

2016 CALL FOR DOCTORAL STUDENTSHIP APPLICATIONS

INED is recruiting 6 doctoral students
to work at one of its 11 research units

The deadline for the call for applications is 12 May 2016 at midday (12:00 pm, Paris time)
We recommend that you finalise your application at least two business days before the deadline

Late or incomplete applications will not be considered by the INED-iPOPs committee
If you should have any questions, please contact: info-doctorants@ined.fr

1. INED and the iPOPs laboratory of excellence: training on research through research

The remit of the French Institute for Demographic Studies, INED, is to study populations in France and internationally (www.ined.fr). Employing an open approach to demography, INED draws on a broad range of disciplines including economics, history, geography, sociology, anthropology, biology and epidemiology.

Hosted by INED, the iPOPs (Individuals, Populations, Societies) laboratories of excellence provide training in the population sciences (<http://www.ipops.fr/en/>) with a view to furthering the development of demography as an academic discipline.

INED contributes to training on research and through research by taking on some 50 young researchers (doctoral and post-doctoral students) at its research units. It welcomes these young researchers on the basis of two key principles:

- ***The young researcher is a research professional.*** As such, their activity is remunerated as part of a work contract (providing the right to social security, paid holidays and sick leave). The contract in question may be financed by INED-iPOPs or through external financing managed by INED or

externally.¹ Regardless of the funding source, the research must comply with the best practices in the profession (the provision of intermediary documents, regular activity reports, work plans, provisional schedules, budget plans). Doctoral students are advised to defend their thesis before their contract ends.

- ***The young researcher is in training and their research is part of their professional project.*** As such, they receive personalised support from an INED researcher (see list of mentor researchers in the appendix). The mentor researcher helps the young researcher improve their research skills during their stay at INED. He/She assists the young researcher in developing and promoting their professional project. Moreover, doctoral students are advised by at least one other researcher, either from INED or external, and their progress is tracked on an annual basis by the INED-iPOPs committee.

The candidates and their INED and external mentors responding to this call for applications undertake to respect the principles and best practices set out in INED's policy on hosting doctoral students, as stipulated in the following two documents available at the INED website.

[See INED policy on hosting PhD students](#)²

[See Charter for PhD students](#)³

2. Call for applications

INED is recruiting 6 doctoral students on three-year contracts. The contracts start on 1 October 2016. They may start at another date on a reasoned request from the applicant and with mentors' agreement. No contract may start later than February 2017.

The selected doctoral students will be hosted at INED (Paris, France) and conduct their research at one of INED's research units.

The proposed research project must tie in with the thematic and methodological focuses of the iPOPs laboratories of excellence (see the website: <http://www.ipops.fr/en/>), namely family dynamics, ageing, social inequality, gender inequality, generational inequality and public policies.

The completion of the research may entail special funding (for example, to finance data collection, partly or entirely). However, the sole objective of this call for applications is the attribution of work contracts, and the selection of an applicant in no way ensures them funding for their research. The applicants and mentors are responsible for obtaining the funding required to carry out the research. The budget required to complete the research must be assessed and presented in the application. The funding possibilities envisioned must be stipulated, and they rank among the criteria for assessing the feasibility of the project.

The information published during the call for applications and the decisions made relative to it will be published on the [INED website](#)⁴.

¹ Applicants who have already obtained financial aid in the form of a salary from another source can also apply to be hosted at INED; please contact info-doctorants@ined.fr directly.

² http://www.ined.fr/fichier/s_rubrique/91/2015_hosting_policy.en.pdf

³ http://www.ined.fr/fichier/s_rubrique/91/2016_phd_student_charter.en.en.pdf

⁴ <http://www.ined.fr/en/research/PhD-students/call-applications/>

The applicants and mentors are urged to pay regular visits to this page, which may be updated during the call for applications period.

3. Conditions of eligibility

The following conditions apply to applicants and all mentors.

3.1. The applicant must fulfill the following three criteria:

- Applicants must hold (or complete during the current academic year 2015-2016) a Master's degree (M2) or equivalent in a discipline related to the population sciences and qualifying them for admission to a PhD programme in a French or foreign university.
- Applicants must be enrolled (first enrolment) in a doctoral programme in a French or foreign university for the academic year 2016-2017.
- Applicants must have the backing of at least 2 mentors, including their thesis supervisor(s). At least one mentor must be an INED researcher (see mentor researcher list in the Appendix). We recommend that the INED mentor be recognized as thesis supervisor or co-supervisor by the doctoral university the student is enrolled at. This last criterion is not an application requirement but will be taken into account in application assessment.

Applicants are asked to call on INED researchers directly. Some researchers have already indicated interest in advising students in connection with a specific thesis topic, an original dataset, or because a given thesis topic would fit well into a developing unit project. Applicants are free to consult INED researcher statements of interest but should understand that the exclusive purpose of these statements is to facilitate contact between them and mentors. Applicants whose thesis topic ties into topics indicated in mentor researchers' statements of interest are assessed according to the same criteria as all others.

[See the Contact and subject for a hosting⁵](#)

There are no criteria in terms of age or nationality.

3.2. Applicant mentors must fulfill the following criterion:

- Each INED and external mentor can accept at most two doctoral students with INED-iPOPs contracts at the start of the 2016-2017 academic year (this includes students recruited through this call for applications).

4. Mandatory information and documents

All the information and documents required for the application must be in French and/or English.

4.1. Information and documents to be provided by applicants

In order for the application to be complete, **applicants** are required to:

- a) Enter all the information requested on the call platform (see section 5) in the following tabs: identity, university, INED hosting, thesis project, mentors, other information,

⁵ <http://www.ined.fr/en/research/PhD-students/contact-subject-for-hosting/>

application submission. Applicants must fill in all the fields, including a summary of their thesis project, a description of their funding needs (in addition to salary), and a schedule of the main phases in their thesis research.

b) Submit all the following documents on the call platform:

- A curriculum vitae
- A cover letter
- A thesis project, not to exceed 5 pages. The project statement is to be drafted by the applicant, in close collaboration with their mentors. It must include the following:
 - The scientific context of the thesis topic* (use bibliographical references to demonstrate topic importance and originality)
 - Research objectives and hypotheses*
 - Methodology* (data sources, planned data collection, statistical methods that will be used)
 - Main findings expected*
 - Work plan and schedule*. A provisional thesis defence date must be indicated
 - Assessment of research risks and proposal of solutions*. This section requires particular care (recommended length: 1 page) and should only be written up after detailed consultation with mentors. It will allow the committee to assess the student's ability to anticipate difficulties inherent in the proposed research project and to find solutions to problems that arise (related, for example, to access to sources, data collection, funding searches, learning and applying analytic methods, writing difficulties [especially for applicants who will be not be writing in their native language], etc.). The impact in terms of scheduling delays or possibly dropping a segment of the proposed research outline should be indicated.
- Master's (M2 or equivalent) thesis. Applicants who have not yet defended their Master's thesis should attach a draft of it (marked "draft" on the first page).
- Master's thesis defence report. Applicants who do not have a report must file a statement from their Master's thesis supervisor specifying the reason the document cannot be submitted (e.g., Master's thesis defence scheduled later than the application deadline; thesis defended at an institution that does not use reports at the Master's level).
- Transcript of grades for the first and second semesters of the M2 programme. Applicants who do not have their second-semester grades yet should submit those for the first semester together with a statement from the M2 programme supervisor specifying that second-semester grades cannot be transmitted before the application deadline. If applicant's university has specified in a single statement that neither a thesis report or second-semester grades can be provided, the applicant should submit this document twice: once in the thesis defence report box and once in the Master's programme grades box.

Please note: Applicants who have submitted a draft of their Master’s thesis and/or statements in place of a thesis defence report and/or their second-semester Master’s programme grades can file either the primary documents (i.e., definitive Master’s thesis, thesis defence report, second-semester grades) or a new version of the statements **by 2 June 2016 at midday (12:00 pm, Paris time)**.

4.2. Documents to be provided by the INED mentor

For the application to be complete, the **INED mentor** is required to:

- a) Enter all information requested by the call platform (see Section 5) in the section entitled “Mentor Section”.
- b) Submit the following documents on the call platform:
 - A completed mentor form⁶ for each mentor (one form per mentor is mandatory). Access to the call platform is restricted to INED mentors; it is therefore their responsibility to collect completed forms from non-INED mentors and file them on the site. The form can be [downloaded on the call site](#)⁷.

5. Practical information

The application is to be submitted on an electronic platform, **to the exclusion of any other means of conveyance**.

The applicant must [create a user account](#)⁸.

INED researcher mentors already have a user account (having received the username and password by email when the call was launched). The **applicant** must indicate the names of their INED and external mentors in their application so that the INED mentor may access the application file.

The applicant and their mentor [submit the application on the electronic platform](#)⁹.

The applicant may not access the “Mentor Section” section. They may only check progress on the file as indicated by the mentor.

The INED mentor may access (without modifying) the “Application” section as filled in by the applicant (excluding some information in the “Identity” tab to which the mentor does not have access for reasons of personal information confidentiality). Consequently, mentors may check the information submitted by the applicant and ensure the quality and thoroughness of the application.

⁶ Mentors can file a letter of support for the given applicant in place of the mentor’s form. However, they should keep in mind that such letters generally contain less information than the completed form and therefore interfere with proper assessment of the application, possibly hurting the applicant’s chances.

⁷ <http://www.ined.fr/en/research/PhD-students/call-applications/>

⁸ <https://celine.enquete.ined.fr/subscribe>

⁹ <https://celine.enquete.ined.fr>

For applicants with more than one INED mentor, both their INED mentors will have access to their application and must complete the “Mentor” section of the application. Non-INED mentors do not have access to the platform.

If users have any technical difficulties using the platform, they should send an email to info-doctorants@ined.fr with a precise description of the problem in question (including screen captures, and information on the IT environment used), where possible at least two business days before the close of the call for applications. No item conveyed by other means or after the close of the call will be considered.

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An application is considered late if the applicant has not indicated on the call platform that they have submitted their application to the INED-iPOPs committee before the deadline (as evidenced by the platform timestamp). Applications are submitted in the “Application submission” tab on the platform (using the dropdown menu).

An application is considered incomplete if information or documents are missing from the applicant part or the mentor part (see “Mandatory information and documents” list in section 4).

Recommendations for successful applications:

Applicants are strongly advised to finalise their applications several days before the deadline, consistent with the following schedule:

➡ **No later than one month before the deadline**, the applicant and their mentors determine the general scientific outline and main points of the thesis project. They will also want to familiarise themselves with how to use the submission platform in their own IT environment (and practice using it).

➡ **No later than 2 weeks before the deadline**, the applicant and their INED mentor(s) review progress on the application and together determine a schedule aimed at finalising the application several days before the deadline.

➡ **No later than 4 business days before the deadline**, the applicant finalises all of their part of the application.

➡ **No later than 2 business days before the deadline**, the INED mentor (1) checks the applicant’s part of the application (a PDF-format summary of which is available in “Listings” by clicking on “V” for visualise on the applicant’s line) and (2) finalises in its entirety the “Mentor” part of the application. The applicant then submits their application to the INED-iPOPs committee (via the dropdown menu in the “Application submission” tab). After submitting the application, the file may be modified until the deadline.

Legal, ethical and data-protection aspects:

The personal data provided as part of this call for applications are collected in respect of the French data protection act (INED is registered in the CIL data protection register under No. 2014-CIL-0002). The information submitted on the call platform is used in strict compliance with this declaration.

By submitting their file to the committee, the applicant authorises INED to access the information posted on the platform. However, the team managing the call for applications has the right to access and use the practical information (i.e. title, first name, last name, and the contact details of the applicant and mentor(s)) to contact the applicants and mentors as soon as that information is entered and before the file is submitted. The use of this information is authorised exclusively for the purposes of managing this call for applications.

6. Assessment and contract implementation

The application assessment procedure involves three phases: validity, admissibility and admission.

Validity

This phase consists in verifying that the application complies with the rules of this call for applications. No exceptions are accepted.

The team organising the call for applications¹⁰ rule on the validity of the application (review of information to assess eligibility, compliance with submission rules and the submission of all the necessary documents and information). Only those applications deemed valid are transferred to the INED-iPOPs committee for the admissibility phase.

If an applicant submits several applications on the platform, only the last file submitted will be taken into account; the information in the others will not be considered.

If the assessments carried out during the admissibility and admission phases reveal items that call into question the validity of an application, the application may be declared non-valid in those phases of the assessment procedure.

Admissibility

The INED-iPOPs committee¹¹ is tasked with assessing applications. All the members of the committee receive all of the valid application files. Two rapporteurs are designated for each file: one from the five elected INED researchers and one from the five individuals external to INED. The committee will convene in the second fortnight of June 2016. After deliberating, it will establish the list of admissible applicants by order of merit. **The list of admissible applicants is not public and the members of the INED-iPOPs committee are bound by the strictest confidentiality.**

¹⁰ The team organising the call for applications includes the INED doctoral and post-doctoral affairs coordinator and the manager of the delegation, the head of INED's legal department, INED's general secretary, the IT engineer responsible for the call platform, and representatives of the INED-iPOPs executive directorate (see footnote 5 below).

¹¹ The INED-iPOPs committee is presented on the iPOPs website under "Members of the selection and evaluation committee": <http://www.ipops.fr/en/presentation/gouvernance/>

Admission

The representatives of the INED-iPOPs executive directorate¹² review the applications judged admissible by the INED-iPOPs committee. Scheduled to meet in late June-early July, they will establish the list of admitted applicants and, possibly, a supplementary list of applicants. The order of the admitted applicants may differ from that of the admissible applicants.

Notifying the applicants

For all applications submitted before the close of the call period, applicants and their mentors will receive a written reply by email in the weeks following the publication of the results (planned send date: July 2016).

If the application is deemed valid, the applicant and the INED mentor(s) will receive a summary drafted by the two rapporteurs of the INED-iPOPs committee reviewing the aspects of the application discussed by the committee.

Publication of results and acceptance by the applicants

The list of admitted applicants [is published on the call for applications site](#)¹³.

The results are scheduled to be published in late June-early July 2016.

Applicants have four business days from the publication of the results to send a message to info-doctorants@ined.fr indicating that they accept or refuse the contract. Contracts must be accepted by applicants themselves (mentors and unit heads are not authorised to make a commitment in the name of the applicants). Timely responses will enable other applicants, on the supplementary list, to benefit from a contract in the event of refusal. If the applicant fails to reply within the four-day limit, INED reserves the right to propose the contract to another applicant included on the supplementary list.

An applicant selected for INED-iPOPs funding in the framework of this call for applications but who has obtained funding from another source can still be hosted at INED if they choose the external funding source.

Implementing the contracts

After accepting the contract, the applicant is called on to provide the necessary information and documents for establishing their contract. INED reserves the right to attribute the contract to another applicant if the applicant does not provide the required documents within four weeks after the applicant accepts the contract. Applicants who have any difficulties finalising their files (for example, foreign applicants) may obtain an extension upon a reasoned request. INED's human resources department (sce-rh@ined.fr) and international affairs department DRIP (drip@ined.fr) may provide assistance to the applicant.

¹² The INED-iPOPs executive directorate is presented on the iPOPs website under "Members of the executive directorate": <http://www.ipops.fr/en/presentation/gouvernance/>

¹³ <http://www.ined.fr/en/research/PhD-students/call-applications/>



Appendix: List of INED mentor researchers

ATTANE Isabelle	KESZTENBAUM Lionel
BEAUCHEMIN Cris	KHLAT Myriam
BELLIS Gil	LALLEMANT-LE COEUR Sophie
BLUM Alain	LAMBERT Anne
BONNET Carole	LELIEVRE Eva
BONNEUIL Noël	LETURCQ Marion
BONVALET Catherine	MAZUY Magali
BOZON Michel	MESLE France
BROUARD Nicolas	OUELLETTE Nadine
CAHEN Fabrice	PAILHE Ariane
CAMARDA Carlo-Giovanni	PANICO-ARMITAGE Lidia
CAMBOIS Emmanuelle	PENNEC Sophie
CAYOUILLE-REMBLIERE Joanie	RAULT Wilfried
CONDON Stéphanie	REGNIER-LOILIER Arnaud
DE LA ROCHEBROCHARD Elise	REMILLON Delphine
DESESQUELLES Aline	SEGUY Isabelle
DIETRICH-RAGON Pascale	SIMON Patrick
DUTHE Géraldine	SOLAZ Anne
GAYMU Joëlle	THERE Christine
GOLAZ Valérie	THIERRY Xavier
GUERIN-PACE France	TOULEMON Laurent
HAMEL Christelle	TRABUT Loïc
HERAN François	TRACHMAN Mathieu
HERTRICH Véronique	

All INED researchers have their own presentation page on the INED website. Some researchers have already indicated interest in advising students in connection with a specific thesis topic, an original dataset, or because a given thesis topic would fit well into a developing unit project. Applicants are free to consult INED researcher statements of interest but should understand that the exclusive purpose of these statements is to facilitate contact between them and mentors. Applicants whose thesis topic ties into topics indicated in mentor researchers' statements of interest will be assessed according to the same criteria as all others.

<http://www.ined.fr/fr/recherche/accueil-doctoral/contact-sujet-pour-accueil/>