

2022 CALL FOR DOCTORAL CONTRACT APPLICATIONS

INED is recruiting 3 doctoral students
to work at one of its 11 Ined's units (10 research units and 1 mixed service unit)

**The deadline for this call for applications is
Friday, 18 May 2022 at 12:00 PM (noon, Paris time)**

Please note :

**We recommend that you complete your application at least 2 business days before the deadline.
Check the accuracy of your documents and their names, you will not be able to view them once
uploaded.**

Late or incomplete applications will not be considered by the INED committee

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

1. INED: training in research through research

The French Institute for Demographic Studies (INED) is a public research institution. Its mission is to study all aspects of human populations, to train researchers, and to inform the public authorities and society of the results of this research. To these ends, INED researchers use approaches from a broad range of disciplines (demography, sociology, economics, history, geography, medicine, epidemiology, statistics, anthropology, etc.). INED contributes to training on research and through research by taking on some 60 young researchers (doctoral students and post-doctoral researchers) at its research units. It welcomes these young researchers on the basis of two key principles:

- ***The doctoral student 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). Whatever the source of funding ¹ the research must be carried out in accordance with good professional practice. Doctoral students are advised to defend their thesis before their contract ends.
- ***The doctoral student is in training and their research is part of their professional project.*** As such, they receive personalised support from an INED researcher acting as dissertation director or co-director (see list of supervisor researchers in the appendix). The Ined (co-)director 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.

¹ Applicants who have already obtained financial aid in the form of a doctoral contract from another source can also apply to be hosted at INED by following the procedure at: <https://www.ined.fr/fr/recherche/accueil-doctoral/accueil-avec-un-financement-exterieur/>

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 supervisors 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 website²: [See INED policy on hosting PhD students](#) and [See Charter for PhD students](#).

2. Call for applications

INED is recruiting 3 doctoral students on three-year contracts. The contracts start **on 1 October 2022 (subject to validation of the Master's degree)**. The contract may start at another date, between 1 September 2022 and 1 January 2023 at the applicant's request and subject to the supervisors' approval.

The selected doctoral students will be hosted at INED (Aubervilliers, France) and will work under a salaried contract. They will conduct their research at one of INED's research units and will participate in its scientific activities. They may also be hosted in a second unit outside INED. They will benefit from the services provided to support INED's researchers.

As indicated on the Charter for PhD students, the students hosted at INED commit to be physically present at INED **at least on a half-time basis**³ and to participate in the Institute's different activities, including those of their research unit and those specifically organized for PhD students.

The proposed research project must tie in with Ined's scientific projectD ([see the strategic orientations](#)).

The completion of the research may entail special funding (for example, to finance data collection, partly or entirely). The sole objective of this call for applications is the attribution of work contracts, and the selection of an applicant does not cover research expenses. The applicants and supervisors 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. The applicants and supervisors are urged to pay regular visits to this page, which may be updated during the call for applications period.

² <http://www.ined.fr/en/research/PhD-students/hosting-phd/>

³ The students also commit to comply with sanitary measures, the organization of telework and restrictions to access the building in the course of the current Covid-19 pandemic.

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

3. Conditions of eligibility

The following conditions apply to applicants and all their supervisors.

3.1. The applicant must fulfil the following three criteria:

- Applicants must hold (or complete during the current academic year 2021-2022) 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 will need to be enrolled **for the first time** (i.e. in the first year) in a doctoral programme in a French or foreign university for the academic year 2022-2023.
- The thesis director or the co-director must be a researcher of INED⁵ (see list in appendix). Candidates are called upon to directly solicit a researcher from INED⁶ in relation to their research theme.

There are no criteria in terms of age or nationality ([see the welcome booklet](#)⁷).

3.2. Applicant supervisors must fulfil the following criterion:

- Each INED and external supervisor may supervise at most two doctoral students with INED contracts (excluding 4th year students) at the start of the 2022-2023 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, supervisors, other information, 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 (not to exceed 2 pages).

⁵ PhD students will have to provide at the time of their reception a certificate of registration in which is mentioned the (co-)direction.

⁶ <http://www.ined.fr/en/research/researchers/>

⁷ https://www.ined.fr/fichier/s_rubrique/31840/welcome.booklet.220222.en.pdf

- A thesis project, not to exceed 5 pages, including the bibliography. The project statement is to be drafted by the applicant, in close collaboration with their supervisors. 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
 - ✓ *Bibliography*

Assessment of research risks and proposal of solutions. This section requires particular care (recommended length: 1/2 page) and should only be written up after detailed consultation with supervisors. 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. If the final version of your M2 dissertation is not available, a provisional version dissertation must be submitted (with the mention "provisional version" on the front page). In case you do not have a M2, you can submit an equivalent academic dissertation, giving the reasons for this on the application platform.

- 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 Master's programme (both M1 and M2, or equivalent). If you do not have one of these records, you must submit a certificate from the Master's supervisor explaining the reasons. If applicant's university has specified in a single statement that neither a thesis report nor Master 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.

- Signed declaration (about the accuracy of information).

4.2. Documents to be provided by the INED (co-)supervisor/(co-)director

For the application to be complete, the **INED (co-)supervisor** is required to:

- a) Enter all information requested by the call platform for supervisors (see Section 5).
- b) Submit the following documents on the call platform:
 - A completed supervisor form⁸ for each supervisor/director (one form per supervisor is mandatory). Access to the call platform is restricted to INED supervisors; it is therefore their responsibility to collect completed forms from non-INED supervisors and file them on the site. The form can be [downloaded on the call site](#)⁹.

Special cases:

- If one of the supervisors is from outside INED, the INED supervisor is responsible for filing the two forms on the platform.
- If both are INED researchers, only one of them is responsible for submitting the forms.
- Ined researchers who intend to support several candidates shall contact the administrator team at info-doctorants@ined.fr to get supplementary access details.

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](#)¹⁰. The **applicant** must indicate the names of their INED and external supervisors in their application. **INED researcher supervisors** already have a user account (having received a link to their dedicated platform by email when the call was launched) to log in. The applicant and their INED supervisor must submit their application on the electronic platforms dedicated to them.

Applicants may not access the form(s) submitted by the supervisor. However they will be notified by e-mail once the submission of the form(s) is completed.

Important: Validation of the application

To definitively validate the application, applicants must submit their application in the tab "Submission of Application" on the platform before the closing date (the timestamp of the platform being proof).

An application will be considered as invalid if information or documents are missing in the applicant or the supervisor part (see list in section 4, "Mandatory information and documents").

⁸ Supervisors can file a letter of support for the given applicant in place of the supervisor'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.

⁹ <http://www.ined.fr/en/research/PhD-students/call-applications/>

¹⁰ <https://survey.web.ined.fr/index.php/595651?lang=en>

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 after the close of the call will be considered.

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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 1 month before the deadline**, the applicant and their supervisors 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 supervisor(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 and submits it to the selection committee. After submission, the application cannot be modified.
- ➡ **No later than 2 business days before the deadline**, the INED supervisor finalises in its entirety the supervisor(s)'s dedicated platform.

Legal, ethical and data-protection aspects:

The personal data collected are processed in compliance with European and French data protection regulations. The information collected via the platform allows INED to manage application both during and after the submission process. Their processing is necessary for the execution of pre-contractual measures between INED and the applicants.

The team in charge of recruitment may access and use information necessary for contacting candidates and supervisors as soon as they are entered, as well as before they are submitted; this information concerns the title, first name, last name and contact details of candidates and supervisors.

You have rights concerning your personal data: to access your data and obtain a copy, to complete or rectify your data, to object to their processing, to request their deletion or restriction. These rights can be exercised at info-doctorants@ined.fr.

After submission, your data will be kept for two years if your application is rejected, five years if your application is accepted.

This processing has been subject to formalities (registration in INED's records of processing activities under the reference n° 2014-CIL-0002), about which the Data Protection Officer can provide you with information (dpd@ined.fr). You also have the right to file a complaint with the CNIL.

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 applications¹¹ 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 record 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. The list of eligible applications will be available on the [INED website](#).

¹¹ The team organising the call for applications includes the INED head of doctoral and post-doctoral affairs and coordinator of the delegation, the IT engineer responsible for the call platform, and representatives of the INED's directorate, including the general secretary.

Admissibility

The INED-iPOPs selection committee¹² 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 half of June 2022. 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 selection committee are bound by the strictest confidentiality.**

Admission

The admission jury is composed of the Director of the Institute or her representative, who chairs the committee, and six members who are researchers or representatives of various INED departments. It reviews the applications deemed admissible by the INED-iPOPs selection committee. Scheduled to meet in July 2022, the jury 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.

¹² The INED committee is available on the site for this call for applications.

Notifying the applicants

For all applications submitted before the close of the call period, applicants and their supervisors will receive a written reply by email in the weeks following the publication of the results (planned send date: July 2022).

If the application is deemed valid, the applicant and the INED supervisor(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.

Communication of results and acceptance by the applicants

The list of admitted applicants [is published on the call for applications site](#) (July 2022).

An email will be sent by the Doctoral and Post-Doctoral Affairs Coordinator.

Applicants have 4 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 (supervisors 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 4-day limit, INED reserves the right to propose the contract to another applicant included on the supplementary list.

An applicant selected for INED 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. Candidates who have not yet defended at the time of acceptance of the contract will also have to justify their defence date at least 6 weeks before the start date of the contract. Applicants who have any difficulties finalising their application (for example, foreign applicants) may obtain an extension upon a reasoned request. INED's human resources department (sce-rh@ined.fr) and International Affairs and Partnerships (drip@ined.fr) may provide assistance to the applicant. In addition, a booklet on welcoming foreign researchers is available on the Ined's website¹³.

¹³ https://www.ined.fr/fichier/s_rubrique/31840/welcome.booklet.220222.en.pdf