

PhD Contracts

Please note that the information provided in this section is of a general nature and is in no way binding on the ILL; the figures quoted are revised each time ILL salaries are raised.

For PhD recruitment procedures, please see our [PhD Programme](#) section.

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I. Contract type and duration

The ILL's PhD students are employed under CFR Research Training contracts; these are special individual limited-term contracts used because the ILL offers further training under them.

The length of the contract is decided upon by mutual agreement between the student and the ILL. In principle, however, it is a one-year contract extendable to a maximum total length of three years. The contract defines how in detail the thesis work is to be carried out.

Staff under Research Training contracts receive a thesis (CFR) allowance (see below). They are not entitled to the compensation usually paid at the end of fixed-term contracts.

CFR contracts can be financed by the ILL alone or also by an outside institution (university, laboratory, local authority, etc...)

The thesis work can be performed both at the ILL and at the partner institution.

II. CFR allowance

The allowance for all students amounts to 28 800 € gross per year. Students also receive the ILL productivity bonus once per year. This amounted to 905 € in 2010 for full-time staff.

It should be noted that the total salary is subject to both:

- social security contributions (covering illness, unemployment, pensions, etc.): these are deducted at source from the student's monthly salary and represent around 20 to 25 % of the overall salary,
- income tax, which is paid directly by employees one year in arrears, either on a monthly basis or in one to three instalments per year, depending on the option chosen (see [Living in Grenoble /Taxes](#)).

III. Help with residence formalities

The Recruitment & Integration group of the ILL's Human Resources Service (SRH) can assist new arrivals with the administrative formalities required by the local authorities and by the Isère Préfecture in particular.

- PhD students from within the European Union:

A valid identity card or passport is sufficient. You are no longer required to obtain a residence permit.

- PhD students from outside the European Union:

A special procedure exists (law 98-349 of 11 May 1998) for highly qualified foreign researchers who come to work in a French higher education establishment or research institute.

The Human Resources Service will contact you before your arrival date and provide you with a *Convention d'accueil*. You should take this document to your nearest French consulate, which will issue you with a "scientist visa". To enable ILL to issue the *convention*, you must provide the Human Resources Service with full details of yourself (a photocopy of your passport), including your marital status and the names of the persons accompanying you, as well as the address and telephone number of the place to which you wish the *convention* to be sent.

The Human Resources Service (SRH) will help you with the administrative formalities. You will need to obtain a residence permit from the Grenoble *Préfecture*, which will be valid for one year, and may be renewed. This will involve a medical check-up at the Grenoble *Office Français de l'Immigration et de l'Intégration (OFII)*. The cost of the whole procedure is 340€ for scientists. A renewal will cost 85 €.

Scientists' partners must pay 340 € to obtain their residence permit; a renewal will cost 85€. They must also sign a '*contrat d'accueil et d'intégration*'.

Residence permits are not needed for children under the age of 18 years, but the *Préfecture* can issue travel documents for them at a cost of 30 €.

IV. Customised accommodation service

To assist with the process of settling in Grenoble, the ILL offers all newcomers a free relocation and support service tailored to their individual needs. This service is provided by an

external consultancy company called [E.-Mobilia](#).

This company specialises in relocations. It offers newcomers the services of a personal advisor speaking at least two languages and familiar with local conditions and the international context. Contact is made before new staff arrives and continues once they are in the area. Assistance includes the following:

- finding the right accommodation to rent (in what is a rather difficult housing market): guidance for choosing and viewing properties, arranging for hotels, restaurants, hire cars etc., whilst accommodation hunting.
- administrative procedures of all types: assistance with rental transactions and estate agents (rent contract, inventory, deposit, etc...), arrangement of an appointment for opening a bank account, organising electricity, gas, water and telephone services.

V. Transport costs

PhD students and their families are reimbursed their transport costs (excluding removal costs) on the basis of the most economical fare.

VI. Working hours and compensatory (“RTT”) leave

In compliance with French legislation, the working week at the ILL is 35 hours and is organised as follows:

Normal working hours are 8 a.m. to 4.30 p.m., i.e. staff work 7 hours and 43 minutes per day from Monday to Friday, with a lunch break of 47 minutes (there is an on-site staff canteen). A system of compensatory leave (*récupération du temps de travail* - RTT) allows staff to recover on a monthly basis the additional time worked over and above the statutory 35 hours in the form of full- or half-days off.

There are 23 RTT days per year for staff working full-time.

The RTT system does not apply to PhD students working half-time.

VII. Annual paid leave / Public holidays

Annual paid leave

All staff are entitled to 26 working days of leave per year for every year worked full-time (2 working days for every 4 weeks worked).

Two additional days' leave (*jours de fractionnement*) are provided for by French law for employees who split their leave entitlement.

Part-time staff are entitled to leave in proportion to their working hours.

Special leave

Leave is also granted for family reasons:

- marriage of a member of staff: 6 working days
- birth of a child: 4 working days
- marriage of a child: 2 working days
- death of a spouse or partner: 6 working days
- death of a child, father, or mother, or legal guardian who has brought up the employee: 4 working days
- death of a brother, sister, grandparent (whether in direct line or by marriage), parent-in-law or grandchild, brother-in-law, sister-in-law, son-in-law or daughter-in-law: 3 working days.

Public holidays

At the ILL the following days are considered as paid holidays (unless they fall on a Saturday or Sunday): 1st January - Good Friday - Easter Monday - 1st May - 8 May - Ascension Day – Whit Monday - 14 July - 15 August - 1st November - 11 November - 25 December (Christmas Day) - 26 December (Boxing Day).

VIII. Vocational training

Whilst working on their thesis at the ILL students will be able to improve and perfect their skills, as the ILL offers training in areas as varied as science and technology, computing and administration, languages, management, and communication.

Language training delivered by outside specialists is held at the ILL itself, generally on a weekly basis and in the languages requested (English, German, Spanish, Italian, Russian etc.).

The ILL employs a French language teacher on a part-time basis as part of its programme to help newcomers settle into their new professional and cultural environment. The classes are of different levels, are held twice a week, and last three to four hours.

PhD students can also attend the multidisciplinary 'HERCULES' course (Higher European Research Course for Users of Large Experimental Systems) www.grenoble.cnrs.fr/hercules/. HERCULES is of interest to biologists, chemists, physicists and scientists working in the earth and space sciences.

This is a five-week programme of practicals and course work, including visits to the synchrotron and neutron radiation installations and a poster session (each participant presents a poster of his/her thesis work).

IX. The "Mutuelle" (supplementary health insurance scheme)

The ILL supplementary health insurance scheme is provided by the ILL which has negotiated a collective health insurance contract for its staff with the company ADREA in Grenoble.

Under this agreement ADREA provides staff and their dependents with the insurance cover necessary to meet the costs not reimbursed by the national social security system in the case of illness or accident (medical consultations and visits, medicines, dental and eye care, hospital treatment etc.)

Joining this scheme is compulsory. The monthly subscription currently costs 36 € per person and is deducted from the employee's salary (membership of the scheme is free for children and/or partners).

X. Insurance

Staff are entitled to preferential terms with the MAIF insurance company which can provide vehicle insurance, home and contents insurance, life insurance, and a retirement savings scheme. For more details, see [Living in Grenoble / Insurance](#).

XI. Works Council and sports association

The Works Council (known as the C.E. - the *Comité d'Entreprise*)

The Works Council is a representative body responsible for communicating the staff's views, in order to ensure that its interests are taken into account when decisions are made on the management of the Institute, on its financial and economic development, and on issues such as work organisation and vocational training.

Its budget is provided by the ILL, as 2 % of the overall staff budget.

The C.E. organises and manages welfare and cultural activities and has a say on social issues at the Institute. Its activities are organised by the following Committees: Education, Culture, leisure and events, International school, Equal opportunities, Children, Mutual aid, Vocational training, Trade union training, Housing, Supplementary health insurance, General organisation, Retired staff association, Sport, Vacations, Travel. Here are a few examples of the Works Council activities:

- The Culture, Leisure and Events committee arranges subsidised tickets for shows (theatre, dance, modern and classical music) and guided visits to museums in Grenoble, Lyon, Switzerland etc.,
- The Vacations committee manages the vacation subsidies to which staff are entitled (calculated on the basis of their Family Quotient),
- The Travel committee organises trips to exotic locations ((Thailand, Vietnam, Peru, United States...), and family holidays closer to home,
- The Sports committee arranges skiing weekends or longer trips every winter, etc.

Sport

ILL staff may join the [Sports Association of our neighbours -the CEA](#) (*Commissariat à l'Energie Atomique*); the association offers a range of over thirty different sporting activities at very reasonable rates.

XII. Travelling to and from work

As part of the local company transport plan the ILL subsidises public transport season tickets. Generally speaking, ILL will cover 50 % of the cost of any annual or monthly ticket purchased by ILL staff members in their own name. For the SEMITAG and TransIsère buses and coaches, and on SNCF trains, there are special price reductions for staff from companies that have joined the local company transport plan.

XIII. Welfare officer

The ILL welfare officer can help you and your family with specific administrative procedures (and with Grenoble's *Caisse d'Allocations Familiales* in particular), or with any professional, health or financial problems you may have.