CALL FOR APPLICATIONS
FOR A DOCTORAL STUDENTSHIP

INED is organizing a competitive examination to recruit doctoral students for a period of one to three years.

- 11 doctoral students, enrolled in a French or foreign university, who will receive a doctoral grant for a period of 1 to 3 years, depending on the degree of advancement of their thesis (3 years for students starting their thesis, 2 years for students in their 2nd thesis year in 2014-2015, 1 year for students in their 3rd or 4th thesis year in 2014-2015).

- At least 2 doctoral students with external funding (employment / doctoral contract with a body other than INED) but who wish to be hosted without remuneration at INED and to benefit from its scientific environment.

The monthly grant totals 1374 euros (net). The conditions for hosting doctoral students are detailed in two documents available on the INED website:

- INED policy on hosting PhD students
  http://www.ined.fr/fichier/t_telechargement/65261/telechargement_fichier_en_ined.policy.on.hosting.phd.students.pdf

- Charter for doctoral students (to be signed by the successful applicants and their supervisors)

The research projects presented by applicants must correspond to the research themes and methodological approaches of INED (see the INED website: http://www.ined.fr/en/) and of the iPOPs laboratory of excellence (see the iPOPs website: http://http://www.ipops.fr/en/).

The application must be submitted by 13 May 2014 at the latest
(An extended deadline may be granted for the Master’s dissertation and dissertation defence report 5)

The application procedure will be posted online on 21 April 2014 at the following address:
http://www.ined.fr/doctoral_applications/

If you have any questions, please contact: info-doctorants@ined.fr
CONDITIONS OF ELIGIBILITY

- Applicants must have defended their Master's dissertation (M2) by 10 June 2014 at the latest in a discipline related to the population sciences (demography, economics, epidemiology, history, sociology, etc.).

- In September 2014, applicants must already be enrolled in a thesis programme, in 4th year at most, in a French or foreign university.

- There are no nationality or age requirements.

- Applications must be supported by two advisors, including the thesis supervisor and an INED researcher (see appendix 1).

- Applications must be received via email by 13 May 2014 at the latest (except for the Master's dissertation and the dissertation defence report).

No late or incomplete applications will be considered by the selection committee.

CONTENTS OF THE APPLICATION FILE

The application file must include the following items:

- An application form filled in by the student.

- curriculum vitae

- The most recent transcript of grades.

- Two letters of recommendation, each written by one of the applicant's two (future) advisors, including the thesis supervisor and an INED researcher (see appendix 1).

  - The advisors should send their letter directly to info-doctorants@ined.fr
  - To ensure that the selection committee receives all necessary information, these letters should indicate:
    - How long the advisor has known the applicant, how he/she knows about the applicant's work, and his/her opinion of this work;
    - Whether the advisor believes that the applicant has the capacity to complete the proposed thesis project within the imparted time (3 years) taking account of both (a) whether the applicant has the profile required to conduct a project of this kind, and (b) his/her personal qualities (e.g.: autonomy, creativity, etc.).

1 Students enrolled in a Master's degree whose dissertation defence sessions are held after the application deadline may request an extension of the deadline for submitting their dissertation defence report. In such cases, the applicant must submit a letter from the director of the Master's degree course confirming that the dissertation cannot be defended within the stated deadline and indicating the scheduled date for the defence.

2 In other words, except in cases of justified interruption of studies or of thesis preparation (childbirth, fatherhood, health or employment problems), applicants must have obtained their Master's degree within the last 4 years. If you have any doubts on this point, please contact INED at info-doctorants@ined.fr

3 Each PhD student hosted at INED is followed by a thesis committee comprising two advisors – the thesis supervisor and another researcher (who may be co-supervisor) – at least one of whom is a researcher at INED. For further information, see the document "INED policy on hosting PhD students" and the appended list of researchers.
If applicable, the advisor may specify the applicant’s training requirements and any adjustments to the thesis project that will ensure that it is completed on time; in addition, the INED “mentor” should specify how the thesis project ties in with the research interests of INED⁴ and, in particular, with one or more of the institute’s key projects.

- A letter of motivation stating why the applicant wishes to obtain an INED studentship. Doctoral students applying for fourth-year funding are required to specify when they intend to submit and defend their thesis and to explain why they have not completed it within the normal three-year deadline.

- A thesis project (no longer than 5 pages max.), written by the applicant and prepared with his/her (future) advisors who are supporting his/her application. This document must contain the following:
  - The applicant’s personal details: name and university;
  - A short, clearly worded title describing the main purpose of the applicant’s research;
  - An abstract (150 words);
  - A presentation of the research topic, objectives and research questions, based on a review of the state of the art;
  - Presentation of methods;
  - A work plan: research plan, work schedule, collaboration (if applicable). Applicants already enrolled in a thesis programme are asked to describe the state of progress of their research;
  - bibliography (one page at most).

- A recent and personal academic text illustrating the applicant’s research competencies.
  - For students not yet enrolled in a PhD programme:
    - The Master’s dissertation (M2)
    - and the defence report.⁵
  - For students already enrolled in a PhD programme at the time of application, the type of texts to be submitted will depend on the state of progress of their thesis:
    - Enrolled in 1st year at the time of application: An advanced thesis plan that could serve as an introductory chapter to the thesis. It should include a full presentation of the research question, a theoretical justification of the subject based on a detailed literature review, a presentation of the main research hypotheses (even if still provisional) and a methodological discussion of the data and analysis techniques that will be used;
    - Enrolled in 2nd year at the time of application: A research text of at least 5,000 words that will form part of the thesis (a chapter of a provisional version, a conference paper, a working document, an article, etc.);
    - Enrolled in 3rd year at the time of application: At least two texts (of at least 5,000 words each) to be included in the thesis. These texts should include original research findings.

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⁴ A thesis topic may not necessarily be linked directly to an INED key project. In this case, the applicant and his/her INED advisor must explain the interest of this research for INED. And if the topic is not directly linked to the research fields of the INED advisor, he/she must make a specific commitment to oversee the student’s work.

⁵ Students who have not defended their dissertation by 13 May 2014 have an extended deadline for submitting their Master’s dissertation (M2) and the defence report. They have until 10 June 2014 to send these documents. Beyond that date their application will not be accepted. Likewise, applicants who have not defended their dissertation by 10 June 2014 must nonetheless send their application by 13 May 2014 at the latest. They too have until 10 June 2014 to send their M2 Master’s dissertation and a letter from the director of the Master’s course confirming that the applicant cannot defend their thesis before the stated deadline and indicating the scheduled defence date.
The files of studentship applicants (with or without funding) will be examined by a recruitment and assessment committee comprising 10 eminent scientists. The selection procedure is detailed in appendix 4.

**RECRUITMENT AND ASSESSMENT COMMITTEE MEMBERS (2014-2015)**

<table>
<thead>
<tr>
<th>INED committee members</th>
<th>External committee members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aline Désesquelles</td>
<td>Philippe Bocquier (Université de Louvain-la-Neuve)</td>
</tr>
<tr>
<td>Annabel Desgrées du Loû</td>
<td>Didier Breton (Université de Strasbourg)</td>
</tr>
<tr>
<td>Pascale Dietrich-Ragon</td>
<td>Virginie De Luca Barrusse (Université de Picardie)</td>
</tr>
<tr>
<td>Lidia Panico</td>
<td>Nathalie Mondain (University of Ottawa)</td>
</tr>
<tr>
<td>Christine Théré</td>
<td>Maria Letizia Tanturri (University of Padua)</td>
</tr>
<tr>
<td>Alternates</td>
<td>Alternates</td>
</tr>
<tr>
<td>Delphine Rémillon</td>
<td>Eva Beaujouan (Vienna Institute of Demography)</td>
</tr>
<tr>
<td>Virginie Ringa</td>
<td>Alice Debauche (Université de Strasbourg)</td>
</tr>
</tbody>
</table>

**IMPORTANT DATES**

- Call for applications: 17 March 2014
- Opening data for online submission of applications: 21 April 2014
- Application deadline: 13 May 2014
- Selection committee meeting: 16-17 June 2014
- Results (list of successful applications posted online): 23 June 2014
- Personal replies: 4 July 2014
- New doctoral students join INED: 1 October 2014
Applicants should contact directly the researcher(s) with whom they wish to work. Their contact details are available on the INED website. Before contacting a researcher, applicants should carefully read the INED website pages describing the researchers ongoing projects to identify those which are closest to their centres of interest. Researchers should be contacted as quickly as possible. It is strongly recommended to send a CV and a research project with the request.

The list below includes all researchers, senior researchers, researchers with joint INED-university affiliation, and associate researchers at INED.

ANDRO Armelle
ATTANE Isabelle
BARBIERI Magali
BEAUCHEMIN Cris
BELLIS Gil
BLIDON-ESNAULT Marianne
BLUM Alain
BONNET Carole
BONNEUIL Noël
BONVALET Catherine
BOZON Michel
BRETON Didier
BRIAN Eric
BRINBAUM Yaël
BROUARD Nicolas
CAMARDA Carlo-Giovanni
CAMBOIS Emmanuelle
CHARLES Loïc
CLEMENT Céline
CONDON Stéphanie
CROMER Sylvie
D'ALBIS Hippolyte
DEBAUCHE Alice
DE LA ROCHEBROCHARD Elise
DESESQUELLES Aline
DIETRICH-RAGON Pascale
DUTHE Géraldine
FILHON Alexandra
FRECHON Isabelle
GAYMU Joëlle
GOBILLON Laurent
GOLAZ Valérie
GUERIN-PACE France
HAMEL Christelle
HERAN François
HERTRICH Véronique

6 http://www.ined.fr/en/current_research/researchers/
Appendix 2: Application form

NB: This form must be completed online from 21 April 2014 at: [http://www.ined.fr/doctoral_applications/](http://www.ined.fr/doctoral_applications/)

(The form below is given for information only)

APPLICANT’S PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td>☐ French ☐ Other, please specify:</td>
</tr>
<tr>
<td>University where enrolled:</td>
<td></td>
</tr>
<tr>
<td>Research centre /Laboratory:</td>
<td></td>
</tr>
<tr>
<td>Discipline(s):</td>
<td></td>
</tr>
<tr>
<td>For students enrolled in France</td>
<td></td>
</tr>
<tr>
<td>Name of doctoral school:</td>
<td></td>
</tr>
<tr>
<td>No. of doctoral school:</td>
<td>DS</td>
</tr>
<tr>
<td>Most recent qualification:</td>
<td>☐ Master’s ☐ Other, specify:</td>
</tr>
<tr>
<td>Title / discipline of degree</td>
<td></td>
</tr>
<tr>
<td>University:</td>
<td></td>
</tr>
<tr>
<td>Date (MM/YYYY):</td>
<td>/</td>
</tr>
<tr>
<td>Title of Master’s dissertation (M2):</td>
<td></td>
</tr>
<tr>
<td>Thesis subject (provisional title)</td>
<td></td>
</tr>
</tbody>
</table>

TYPE OF STUDENTSHP

<table>
<thead>
<tr>
<th>Are you already enrolled in a PhD programme?</th>
<th>☐ Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, date of initial enrolment (MM/YYYY)</td>
<td>/</td>
</tr>
<tr>
<td>Do you wish to apply for an INED doctoral grant?</td>
<td>☐ Yes / No</td>
</tr>
<tr>
<td>(Answer yes if you wish to be funded by INED or iPOPs in the next academic year)</td>
<td></td>
</tr>
<tr>
<td>How long do you wish to remain at INED?</td>
<td>☐ Make a choice</td>
</tr>
<tr>
<td>Which INED research unit do you wish to join?</td>
<td></td>
</tr>
<tr>
<td>Do you already have funding for your PhD?</td>
<td>☐ Yes / No</td>
</tr>
<tr>
<td>If so,</td>
<td></td>
</tr>
<tr>
<td>- What is the funding body?</td>
<td></td>
</tr>
<tr>
<td>- Funding starts (MM/YYYY)</td>
<td>/</td>
</tr>
<tr>
<td>- Funding ends (MM/YYYY):</td>
<td>/</td>
</tr>
<tr>
<td>If not,</td>
<td></td>
</tr>
<tr>
<td>- Have you asked for funding from bodies other than INED?</td>
<td>☐ Yes / No</td>
</tr>
<tr>
<td>From which bodies?</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Date of results:</td>
</tr>
<tr>
<td>Name:</td>
<td>Date of results:</td>
</tr>
<tr>
<td>Name:</td>
<td>Date of results:</td>
</tr>
</tbody>
</table>

For students beginning their thesis in October 2014: Do you wish to enrol at the European Doctoral School of Demography (EDSD) next year? ☐ Yes / No

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7 Applicants must have a Master’s degree when they begin their studentship at INED.
8 The standard studentship lasts 3 years for PhD students who begin their thesis at INED. A further one year extension is possible. INED studentships generally begin on 1 October of each year.
9 Applicants must inform INED of all funding obtained before July 2014.
You may enrol at the EDSD even if you have not submitted an application to the EDSD.
SUPERVISION

NB: All doctoral students at INED must be supervised by two persons, including their thesis supervisor and an INED researcher (see Appendix 1).

Advisor (1)
Name:       First name:
Is he/she an INED researcher (researcher, research director, associate researcher)? □ Yes / No
          If so, what is his/her research unit? Choisir une unité Choose a unit
Is he/she your PhD supervisor? □ Yes / No
          If yes, what is his/her university?
Telephone:
E-mail:
How many PhD students does he/she currently supervise? including co-supervised doctoral students
And in the next academic year? including co-supervised doctoral students

Advisor (2)
Name:       First name:
Is he/she an INED researcher (researcher, research director, associate researcher)? □ Yes / No
          If so, what are his/her research unit(s)? Choisir une unité Choose a unit
Is he/she your PhD supervisor? □ Yes / No
          If yes, what is his/her university?
Telephone:
E-mail:
How many PhD students does he/she currently supervise? including co-supervised doctoral students
And in the next academic year? including co-supervised doctoral students

STUDENTS ALREADY ENROLLED IN A PROGRAMME (only)

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Source(s) of funding</th>
<th>% of time devoted to thesis</th>
<th>Other activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 / 20</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>20 / 20</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>20 / 20</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

PUBLICATION OF RESULTS (all applicants)

The list of successful applicants will be posted on the Internet. If you are successful, do you give consent for your name and first name to be posted on the INED website? □ Yes / No

ADDITIONAL INFORMATION (all applicants)

How did you find out about the INED call for applications?

Please indicate here any additional information that you would like to communicate to the administration and/or the selection committee.
Before assessing an application, the assessor must ensure that he/she is not disqualified from doing so by a conflict of interest.

Excluding the parts indicated by "NB: this information may be communicated to the applicant" this form is strictly confidential and will be seen only by members of the selection committee.

### APPLICANT’s PERSONAL DETAILS

| First name and surname: |  |
| University: |  |
| Project title: |  |

### ASSESSOR’S DETAILS

| First name and surname: |  |

### SECTION 1 - SUMMARY - TO BE COMPLETED AFTER FILLING IN SECTION 2

<table>
<thead>
<tr>
<th>General assessment</th>
<th>Out of scope</th>
<th>A (accept)</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E (reject)</th>
</tr>
</thead>
</table>

**Summary of project assessment (tick one box per line, preferably after completing the rest of the form)**

- **Scientific interest and originality**
- **Quality of the approach (method)**
- **Feasibility (goals can be achieved in imparted time)**
- **Applicant profile**
- **Relevance of project to INED research programme**

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Moderate</th>
<th>Poor</th>
</tr>
</thead>
</table>

**General remarks**

- **NB: this information may be communicated to the applicant**
- **Positive aspects of the application:**

- **Negative aspects of the application:**
**SECTION 2 – DETAILED APPLICATION ASSESSMENT**

<table>
<thead>
<tr>
<th>Goals of the PhD research project:</th>
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<table>
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<tr>
<th>Scientific interest of the project (in particular, originality of work presented):</th>
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<table>
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<tr>
<th>Feasibility: suitability of method for reaching scientific objectives; work programme feasibility within the imparted time (3-4 years, with defence at the beginning of the 4th year)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NB:</strong> If the applicant has already begun his/her thesis, the assessment should also consider the quality of the work already accomplished.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment of the applicant's qualities (educational background, research experience, including any publications, knowledge of French/English, other languages used in research, etc.).</th>
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<tr>
<th>Assessment of supervision potential: Student/supervisor ratio, match between thesis topic and supervisors' research interests, level of support for the application, etc.</th>
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<tr>
<th>Assessment of the relevance of the project to the INED research programme and the projects of the hosting research unit</th>
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<table>
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<tr>
<th>Other remarks</th>
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</table>
Appendix 4: Selection procedure

Doctoral and post-doctoral selection committee

Note on selection procedure

Version dated 03/02/14

This document describes the doctoral and post-doctoral selection procedures. Applicants are selected on the basis of their application files. There is no interview. Applicants are ranked in order of merit by a selection committee. Every effort is made to ensure that the assessment procedure is as objective as possible.

Composition and functions of the selection committee

Functions. The committee is qualified to select doctoral students and post-doctoral researchers who respond to the call for applications issued by INED and iPOPs, including INED doctoral students wishing to be hosted and/or funded for a fourth thesis year. The committee also follows the progress of doctoral students throughout their stay at INED, including those recruited through other channels [the follow-up procedures are not detailed in this document].

Composition. The committee is composed of 14 eminent scientists (10 titular members and 4 alternates). Half the members are INED researchers elected by their peers; the other half are scientists appointed by the INED directorship (including a representative of the iPOPs partners). The term of office is two years, renewable once. Members are renewed on a rolling basis to ensure continuity in the functioning of the committee. The committee chair is responsible for the smooth running of the committee. He/she is appointed by the INED directorship. The list of committee members is indicated in the call for applications.

Committee meetings. When a titular member is unable to attend a meeting, he/she is replaced by an alternate. This provision ensures equality of treatment of all applicants (the applicants whose assessors are not present being less well defended).

The committee secretariat is handled by the office of doctoral affairs which prepares the committee meetings and attends meetings as an observer (but does not take part in discussions). It drafts a meeting report that must be approved by the committee chair. This report is public and may be communicated on request. Apart from the shortlist of ranked applicants, it contains no names.

Ethics

The members of the selection committee undertake to comply with the principles of transparency and equality of treatment, in accordance with the provisions of the European Charter for Researchers (excerpt below).¹¹

Judging merit. The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Variations in the chronological order of CVs. Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Recognition of mobility experience. Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Recognition of qualifications. Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including nonformal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Seniority. The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

The selection committee members undertake to treat the application files with strict confidentiality. Before making an assessment, the committee members ensure that they are not disqualified from doing so by a conflict of interest, i.e.:
- active collaboration with an applicant;
- a hierarchical relationship with an applicant (more senior or subordinate position);
- any situation which casts doubt upon the assessor's capacity to examine the application in an impartial manner or which, in the eyes of an external third party, may reasonably give this impression.

During the selection committee meeting, assessors are asked to leave the room when they are in a situation of conflict of interest. At other times, they refrain from making any comments on "their" candidate(s), even if their opinion is solicited.

The INED directorship and the ethics committee guarantee the quality of the selection process.

### Selection criteria

The selection criteria are detailed in the call for applications. When the applications are examined, the committee members may be required to define additional assessment criteria. In all cases, these criteria must be in compliance with the code of conduct for recruitment of researchers and with the European charter for researchers (see Box). The forms used to assess the applicants give more detailed information on the selection criteria (they are included in the call for applications).
Criteria for doctoral students

- Scientific quality of the thesis project
- Feasibility within the allotted three-year period
- Research project is relevant to the research programme of INED and its units (and of iPOPs, if iPOPs funding)

Criteria for post-doctoral researchers

- Quality and originality of the research project
- Research topic ties in closely with the research priorities of INED and its research units (and iPOPs if iPOPs funding)
- Research project can feasibly be completed within the term of the contract (generally two years, on the basis of a one-year contract renewable once)
- The applicant's profile and aptitudes (scientific skills, research experience, publications).

Preliminary assessment of applications

Appointment of referees

Each application is examined by two referees, an external committee member and an INED member. The files are distributed randomly, and redistributed in cases of conflict of interest. NB: Before the meeting, all committee members are invited to examine all applications and to establish their own overall preliminary ranking. However, they produce a written assessment only for the applications for which they are referees.

Preliminary assessment

Assessors can view all applications (secure Internet access) at least three weeks before the committee meeting. The referees examine the applications in advance and fill in the assessment forms, explaining the strengths and weaknesses of each, in accordance with the selection criteria listed above. They also grade the applications for which they are referee from A to E. A or B for the most promising applications, C for intermediate ones, D or E for the least promising ones. Each applicant thus receives two (provisional) grades used to establish a preliminary ranking of applications. This ranking is handed out at the start of the selection meeting (in the form of a summary table provided by the secretariat). It may change as the meeting progresses. The forms also contain zones where assessors can write comments for the applicants to read (strengths and weaknesses of the application). These remarks may be amended during the meeting before being sent to applicants. The preliminary grades are never sent to the applicants as they do not reflect the outcome of the committee's deliberations. NB: Doctoral students already at INED and who request a renewal of the hosting and/or funding contract are not ranked and their application is assessed by a single referee.

12 For hosting of PhD students, the Master 2 dissertations may be communicated at a later date (in principle, one week before the Committee meeting).
Voting rules

Preliminary instructions
The voting procedures should preferably be decided before the start of the meeting. The committee chair sets the rules after consulting with committee members. This document suggests procedures that the committee is free to amend as it wishes, according to the number of applications and positions to be filled, for example. In all cases, the rules adopted must be detailed in the committee meeting report. Before voting proceeds, the chair must remind committee members of all the selection criteria, both those indicated in the call for applications and any additional criteria defined during committee discussions. Before a vote is taken for the final ranking, and especially if there is a large number of applications, it is recommended that the committee members be given additional time to review the applications so that they can make a well-informed decision.

Selection stages
As the number of applicants is usually higher than the number of vacant positions, it is recommended to proceed in several stages, eliminating applications that will not be discussed in the ranking procedure.

Stage 1: Elimination of applications with the lowest grades Initial overview of the list of applicants, without discussion, on the basis of the grades given by assessors. In practice, and depending on the results, this may, for example, lead to the elimination of applications that were not graded A or B (grades ranging from A to E). At this stage, any committee member may suggest that an application be "reinstated" on the shortlist. The assessors' reports contain all the information required to reply to applicants eliminated at this stage.

Stage 2: Assessment of applications. The applications are examined individually. They are presented by the referees who explain their strengths and weaknesses. The applications will be discussed by all committee members to clarify the general opinion and, if necessary, to clear up any divergences between referees or their reasons for hesitation. At this stage, the referees may change their mind and modify the initial grades, and other committee members may express their opinion.

Stage 3: Preparing the shortlist of eligible applications. Two options, that can be used in combination:

- Depending on the number of applications, it may be useful to hold an initial indicative vote with a few names to "simplify" the discussion. For example, if there are 6 places, each person can give 6 names. The vote is clearer if each member gives a fixed number of names (no more and no fewer).

- One vote per applicant. A vote is held for each candidate (reject, abstain, accept). Members may vote by show of hand, except if a committee member requests a secret ballot. If an application is accepted by an absolute majority, the candidate is immediately placed on the shortlist. If not, a second round may be held (application accepted if a relative majority votes to accept), or the application can be placed on "standby". A second vote is held for standby applications once votes have been held for all other applications, and a decision has been made based on an absolute or relative majority.

Stage 4: Ranking (vote per place). The chair gives the shortlist of applications to be ranked, along with the assessment criteria, and gives the committee member some time to look at the applications again so that they can make an informed decision. A vote is taken for each place (one name or no name), from top down (starting the with first place). Here, a secret ballot is recommended to avoid any imitative effects. If an application receives an absolute majority of votes, the place is attributed without further deliberation. If there is no absolute majority, further votes are taken until an absolute majority is obtained, or in accordance with pre-defined rules, a tie is declared for the place concerned. For
example, if there are 10 voters and a 5-5 tie (or 4-4 with two abstentions) is obtained twice, a tie is declared. It is also possible to apply the rule whereby from the second round onward, only the two best-placed applications in the previous round are eligible. **NB:** There must be no tied applications on the complementary list.

Voting proceeds until a majority votes for "no name" or until the required number of applicants to be ranked has been reached.

**Stage 5: Validation of the list (strongly recommended).** At the end of the procedure, the procedure and the results are submitted to a formal vote. If members vote unanimously in favour, then this list is validated. If not, the chair may explain why the vote is not unanimous and the person(s) who voted against may make remarks that are noted in the meeting report. **NB:** The committee's decisions are not binding: The final decision is made by the INED directorship and/or the iPOPs steering committee (depending on the positions available). The committee thus has greater freedom to express its opinions. The directorship sends feedback to the committee after final selection if necessary.

**Publication of results**

**Official notification of candidates.** The dates of publication of results are given in the call for applications. There are two stages.

- **Publication of the main list (selected candidates) and complementary list (waiting list) on Internet.** These lists are published as soon as possible (often within a week) after the directorship has made its decision in the light of the committee's assessment.

- **All applicants receive a personal notification (strengths and weaknesses of their application) from the doctoral affairs secretariat in the name of the committee and on behalf of the chair. The content of these notifications must be validated by the committee before sending.**

**Communication between committee members and applicants or their supervisors** Committee members must refrain from divulging information about the selection process. In particular, the committee members undertake to refrain from divulging:

- **Any information about the ranking established by the committee**

- **Any information on grades awarded before the meeting, as these grades do not reflect the outcome of the subsequent discussions.**

After publication of the lists, the committee members may hold informal discussions on the way the procedure was handled (strengths and weaknesses). No names must be mentioned in these discussions (i.e. identification of referees).