

PhD process notes:

- 1) A call for PhD Projects is launched in Autumn of every year by the Scientific Coordination Office (SCO) via an email to all ILL users, and the corresponding information is also published on the ILL's PhD webpages. The application is submitted by an academic partner of an ILL scientist who are agreed to the roles of academic supervisor and ILL supervisor, respectively, of a PhD student working on the PhD project. Along with the submitted PhD proposal, the academic partner must send the ILL a completed and signed "Terms of Agreement form" which specifies the commitment, duties and responsibilities of the academic supervisor and his/her university/laboratory. If a proposed PhD project can be co-financed, this MUST be highlighted on the application form, and the details of the costs must be developed as accurately as possible in the text.

SCO draws up a table listing all submitted PhD projects, so as to follow the progress of the selection process, and assigns to each project a project number and one of the 6 scientific fields.

- 2) Selection process: an evaluation of the projects is made by a panel of in-house reviewers for each scientific field (end of the year), and a shortlist based on those evaluations is then made around January, followed by a final selection made by the directors around February-March after attending a presentation of the shortlisted projects given by their ILL supervisors. The number of applications selected is based on the number of FTE (Full-Time Equivalent) positions that can be financed, taking into account the co-financed projects.
- 3) The applicants of the non-selected PhD projects are informed via email by the chairs of the respective review panels having evaluated the proposed projects.
- 4) The owners (ILL supervisor + partner) of the selected projects are informed by the Head of the Graduate School. The pertinent information about each selected PhD project is entered into the PhD program database.
- 5) The projects with vacant positions are published on the ILL website and the project owners can start looking for suitable candidates.

A project remains open and can be filled until the new application round comes to its final selection phase, in other words: the project owners have roughly 1 year to find a suitable PhD candidate.

- 6) The project owners are in charge of pre-selecting 1 candidate to be interviewed at the ILL, and for finding a convenient interview date by checking the availability of the interview panel members (see 7).

- 7) The selected candidate is invited for an interview at the ILL by SCO. The ILL supervisor, with the help of the ILL's User Office (or else the group secretary) takes care of the practical organization, choice of date, checking the availability of those concerned, reservation of the room. The interview panel must include the ILL supervisor(s), a representative from Human Resources, and the Head of the ILL Graduate School. Although not essential, it is preferable that the group leader of the ILL supervisor is also on the panel. The external supervisor can also attend but will not receive reimbursement for travel/lodging. A meeting with the HR person can be arranged separately if convenient for scheduling. The candidate might also meet the director of the Science Division (DS) for a brief discussion, or the director of DS may opt to take part in the interview. The candidate meets the PhD student representatives and has lunch with a group of students. If the candidate is not considered suitable, then the project owners are invited to look for another one.
- 8) The assessment of the interview panel is transmitted to the director of DS, who gives the final endorsement for accepting the candidate. This endorsement is forwarded to the HR-GRI (Human Resources – Groupe de Recrutement et Integration) for recruitment follow-up. The PhD position is then listed as “candidate appointed” on the ILL website.

NB. The PhD positions attributed to our scientific partner countries or consortia are fully financed by the ILL but do not have to comply with all aspects of the ILL recruitment procedure. Nevertheless, the external supervisor(s) need to sign the Terms of Agreement (ToA) form, see 1. The selection of a project and a student is done independently by the project owners and approved by the scientific partner. However, if the approval or confirmation of the candidate is not done by the scientific partner, then the standard procedure with interview at ILL is applied. Once a PhD student has been selected, the ILL supervisor is in charge of compiling the information required to help HR draw up the work contract (names of the ILL and external supervisors, University for student enrollment, duration of the contract, etc). This data is then entered into the PhD program database.

- 9) The student is recruited and the next step differs, depending on the situation.
- 10) If co-financed, the Legal Office has to set up a contract with the external partner, generally called a Collaboration Agreement (CA).
- 11) If fully financed by ILL, HR-GRI sends the student information about PhD work conditions and ILL benefits (including info on how to find an accommodation) and draws up a work contract (provided that all information on PhD starting date, name of external supervisor(s) and University of enrollment are available).

- 12) The legal service of the ILL drafts a co-financing contract according to the expectations of the co-financing partner. Various situations can occur depending on the form of the contract and the financial conditions. The work contract for the student can either be with the ILL or with the external partner.
- 13) The work contract with ILL is prepared and signed by the HR-GRI service, and the "Terms of Agreement form" (see point 1) is attached to it. Thesis students who have a work contract with an external organization need that a Long Term Visitor status be prepared, by the ILL supervisor and the group secretary.
- 14) The group leader and secretary are in charge of finding an office and telephone for the incoming PhD student. First Day at work: GRI welcomes the newcomer at 8:30, checks that all the paperwork is in order (including adequate diploma), gives the student the work contract to sign and completes additional administrative formalities. Then GRI calls the supervisor who WELCOMES the student and helps out/advises with formalities to open a computer account, email address and other practical items. The PhD student is integrated into the ILL PhD-student community regardless of whether his/her employer is the ILL or an external institute.
- 15) Work contracts are always for 1+2 years, a careful evaluation is carried out before prolongation after the first year, supervisors advise the director of DS who makes the decision, and HR-GRI takes care of the administrative work. A follow-up of the evaluation is carried out during the PhD-student's annual interview and the procedure published in the Position Paper (DIR-DS/HS-pg14/149).