



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. It is the largest population science research centre in Europe, with 200 permanent staff including some 60 researchers and 110 managers, technicians and administrative staff.

Every year, INED hosts around 30 PhD students enrolled at universities, in France or elsewhere, in a wide range of disciplines: demography, economics, geography, history, sociology, etc. INED puts all its resources at their disposal to enable them to write their theses under the best possible conditions.

PhD students may be hosted at INED for all or part of their doctoral period. Most spend between one and 3 years at INED; these are "resident PhD students". Others come for periods of a few weeks to a few months ("visiting PhD students").

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

PHD STUDENTS: INTEGRAL TO INED RESEARCH

Like any other INED researcher, a PhD student is a full member of at least one thematic research unit. Their work is an integral part of these units' projects and they have access to all the research support services available at INED.

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 its partnerships with universities in France and elsewhere; (3) to enrich its scientific output in its areas of study.

Doctoral training is one of INED's priorities. Aeres (*Agence d'évaluation de la recherche et de l'enseignement supérieur, the national assessment body for research and higher education in France*) has pointed up the quality of INED's student hosting and its good results in terms of PhD students' workforce integration. Because of its central position in the world of demographic research, INED is committed to strengthening its partnerships with graduate schools in France and to hosting more foreign PhD students, of all nationalities.

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 doctoral and post-doctoral studentships and grants for researchers preparing the "habilitation" examination. iPOPs is intended to structure and strengthen the partnerships and funding that already form part of INED's training goals¹. INED also maintains partnerships with members of the various research and teaching hubs in Paris (PRES, *pôles de recherche et d'enseignement*).

INED is also a partner in the European Doctoral School of Demography (EDSD)². This programme is run in English. The teachers are top specialists from the EDSD's member institutions: five research centres (CED, INED, MPIDR, NIDI and VID) and seven universities (Amsterdam, Groningen, Lund, Rome, Rostock, Tallinn and Warsaw). 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 and Barcelona. Candidates for EDSD must possess a Master's degree and be seriously committed to writing a doctoral thesis. 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 (deadline 15 April each year). All EDSD students receive a grant. Every year, INED funds at least two of the 20 PhD students selected (irrespective of nationality) by EDSD.

¹ iPOPs website: <http://ipops.site.ined.fr>

² EDSD website: www.eds-demography.org

A MULTIDISCIPLINARY INSTITUTE FOR POPULATION SCIENCE RESEARCH

INED is a multi-disciplinary research institute. Its areas of expertise cover the study of strictly demographic trends (rates of marriage, birth and mortality, migration etc.) and also demography applied to social life (economics, public health, human geography, history and anthropology).

As well as its scientific research remit, INED is responsible for gathering and disseminating French and international information in its field of work. It also has a duty to contribute to hands-on research training.

INED is a public-sector scientific and technical institution (EPST) under the joint authority of the Minister for Population and the Minister for Research. This official status, the same as that of CNRS, INSERM and INRA, ensures the institute's scientific independence.

INED's scientific work is based around the themes of its 11 research units³:

- U02: *Centre population et développement* CEPED (INED-IRD-Paris Descartes joint research unit)
- U03: Fertility, Family and Sexuality
- U04: Demography, Gender and Society
- U05: Mortality, Health and Epidemiology
- U06: Mobility, Housing and Social Networks
- U08: International migrations and minorities
- U09: Economic Demography
- U10: Joint unite ELFE (INED-INSERM-EFS)
- U11: History and Population
- U12: Identities and Territories
- U13: International Comparisons
- U14: INSERM-INED-UNIVERSITE Paris X-UVSQ Joint Unit
- U15: Demography of Southern Populations

ORIGINAL DATA AND RESEARCH SUPPORT SERVICES

INED has played a pioneering role in producing socio-demographic surveys in many fields, both in France and in other parts of the world⁴. The PhD students enjoy privileged access to INED's data, survey designers and research support services.

- Surveys department

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,

³ For more information see http://www.ined.fr/en/current_researchs/units/

⁴ For a list of surveys see http://www.ined.fr/en/resources_documentation/surveys/surveys_list/

InVS etc.). The Surveys department is also responsible for managing the surveys archive and making INED surveys available to users for research or teaching purposes.

- Statistical Methods department

The purpose of the Statistical Methods department is to assist researchers with statistical analysis, cartographic analysis and data analysis. The department holds quarterly Applied Statistics seminars and regular training courses open to PhD students. The course programme can be found at <http://www.ined.fr/en/rendez-vous/rencontres-statistique-appliquee/>

- Documentation department

The task of this department is to manage and make available, in-house and to the public, information on all issues connected with demography in France and worldwide. It provides document management services to all INED staff and students: searching for information, consulting databases, drawing up bibliographies, ordering books and articles, handling inter-library lending. It produces and makes available a large document collection and a bibliographical database (Inedoc).

- IT department

INED provides each PhD student with a computer. The IT department 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).

- Publications department

The Publications department handles editing, production, marketing and, where necessary, translation of INED publications, mainly:

- *Population*, a quarterly scientific journal founded in 1946 and published in full in (Population-F) and English (Population-E);
- *Population and Societies*: a monthly newsletter published since 1968, available in French and English on the INED website as soon as it is published;
- Books in several collections (*Les Cahiers*, *Classiques de l'Économie et de la Population*, *Méthodes et Savoirs*, *Manuels*) – over 300 published to date.

It also publishes working papers (*Documents de travail*) available only from the INED website⁵. On-line catalogue at <http://www.ined.fr/en/resources-documentation/publications/>

GENERAL CONDITIONS OF PHD STUDENT HOSTING

STATUS OF PHD STUDENT 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 in France or elsewhere⁶.

⁵ For further informations see <http://www.ined.fr/en/resources-documentation/publications/>

There are two types of PhD students at INED:

Guest PhD students, hosted for less than a year under the same conditions as other guest researchers. They are invited to take part in the scientific life of other PhD students at INED. The International Affairs department (DRIP) is responsible for hosting guest students.

Resident PhD students, hosted at INED for periods of one to four years. They are attached to one or two research units and work in close collaboration with INED's in-house researchers, one of whom is the mentor they choose in advance. Resident PhD students may be on the INED payroll or else funded by another institution. They can be hosted at INED at any stage of their PhD work: some come to INED as soon as they are enrolled for a doctoral course at a university, others arrive later. They can start their time at INED up to the fourth year of enrolment at their university. With some exceptions, PhD students hosted at INED work most of the time in the Institute's premises and take part in its scientific activities.

Hosting of PhD students at INED is thus very flexible, with a number of different possibilities:

- A stay of a few weeks;
- From start to finish of the thesis period (in principle, four years maximum);
- A one-year stay during the thesis process (particularly for PhD students from outside France);
- A delayed stay, starting in the second, third or even fourth year of the thesis, for periods of, respectively, two years (with possible one-year renewal), one renewable year and one non-renewable year.

PHD STUDENTS' SCIENTIFIC LIFE AT INED

PhD students take part in the scientific life of INED as well as that of their doctoral school. And since INED is in Paris, they can take advantages of the capital's profusion of general and specialist seminars.

At INED itself, PhD students can take part in a lively scientific life that brings together INED researchers with those from many other French and foreign institutions concerned with population science: weekly research seminars called *Les Lundis de l'INED*, research promotion seminars, theme-based seminars run by the research units, etc.⁷

PhD students are particularly closely involved in the scientific life of their research units, with monthly meetings, ad hoc scientific events, etc. They are expected to take part in activities specifically intended for them:

- Monthly PhD students' workshop: this is run by several INED researchers. Each session is a chance to discuss a PhD student's scientific output, based on a text submitted in

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 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".

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;

- The fourth *Lundis de l'INED* seminar of each month is devoted to "junior researchers" (PhD students and recently-qualified PhDs). This is the setting for the more advanced students to make public presentations;
- The *Journée des doctorants*: this PhD students' day is organized in June each year by the students themselves.

MATERIAL CONDITIONS OF HOSTING AT INED

All PhD students hosted at INED must be funded to write their thesis. Some are on the payroll of an outside institution such as their university. Others are funded through INED by outside providers (e.g. *Agence nationale de la recherche*, European Commission). Some receive a doctoral grant from INED itself. Generally speaking, this grant is equivalent in amount to the doctoral grants allocated by the French research ministry. Whatever their source of funding, all PhD students at INED have access to the same material resources:

- PhD students work three or four to an office (seven offices in all), each with a telephone and a computer;
- Each year they receive INED credits allowing them to conduct research missions or take part in conferences;
- They enjoy all research support services and in-house and external training facilities (language classes, analysis methods etc.);
- They have an e-mail account and a personal page on the INED website;
- Help is available for their administrative formalities and they have access to the photocopying service;
- They receive INED's periodicals free of charge and enjoy very advantageous conditions for buying books in the INED publications catalogue;
- The Publications department can help them get their papers translated into English or French (or revised);
- They can receive help in their search for funding, from their INED supervisor(s), the head of their research unit, the International Affairs department and the Legal department. All PhD students in their third thesis writing year are encouraged to look for funding either for a post-doctoral post, or to make sure they have a grant for their fourth thesis year;
- They can receive grants for trips abroad lasting one to three months (e.g. iPOPs funding).

SUPERVISION OF PHD STUDENTS AT INED

REGULAR, COORDINATED SUPERVISION BY A TEAM

INED regards its PhD students as key members of its research teams. They are encouraged to show initiative and independence in carrying through their

thesis project in the three- to four-year time allotted. To help them achieve this, INED commits to providing regular, coordinated supervision by a team. Each PhD student at INED is followed by a thesis committee or an "individual supervision committee" for students enrolled in a French university.⁸ Each PhD student also has the help of their research unit head and is encouraged to build up contacts with other INED researchers so as to diversify sources of advice on writing and disseminating their thesis and finding work afterwards.

The PhD student charter⁹ specifies the roles and responsibilities of the thesis partners, i.e. the PhD student, the members of their supervision committee and the head of their research unit.

The PhD student must keep in touch with their advisors and keep each of them informed of their progress in their work. At least once a year, the student organises a meeting with their thesis committee to assess the past year and jointly define the stages still to be completed to finish their thesis within the allotted three to four years.

The members of the thesis committee undertake to collaborate to regularly supervise the PhD student, support them in writing their thesis, publicising it (papers and publications) and preparing to find work. INED places particular importance on the relationship between the PhD student and their INED mentor. The PhD student chooses their mentor when they apply to INED. The mentor is there for the student throughout their research work and helps them integrate into INED. However, if temperaments prove incompatible or differences arise in their views of the research, it may be necessary to consider changing mentors. PhD students are invited to discuss any difficulty of this kind with the doctoral affairs coordinator¹⁰ or any other researcher who might advise them.

ANNUAL ASSESSMENT

All PhD students at INED, whichever way they have been selected and whether or not they are on the INED payroll, are given an annual assessment by the PhD student selection and assessment committee. The committee's job is to assess the state of progress on the doctoral work to make sure it is such as to lead to presentation of a thesis in the allotted time.

⁸ For doctoral students enrolled in a French university, this is an obligatory provision under [the decree of 25 May 2016](#). "The composition, mode of organization and functioning of this committee are decided by the doctoral school council" (Article 13)

⁹ Document downloadable from http://www.ined.fr/en/phd_students/

¹⁰ The doctoral affairs coordinator is responsible for applying INED's hosting policy. If necessary he/she acts as mediator between the thesis partners. He/she also acts as intermediary between INED departments, research units, PhD students and their supervisors. PhD students and supervisors can call on him/her at any time during the doctoral process.

Assessment is based on a dossier compiled by the PhD student¹¹. Its conclusions are based mainly on the opinions of the thesis committee members.

The opinions issued by the committee at the end of the first and second thesis years have no impact on whether or not the PhD student's place at INED or their funding will continue, unless there has been a breach serious enough to justify terminating the contract. If necessary the committee can make any kind of recommendation with a view to the thesis being completed in time: revising goals, adjusting methods or work schedule etc. At the end of the third year, if more time is required for the thesis the committee issues an opinion on whether or not student's place at INED and/or their funding should continue for a fourth year.

BECOMING A PHD STUDENT AT INED

An INED call for applications can take either of two routes.

The main access is through an annual competition. The PhD students are selected by an international committee¹² following a widely publicised call for applications (website, mailing list, public display in universities, twitter etc.). This procedure applies to all PhD students wishing to prepare their thesis at INED, whether they are also applying for a doctoral studentship or have already obtained one. All practical information about the selection of PhD students (calendar, application folder, selection procedure etc.) can be downloaded from http://www.ined.fr/en/phd_students/

Under certain project (ANR, European projects or other), PhD students are directly selected by INED researchers. INED also hosts and assists PhD students who find their own funding (CIFRE, grants from the Conseil Régional d'Île de France, etc.).

¹¹ The assessment and renewal file can be downloaded from http://www.ined.fr/en/phd_students/

¹² This selection and evaluation committee comprises five INED researchers, a representative of the iPOPs partners and four qualified external people.