



INED policy on hosting PhD students

FOREWORD

The *Institut National d'Études Démographiques* (National Institute of Demographic Studies, INED) is a research body founded in 1945 by Alfred Sauvy. With more than 150 permanent staff including some 60 researchers and just under 100 managers, technicians and administrative staff, INED is a key player in population science research both in France and internationally. We are founder members of the Campus Condorcet, a leading focus for research in the humanities and social sciences in France.

At any given time, INED hosts around 40 PhD students enrolled at French and international universities in a wide range of disciplines: demography, economics, geography, history, sociology, etc. As a signatory to the European Charter for Researchers,¹ we see PhD students as researchers in their own right. We put all our resources at their disposal so they can produce their theses in the best possible conditions.

More broadly, INED is committed to a hosting policy of first-rank quality for producing and promoting a thesis, gaining skills and networking for PhD students. It comprises practical hosting, scholarly support to produce the thesis, and preparation for career development.

PhD students may be hosted at INED for all or part of their doctoral period. Most spend at least three years at INED; these are "resident PhD students". Others come for periods of a few weeks to a few months ("visiting PhD students"). Both types need to have guaranteed funding.

Non-French PhD students are welcome at INED. Proficiency in French is not a precondition, but a knowledge of the language makes it easier to fit in at INED.

This document sets out INED's policy on hosting PhD students. For further information, email info-PhD_students@ined.fr

A MULTIDISCIPLINARY RESEARCH INSTITUTE FOR POPULATION SCIENCES

INED is a Public Scientific and Technical Research Establishment (EPST) under the joint aegis of the Ministries of Research and Social Affairs Decree n°86-382 of 12 March 1986, replacing the 1945 order). This status, the same that of the major French research bodies (CNRS, INSERM, IRD, INRAE) guarantees our scientific independence.

The research carried out at INED aims to describe and understand the changes occurring in populations: fertility, nuptiality, migration and mortality. It raises issues of gender relations, generational balance and social and geographical inequality. To execute our mission we call upon a wide range of disciplines that complement demography such as economics, history, geography, sociology, anthropology, statistics, biology and epidemiology. Our research is based on a combination of quantitative, critical and qualitative approaches to population questions. The quantitative approach involves statistical analysis and the production of original data. The critical approach examines the categories, concepts and measurements, and the results based on them. And the qualitative approach extends these analyses, both upstream in devising new ways of questioning and downstream to examine the findings more closely and construct new analytical categories.

Issues of measurement and methods, particularly data collection, are part of INED's daily work. Our mission includes disseminating the knowledge produced in our field both in France and internationally. We also seek to contribute to "learning through research". And we are pioneers in producing sociodemographic surveys and databases in many fields, both in France and other parts of the world.²

INED's research work is structured by the focuses of our ten Research Units (UR) and two joint service units (UMS):³

- U03: Fertility, Family, Sexuality
- U04: Gender, Sexuality and Inequalities
- U05: Mortality, Health, Epidemiology
- U06: Housing, Spatial Inequalities and Trajectories
- U08: International Migration and Minorities
- U09: Economic Demography
- UR10: ELFE - French Longitudinal Study of Children (UMS: INED-INSERM-EFS)
- UR11: History and Population
- UR12: Mobility, Trajectories and Territories
- UR14: Sexual and Reproductive Health and Rights (INED unit partnered with INSERM, Paris-Sud, UVSQ)
- UR15: Demosud - Demography of the Global South
- UMS GED: Support unit for *Grand Équipement Documentaire*

INED is also one of the supervising bodies for UMS *France Cohortes*.

² Survey list accessible at <https://data.ined.fr/index.php/home>

³ More at <https://www.ined.fr/fr/recherche/equipes-recherche/>

PHD STUDENTS: INTEGRAL TO INED RESEARCH

Like any other INED researcher, a PhD student hosted here is a full member of at least one thematic research unit. Their work is an integral part of these units' aims and projects.

TRAINING AS PART OF INED STRATEGY

INED has three aims in hosting PhD students: (1) to play a part in training students in the population sciences, whatever their discipline; (2) to strengthen our partnerships with universities in France and elsewhere; (3) to enrich our scientific output in our areas of study.

Doctoral training is one of INED's priorities. HCERES (the national assessment body for research and higher education) has pointed up the quality of INED's student hosting and its good results in terms of PhD students' workforce integration. Because of our central position in the world of demographic research, INED is committed to strengthening our partnerships with graduate schools in France and to hosting more foreign PhD students, of all nationalities.

Every year, INED calls for applications for doctoral contracts and also coordinates the call issued by the École des Hautes Études en Démographie (HED), a university research school (EUR) jointly supported by Paris 1 Panthéon-Sorbonne and INED. We are also partners in two other EURs, Paris Graduate School of Economy (PGSE) with the Paris School of Economics and Gender and Sexuality Studies (GSST) with the École des Hautes Études en Sciences Sociales (EHESS). INED is the lead agency in the iPOPs project (Individuals, Populations, Societies), one of the hundred "laboratories of excellence" selected in 2010 by the Ministry of Higher Education and Research under its programme of investment in the future financed by the national loan scheme (known as "*le Grand Emprunt*"). This has provided INED with the funds to finance post-doctoral grants, international mobility for PhDs, and delegated hosting in population sciences. iPOPs is intended to structure and strengthen the partnerships and funding that already form part of INED's training goals⁴.

INED is also one of seventeen partners in the European Doctoral School of Demography (EDSD).⁵ This programme is run in English. The teachers are top specialists from the EDSD's member institutions. EDSD members host the programme in turn. INED hosted it from 2007 to 2009, after the MPIDR in Rostock and before the Universities of Lund, Rome, Groningen and Barcelona, and we are due to host it again in 2023-2025. Candidates for EDSD must possess a Master's degree. Students are individually mentored throughout the 11 months of teaching, helping them to define their thesis subject. Though it is not mandatory, PhD students applying for a studentship at INED are invited to also apply to EDSD. All EDSD students receive a fellowship grant. Every year, INED funds at least two of the 20 PhD students selected by EDSD, irrespective of nationality.

⁴ iPOPs website: <http://ipops.site.ined.fr>

⁵ Max Planck Institute for Demographic Research, Interdisciplinary Centre on Population Dynamics, Centre for Demographic Studies, Institut National d'Études Démographiques, Netherlands Interdisciplinary Demographic Institute, Sapienza Università di Roma, Lund University, London School of Hygiene and Tropical Medicine, Vienna Institute of Demography, Warsaw School of Economics, University of Groningen, University of Rostock, Tallinn University, Stockholm University, University of Southampton, Université Catholique de Louvain, London School of Economics. EDSD website: www.edsd-demography.org

STATUS OF PhD STUDENTS AT INED

PhD students hosted at INED must possess a Master's or equivalent degree and be enrolled for their doctoral thesis at a university or recognized establishment in France or elsewhere⁶. In France, in addition to their formal registration at their university, PhD students also register for educational purposes at the doctoral school with which their hosting research unit is affiliated.

There are two types of PhD students at INED:

- **Resident PhD students** are generally hosted at INED for three years (extension possible with joint outside thesis funding for Year 4). The hosting period may be deferred until the end of Year 1 at the latest. Resident PhD students may be on the INED payroll or else funded by another institution. They are attached to one or two research units
- **Visiting PhD students**,⁷ hosted for a few weeks or months (less than a year) during their thesis. If they are enrolled at a French university, their hosting is handled by INED's doctoral affairs coordinator, otherwise by our International Affairs department (DRIP).

After the thesis, a third form of support is offered: an **affiliated PhD** is a junior researcher who was a PhD student at INED and has recently defended their thesis. They may ask for this post-thesis affiliation while they finalize the scholarly publications based on their PhD research. This one-year affiliation, renewable once, also provides an opportunity to apply for posts as part of their career advancement.

The students hosted by INED in connection with a PhD enjoy considerable practical support and have access to all the research support facilities available here.

GENERAL CONDITIONS OF PhD STUDENT HOSTING

MATERIAL CONDITIONS OF HOSTING AT INED

All PhD students hosted at INED must be funded to write their thesis. Some receive a doctoral grant from INED itself or via INED from outside providers (e.g. *Agence nationale de la recherche*, European Commission). Some are on the payroll of an outside institution such as their university. In that case a hosting agreement is established specifying the framework and conditions of the hosting.

⁶ If a student is not yet enrolled for a PhD course at the time of their application, they must supply the relevant documents on arrival at INED (1 October as a rule).

⁷ More at <https://www.ined.fr/fr/recherche/accueil-doctoral/accueil-doctorant-invite/>

All PhD students hosted at INED, however funded, may access exactly the same resources:

- They work four or six to an office, each with a landline telephone and a desktop computer;
- They have an e-mail account and a personal page on the INED website;
- They have access to a videoconferencing system and the equipment required to use it;
- They have access to the bibliographical resources and services of the GED (*Grand Équipement Documentaire*) and may order books (to consult) according to the same rules as INED researchers;
- They may sign on to the internal and external training courses on offer (languages, analytical methods, etc.)
- They may eat at the campus restaurant at prices subsidized by INED;
- They may use INED's reprographics department;
- They may ask for assistance from any research support department (see list below);
- In particular, they may receive support from the Publications department to have their texts translated into or revised in English or French, including their theses;
- In particular, they may receive support not only from their supervisor but also from the International Affairs department (DRIP) to apply for funding for their fieldwork and preparing the post-thesis period;
- They may apply for grants for INED for research missions or attendance at conferences if they have had a paper (or poster) accepted;
- They may apply for the international mobility opportunities offered by DRIP each year for research trips outside France;
- They may receive help with official paperwork, especially if they are non-French nationals.⁸

PhD students also have special access to data (survey or administrative) solely available in a secure IT setting, on condition they comply with the current rules of access.

RESEARCH SUPPORT DEPARTMENTS

Like other INED researchers, PhD students may ask for assistance from all our research support departments, as listed below.

- Surveys department (SES)

INED's Surveys department is a specialist department that oversees most of the data gathering operations conducted by INED, often in partnership with other institutions (INSEE, INSERM, etc.). The SES is also responsible for managing the surveys archive and making INED surveys available to users for research or teaching purposes.

- Statistical Methods department (SMS)

The purpose of the Statistical Methods department is to assist researchers with statistical data analysis, and database management and access. The department holds quarterly Applied Statistics seminars and regular training courses open to PhD students.⁹

⁸ See international researchers' guide on Intranet:

https://intraned.ined.fr/group/ined/admin?p_p_id=20&p_p_lifecycle=1&p_p_state=exclusive&p_p_mode=view&_20_struts_action=%2Fdocument_library%2Fget_file&_20_folderId=1162347&_20_name=DLFE-12783.pdf

- International Affairs department (DRIP)

DRIP has three main missions. It contributes to defining and implementing INED's partnership strategy in France and internationally. It supports research teams in putting together and managing their research projects: applying for funds, producing applications for calls for tender, managing projects once funded. It also runs campaigns for international mobility in both directions.

- IT and information systems department (SISI)

SISI helps students get started with their computer system and provides training sessions with the office software and specialist software. The standard office packages (Word, Excel, Power Point etc.) are provided, as are a number of specialist packages (mapping, character recognition, statistical software) accessible from a dedicated server.

- Publications department

The Publications department handles editing, production, marketing and translation of INED publications: *Population* (quarterly scholarly journal), *Population and Societies* (monthly newsletter), book series many of which are accessible in open access on the OpenEdition Books platform, and working papers (*Documents de travail*) available from the INED website¹⁰. The department runs INED's open archive Archined. It also coordinates translations of our research and plays a major role in defining and implementing our open scholarship policy.

- Grand Équipement Documentaire (GED)

GED is opening up its services to a range of audiences, beginning with its members on the Campus Condorcet. Any PhD student or post-doc affiliated to a Campus institution enjoys access to working areas (open space and group work rooms), the collections (free-access consultation, document booking and loan, archive consultation, on-site and remote access to digital resources),¹¹ research support (documentation courses, project support),¹² and knowledge dissemination (scholarly and cultural events).¹³

In addition to the above services, a PhD student is entitled to contact INED's officers for scientific integrity, professional ethics/whistle-blower protection, and our ethics committee whenever they feel the need.

STUDENTS' SCHOLARLY LIFE AT INED

PhD students take part in the scholarly life of their doctoral school, their main INED research unit (monthly meetings, ad hoc scientific events, etc) as well as any secondary unit. Both resident and visiting students are encouraged to take part in the Lundis de l'INED seminars.¹⁴

⁹ More on the Intranet at <https://intraned.ined.fr/group/ined/evoluer-a-l-ined/formations1/offre-de-formation/formations-statistiques>

¹⁰ Catalogue at <https://www.ined.fr/fr/publications/editions/>

¹¹ <https://ged.campus-condorcet.fr/fr/pour-le-quotidien/consulter>

¹² <https://ged.campus-condorcet.fr/fr/pour-la-recherche>

¹³ <https://ged.campus-condorcet.fr/fr/pour-tous/espace-francoise-heritier>

¹⁴ See <http://www.ined.fr/en/rendez-vous> or go to INED homepage <http://www.ined.fr/en/> and click "Resources and documentation", then "Events".

And since INED is sited on the Campus Condorcet, they can take advantage of its many general and specialist seminars.

They are expected to regularly take part in activities specifically intended for them:

- Monthly PhD students' workshop: this is run by tenured INED researchers. Each session provides a chance to discuss a PhD student's scholarly output, based on a text submitted in advance. Students share their experiences, present their progress or preliminary results and raise questions in a more relaxed setting than is offered by other seminars; they also have a chance to see their thesis supervisors in a wider context;
- The fourth *Lundis de l'INED* seminar of each month is devoted to "junior researchers" (PhD students, recently-qualified PhDs and contract researchers). This is the setting for the more advanced students to make public presentations;
- The *Journée des doctorants*: this PhD students' day is held in June each year by the students themselves, when they present their more complete research in public.

As researchers in their own right, their scholarly production and involvement in collective tasks should be included in INED's annual activity report. To that end, PhD students record information collected for the annual Scientific Activity Analysis and Monitoring (MASAS) return.

They will upload their research production to INED's open archive Archined and more broadly apply our open science policy.

DOCTORAL AFFAIRS COORDINATOR

The doctoral affairs coordinator's mission is to implement INED hosting policy. If necessary, they may act as mediator between the various people involved in the student's thesis.

The doctoral affairs coordinator runs the process for recruiting resident PhD students, particularly the annual call for applicants, and their annual assessment (see below). They also handle applications for post-thesis support.

Any PhD student or supervisor may call on the coordinator's services at any point in the thesis period. More broadly, the coordinator can act as an intermediary between INED departments, research units, PhD students and their supervisors.

The coordinator keeps regular contact with all PhD students by holding briefing meetings and follows up on requests submitted by the PhDs' elected representatives.

They coordinate the survey on the careers of the PhDs hosted long-term at INED during a thesis or post-doctoral research.

MONITORING PhD STUDENTS AT INED

REGULAR, COORDINATED, TEAM SUPERVISION

INED regards its PhD students as key members of its research units. They are encouraged to show initiative and independence in carrying through their thesis projects in the funding period. To help them achieve this, INED commits to providing regular, coordinated supervision by a team.

The PhD student charter¹⁵ specifies the roles and commitments of the thesis partners, i.e. the PhD student, the supervisors, including at least one INED researcher and the head of their INED research unit. This charter is countersigned by the Director of INED.

The PhD student must keep in regular touch with their supervisors and inform each of them of their progress with their work. At least once a year, the student arranges a meeting to assess the past year and jointly define the stages still to be completed to finish their thesis within the funding period.

The supervisors undertake to collaborate to regularly supervise the PhD student, support them in writing their thesis, publicizing it (papers and publications) and preparing to find work. INED places particular importance on the relationship between the PhD student and their INED supervisor. The supervisor is there for the student throughout their research work and helps them integrate into INED. However, if differences arise in their working relationship, it may be necessary to consider changing supervisors. PhD students are invited to discuss any difficulty of this kind first with the doctoral affairs coordinator.

MULTIDISCIPLINARY ANNUAL ASSESSMENT

All PhD students at INED, however they have been selected and whether or not they are on the INED payroll, are given an annual scholarly assessment. This assessment differs from the individual assessment held by doctoral schools for students enrolled at French universities.¹⁶ It is convened by the doctoral affairs coordinator and carried out by INED's PhD student monitoring committee.¹⁷ This international committee comprises equal numbers of tenured INED researchers and outside researchers who provide a multidisciplinary view of current research. The committee's job is to assess the state of progress on the doctoral work to make sure first that it is such as to lead to presentation of a thesis in the allotted time. Members also examine whether the resources used are appropriate to the scholarly purpose. Assessment is based on a dossier compiled by the PhD student. Conclusions are also based on the opinions of the supervisors.

The committee can make any kind of recommendation with a view to the thesis being properly completed: revising goals, adjusting methods or work schedule, extra resources, etc. More broadly, these recommendations concern the dissemination of the research, scholarly impact, acquisition of professional experience and preparation of the post-thesis period. At all events, these opinions are advisory, since any decisions about future directions of research ultimately rest with the PhD student and their supervisors.

BECOMING A PhD STUDENT AT INED

There are two ways to be hosted as a resident PhD student at INED .

¹⁵ Downloadable from https://www.ined.fr/fichier/s_rubrique/91/chartedesdoctorants.fr.pdf

¹⁶ For doctoral students enrolled in a French university, this is an obligatory provision under [the decree dated 25 May 2016](#). "The composition, mode of organization and functioning of this committee are decided by the doctoral school council" (Article 13)

¹⁷ This scholarly committee comprises five INED researchers, one representative of our iPOPS partners, and four outside eminent persons. It also decides on applications for doctoral contracts and other resident PhD posts.

One way is through INED's annual call for applications for doctoral contracts.¹⁸ The PhD students are selected by an international committee¹⁹ following a widely publicized call for applications (website, mailing list, public display in universities, Twitter, etc.).

The other way applies to any PhD student seeking resident status at INED who already has external funding.²⁰ This may have a contract with their doctoral school, have been directly selected by INED researchers for specific contracts (ANR, European projects or other), or have outside funding (e.g. CIFRE). In every case, the application is examined by two members of the international committee according to a flexible timetable whereby hosting may start at any point in Year 1 of thesis enrolment.

¹⁸ Accessible at <https://www.ined.fr/fr/recherche/accueil-doctoral/accueil-avec-un-financement-exterieur/>

¹⁹ The same as the assessment committee, see above.

²⁰ Accessible at : <https://www.ined.fr/fr/recherche/accueil-doctoral/accueil-avec-un-financement-exterieur/>