thesis X03</p>	<p>Practical work and editing of the Master Thesis</p> <p>Project management and coordination of work between the school and the project partner(s)</p> <p>The Master Thesis is done full-time.</p>
Documents ²⁾	<p>Module Description X01</p> <p>Project Description X01 (by supervisor)</p> <p>Evaluation Form X01</p>	<p>Module Description X02</p> <p>Project Description X02 (by supervisor)</p> <p>Evaluation Form X02</p>	<p>Module Description X03</p> <p>Project Description X03 (by advisor)</p> <p>Evaluation Form X03</p>
Assessment ³⁾	<p>Report (max. 10 pages, E/D/F)</p> <p>Discussion/colloquy with supervisor and project relevant persons</p>	<p>Oral presentation of the project (E/D/F, slides in English; 15 min. presentation & 15 min. discussion)</p>	<p>Report (HES-SO template, E/D/F)</p> <p>Plagiarism check by URKUND</p> <p>Defense (E/D/F, slides in English; 20 min. presentation & 30 min. discussion)</p> <p>One-page summary (NRM; VE) or poster (AB, CDP) in English</p>
Grading	<p>1. Scientific Approach (25%)</p> <p>2. Report (50%)</p> <p>3. Discussion/Colloquy (25%)</p>	<p>1. Scientific Approach (25%)</p> <p>2. Practical Work (50%)</p> <p>3. Presentation (25%)</p>	<p>1. Scientific Approach (25%)</p> <p>2. Practical Work (25%)</p> <p>3. Report (25%)</p> <p>4. Defense (25%)</p>
Remediation ⁴⁾	<p>A revised report (max. 10 pages) having implemented the corrections and amendments suggested by the jury</p>	<p>A short report (max. 10 pages), including the corrections and amendments suggested by the jury.</p>	<p>If after the defense, the report is considered as not sufficient but the practical work satisfactory, the jury can propose a revision of the report and a second defense. The time allowed for the revision of the report is 4 weeks maximum.</p> <p>If the jury considers the re-assessment not to be sufficient the candidate has to re-do the module X03 on another topic with a new supervisor.</p>
Varia	<p>Confidentiality agreements between project partners have to be in place at the beginning of the project à use HES-SO template</p>		<p>Archiving</p> <ul style="list-style-type: none"> - 1 Hardcopy at HES-SO Master - 1 Hardcopy and electronic data at each site

¹⁾ In the case of a longer absence (e.g. Military service, illness) the Master Thesis can be prolonged. A written [request](#) with proper certificates has to be submitted to the Head of the specialisation and the Head of the MLS.

²⁾ The templates can be found on the INTRANET MASTER (<http://intranet.hessomaster.ch/>)

³⁾ The Master Thesis project is co-evaluated by an expert in the relevant field (from industry or academia) at the latest at the stage of the module MLS-X02.

⁴⁾ See also Article 22 of the “Regulations for the Master of Science HES-SO in Life Sciences”

HES-SO Student Card and Support at Local Site

The HES-SO Student Card is given during the administrative day or sent to you by mail. You can charge the card with money in Lausanne and use this card for printing and copying (in Lausanne only).

Software licences:

- MATLAB / SIMULINK (HES-SO campus license) on [this link](#).
- SciFinder (HES-SO campus license) – ask head specialisation for registration link

Below you find information about local IT support:

AB / HES-SO Valais-Wallis - HEI	CDP / HEIA-FR
<p>Service Académique will issue a “Badge Master HEI-VS”</p> <p>Access to the building & chemistry labs</p> <ul style="list-style-type: none"> - Badge Master HEI-VS <p>Printing</p> <ul style="list-style-type: none"> - Print Account: to check CHF – if more prints are needed they have to buy it at <i>Magasin</i> <p>Access to WiFi and “HEI-VS site”</p> <ul style="list-style-type: none"> - The Master students have to login to Eduroam using prénom.nom@hes-so.ch and their AAI password - For more to check 	<p>Service Académique will issue a “Badge Master HEIA-FR”.</p> <p>Access to the building & chemistry labs</p> <ul style="list-style-type: none"> - Badge Master HEIA-FR <p>Printing</p> <ul style="list-style-type: none"> - Print Account: 175 CHF – if more prints are needed they have to buy it at <i>Reprographie</i> - The “Badge Master HEIA-FR” is used for printing in the “Follow-me Mode” <p>Access to WiFi and “HEIA-FR site”</p> <ul style="list-style-type: none"> - The Master students have to login to Eduroam using prénom.nom@hes-so.ch and their AAI password - Disc O to store all data related to Master Thesis (L. Perritaz creates folder and access) ⇒ O:\EIFR\CHIM\ETU\Projets\TM2017 - “Bachelor”-Software via Typhon Installer
NMR / hepia	VE / Changins
<p>There is no badge required at hepia</p> <p>Printing</p> <p>Free (until a limit fixed at the beginning of the semester) from school PCs after login with <i>hepia</i> account.</p> <p>Access to WiFi and hepia site</p> <ul style="list-style-type: none"> - Login possible through public WiFi - Login to Eduroam using prénom.nom@hes-so.ch and their AAI password 	<p>There is no badge required at CHANGINS</p> <p>Printing</p> <p>Free from school PCs after login with CHANGINS account. For “excessive” printing a card has to be bought at the welcome desk.</p> <p>Access to WiFi and CHANGINS site</p> <ul style="list-style-type: none"> - Login possible through public WiFi or Eduroam - Students get a CHANGINS account (firstname.name@changins.ch) which allows them to access the local CHANGINS network and Web of Science

Welcome

Content

Email,
Intranet,
IS Aca-
demia,
Moodle

Master
MSLS
Program

General
Information
for
the MSLS
Modules

Master
Thesis -
Guide for
Students
and
Advisors

HES-SO
Student
Card and
Support at
Local Site

Important
Documents

Contacts

Important Documents

The actual **HES-SO Master MLS Regulations** (in French and English) are available on the website www.hes-so.ch/mls

The **MLS Schedule** by specialisation is available on the website www.hes-so.ch/mls

Templates for Power Point Presentations, Master Thesis Projects X01/X02/X03, Master Thesis Report are available on the HES-SO MLS Intranet "[Documentation](#)"

Welcome

Content

Email,
Intranet,
IS Aca-
demia,
Moodle

Master
MSLS
Program

General
Information
for
the MSLS
Modules

Master
Thesis -
Guide for
Students
and
Advisors

HES-SO
Student
Card and
Support at
Local Site

Important
Documents

Contacts

Contacts

HES-SO Master Office

Student Administration HES-SO Master
Avenue de Provence 6, CH-1007 Lausanne
Email: master@hes-so.ch; Phone 058 900 0002

Dr. Roger Marti – Head of Study Programme
Email: roger.marti@hes-so.ch; Phone: 079 344 8807

Philippe Walther, Senior Academic Associate UAS
Email: philippe.walther@hes-so.ch; Phone 058 900 0091

Sophie Giesbrecht, Administrative Officer
Email : sophie.giesbrecht@hes-so.ch; Phone 058 900 0131

Specialisations MLS

Applied Biosciences (AB)
Dr. Urban Frey (urban.frey@hevs.ch, 027 606 8657)

Chemical Development & Production (CDP)
Dr. Olivier Nicolet (olivier.nicolet@hefr.ch, 026 429 6705)

Natural Resource Management (NRM)
Dr. Beat Oertli (beat.oertli@hesge.ch, 022 546 6883)

Viticulture & Enology (VE)
Dr. Roland Riesen (roland.riesen@changins.ch, 022 363 4053)

COORDINATING OFFICE MSLS

Ellen Stadelmann, ZHAW Wädenswil
Email: stlm@zhaw.ch; Phone 058 934 5296

Welcome

Content

Email,
Intranet,
IS Aca-
demia,
Moodle

Master
MSLS
Program

General
Information
for
the MSLS
Modules

Master
Thesis -
Guide for
Students
and
Advisors

HES-SO
Student
Card and
Support at
Local Site

Important
Documents

Contacts