

# Maynooth University Master's Scholarships

## Guide for Applicants

### 1. Important information for applicants

The purpose of this guide is to provide applicants with practical information in preparing and submitting an application for the Maynooth University Master's Scholarships of €2,000.

Applicants are required to read carefully the terms and conditions of the scholarships and this guide before completing their application.

All applicants are required to apply for their chosen Master's courses on [www.pac.ie](http://www.pac.ie) before submitting their completed application.

Eligibility criteria for the scholarship are outlined in the terms and conditions documents.

Applications that are incomplete or not submitted (i.e. remain as drafts) in the online system after the application deadline will be deemed ineligible.

Where text in the application form exceeds the specified limit, only the text within the limit will be considered.

### 2. Important dates

|                             |   |
|-----------------------------|---|
| Deadline for applications   | 17:00 (GMT), 15 <sup>th</sup> June 2018 |
| Outcome of the competition: | July/August 2018                        |

Applicants are strongly encouraged to submit applications well in advance of the deadline. Late applications cannot be accepted.

### 3. How to apply

Applications are online via an online application system accessible from the following link:

[https://app.hobsons.co.uk/AYApplicantLogin/fl\\_ApplicantConnectLogin.asp?id=nuim](https://app.hobsons.co.uk/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=nuim)

Applicants do not have to complete and submit their application in one sitting; they can save the information in the online system and return to their application repeatedly. Please note that once an application is submitted, it is not possible to make any changes.

The application form consists of a number of fields. Many fields are mandatory and if left empty, the system will provide an error message as applicants save their work and progress to another section/check the application before submitting. Some fields are not specified as mandatory in the online system; however applicants still have to ensure that they provide information in fields relevant to their scholarship funding proposal.

Some fields require text to be entered into a box and some fields require documents to be uploaded into the system.

Where text is to be entered directly into a box, applicants can prepare their text outside of the online application system and simply cut and paste it into the online system once they are happy with it. Please note that the online system does not support any formatting such as bold, underlined or italics.

Where applicants are required to upload a document, they can upload a file in one of the formats supported by the online system: **.pdf (preferred file format)**, .docx, .doc, .rtf, .wpd, .txt, .xlsx, .xls, .jpg, .pict, .gif, .bmp, .tif or .png. The file name must include the appropriate three- or four-letter extension. **Important:** do not attempt to upload a document that is password protected or contains macros or some other active content; such files cannot be uploaded and the upload process will fail. It is recommended that applicants save their documents as .pdf, selecting “smallest file size” option when they create the .pdf file.

## 4. Content of the application

Table below provides applicants with information about the type of information required. Note that the table does not represent an exhaustive list of fields that will be available to applicants in the online system.

| Information type                         | Comments  |
|--|---|
| Application details                      | Please select the option ‘Taught Masters Scholarship’ from the drop down menu.  |
| PAC no.                                  | Please insert your Postgraduate Application Centre (PAC) number that you have received from <a href="http://www.pac.ie">www.pac.ie</a> after submitting your master’s course(s) application online. |
| About You - Applicant’s personal details | Mandatory information. Please note that date of birth is required to ensure that duplicate records can be identified in the online system.  |
| Applicant’s contact details              | A number of fields are mandatory.   |
| Applicant’s academic history             | Details of academic qualifications, including results. Information about the applicant’s final undergraduate  |

|                                    |   |
|------------------------------------|---|
|                                    | honours level 8 degree or equivalent must be provided. Applicants are required to upload official transcripts for academic qualifications into the online application system. Applicants may enter a number of qualifications into the system but only level 8 honours Bachelor's degrees or equivalent are considered.   |
| Selecting your Department          | Applicants may select up to three Departments from the drop down menu. Applicants may be considered for scholarships in Masters programmes in up to three Departments.  |
| Taught Master's Scholarship        | This section provides the opportunity for applicants to declare if they have been in receipt of a higher education authority student grant/SUSI grant. Please see terms and conditions for further details. If an applicant has not been in receipt of a student grant for the final year of their undergraduate honours degree, this will not affect the assessment of their application. Applicants must also declare their acceptance of the scheme's terms and conditions in this section.      |
| Taught Master's Access Scholarship | All applicants must indicate whether they wish to be considered for the taught master's scholarship allocated under the Maynooth Access Programme. Please note this section is only relevant to the Taught Master's Scholarship of €2,000 applications and to students currently registered with the Maynooth University Access Office. It is not considered for Alumni Scholarship applications. If this section is not completed it is assumed that the applicant does not wish to be considered. |
| Recommendations                    | Recommendations are not required for Taught Master's Scholarship applications. References provided will not be considered.  |
| Downloadable Forms                 | Downloadable forms are not required for Taught Master's Scholarship applications. They are only relevant to Alumni Scholarship applications. If you are a graduate of Maynooth University and you are uploading an Alumni Scholarship personal statement form, please refer to the Alumni Scholarship guidance.   |
| Check your application             | This section will help you to identify incomplete sections of the application before you submit your application.   |

## 5. Applying “step by step”

### i) *Creating account*

The first step is to register in the online system and create an account, including user name and password – see a screen snapshot below. To create your account, select the “Create Account” tab. Note instructions regarding password characteristics provided on the bottom of the screen.

Welcome.

We are pleased that you are considering applying to Maynooth University.

This page allows you to set up an account and password.

Please review the system requirements and complete the form below.

If you already have an application account, please return to the login screen to login to your application.

Already have a User Name but cannot remember it? Please use the automated search to locate it.

Should you wish to make a second application, please create a new account and password here.

**Already have a User Name but cannot remember it? Please use the automated search >> to locate it.**

Create Account User Login

### Account Profile

*\* indicates a required question*

First or Given Name \*  (e.g., David)

Last or Family Name \*  (e.g., Smith)

Email Address \*

Confirm Email Address \*

Birth Date \*  dd/mm/yyyy

ZIP/Postal Code \*   
*enter 00000 if you do not have a ZIP/Postal Code*

Please enter a user name and password. Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#%&\*()\_+~=-\|/[]:; '<>? ,./ Spaces are not allowed.


User Name \*

Password \*

Confirm Password \*

**Create Account**

The online system will also send you an email confirming your account details.

 **Maynooth University**  
National University of Ireland Maynooth

Welcome.

Create Account User Login

Andrea,

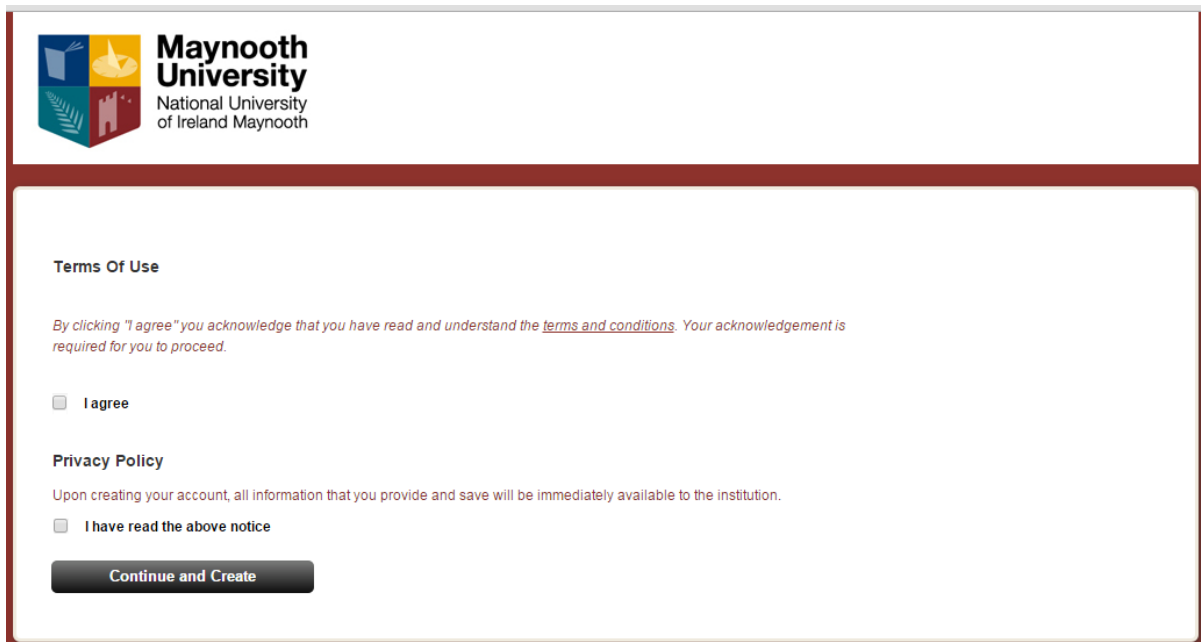
Your online application personal account has been created and an email containing your account information (excluding your Password) has been sent to nuimapplicant@gmail.com.

**User Name: nuimapplicant**

Please record this User Name and the password you entered in a safe place. You will need both of these items to access your application in the future.

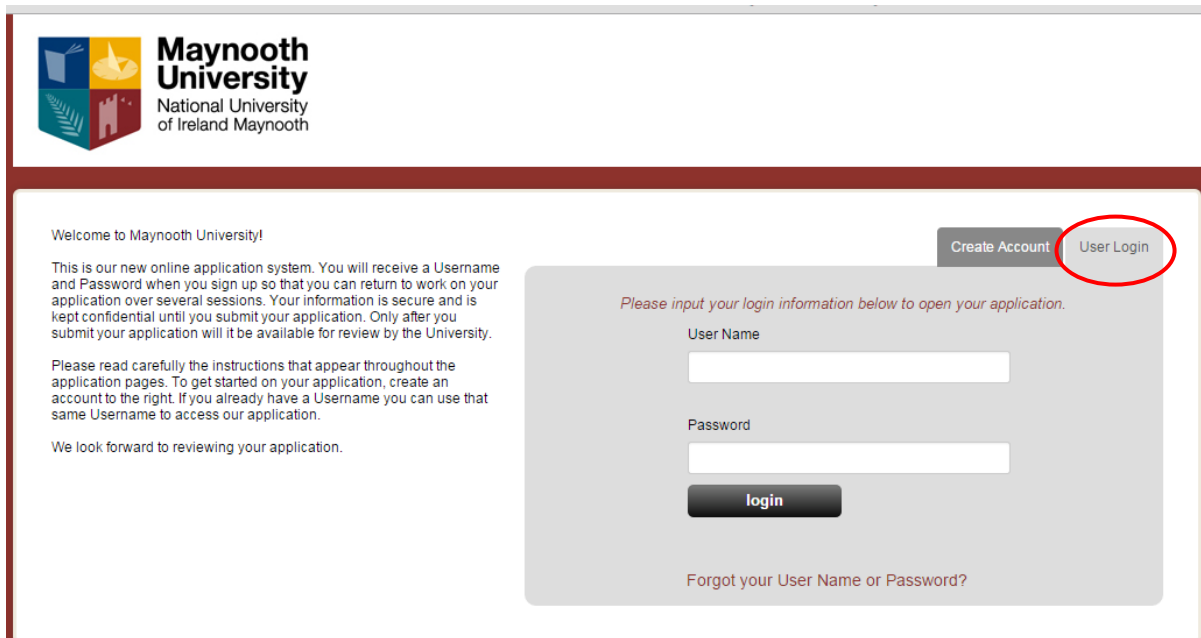
**login**

Before you can log into the system for the first time after creating your account, you need to confirm your acceptance of terms and conditions for use of the online system.



The screenshot shows the Maynooth University logo and name at the top left. Below it, the text reads "Terms Of Use". A paragraph states: "By clicking 'I agree' you acknowledge that you have read and understand the [terms and conditions](#). Your acknowledgement is required for you to proceed." There is a checkbox labeled "I agree". Below this is the "Privacy Policy" section, which states: "Upon creating your account, all information that you provide and save will be immediately available to the institution." There is a checkbox labeled "I have read the above notice". At the bottom, there is a dark button labeled "Continue and Create".

When you need to return to the online system to continue working on your application, you will select the "User Login" tab as highlighted on the screen snapshot below.



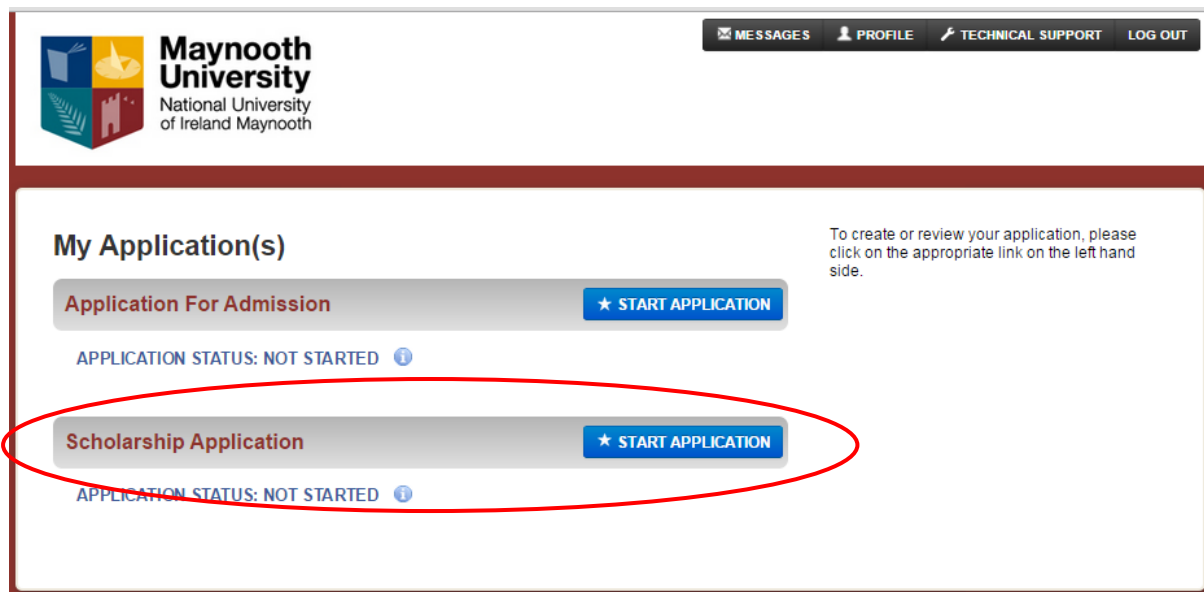
The screenshot shows the Maynooth University logo and name at the top left. Below it, the text reads "Welcome to Maynooth University!". A paragraph states: "This is our new online application system. You will receive a Username and Password when you sign up so that you can return to work on your application over several sessions. Your information is secure and is kept confidential until you submit your application. Only after you submit your application will it be available for review by the University." Another paragraph states: "Please read carefully the instructions that appear throughout the application pages. To get started on your application, create an account to the right. If you already have a Username you can use that same Username to access our application." A third paragraph states: "We look forward to reviewing your application." On the right side, there are two buttons: "Create Account" and "User Login". The "User Login" button is circled in red. Below these buttons is a login form with the text "Please input your login information below to open your application." The form has two input fields: "User Name" and "Password". Below the input fields is a dark button labeled "login". At the bottom of the form, there is a link that says "Forgot your User Name or Password?".

Note: If you forget/misplace your user name or password, click on "Forgot your User Name or Password?" at the bottom of the login screen and follow instructions provided by the system.

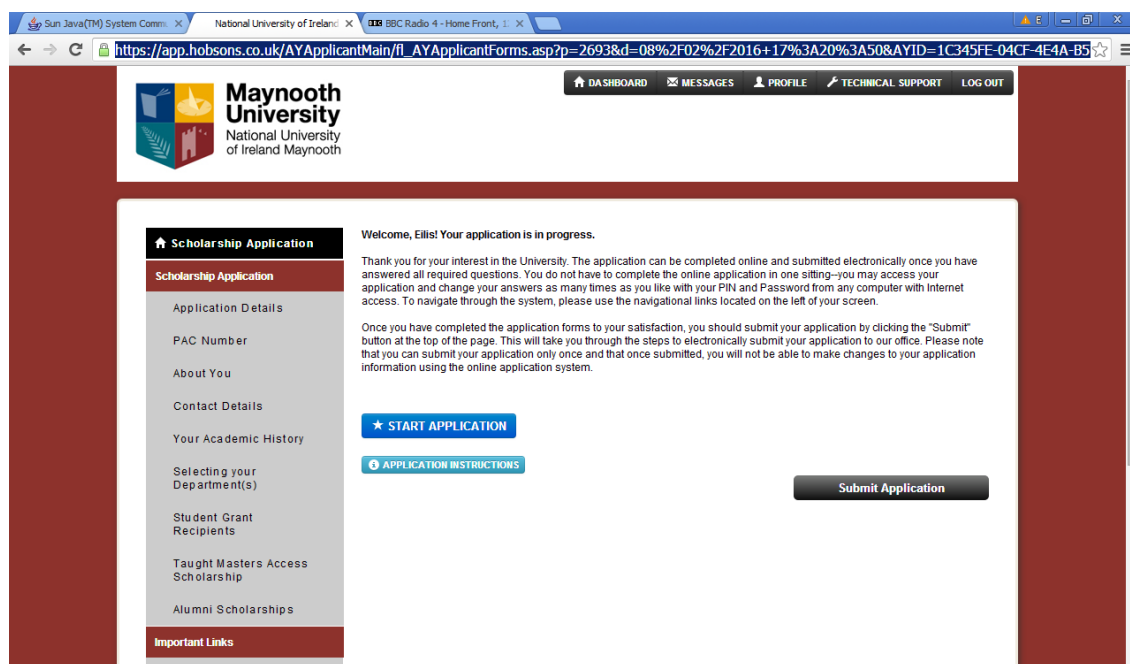


## ii) Starting application

The University uses the online application system to accept and process not only scholarship applications but also applications for certain type of courses. Applicant's home screen therefore includes two main areas. "Application for Admission" and "Scholarship Application". To start your scholarship application, click on the "Start Application" button in the "Scholarship Application" area. See screen snapshot below.



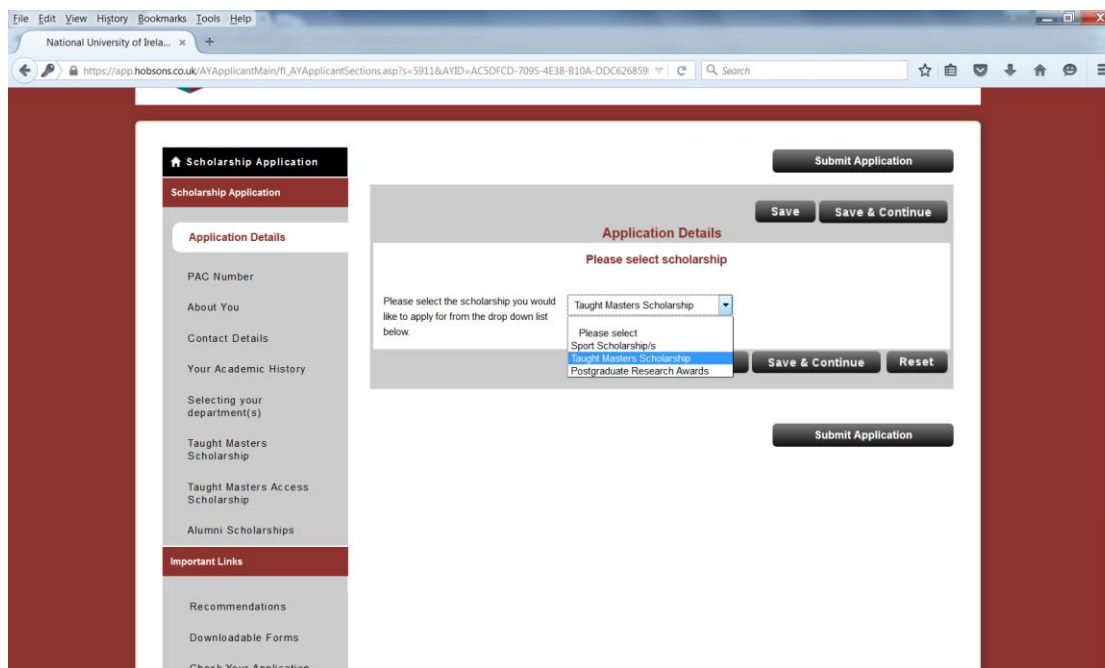
After you click on the relevant "Start application" button, the following screen will be displayed:



After you click on the "Start Application" button again, you will progress into the first section of the application.

### iii) “Application details” section

The online system can be used to accept applications for different scholarships depending on schemes currently available at the University. Please ensure that you select **“Taught Master’s Scholarship”** to indicate which scholarship you wish to apply for. If you select a different scholarship type, your application will NOT be considered as application for a Taught Master’s Scholarship or Alumni Scholarship, even if you submit details relevant for the scholarship competition.

The screenshot shows a web browser window with the URL 'https://app.hobsons.co.uk/AYApplicantMain/AYApplicantSections.asp?i=5911&AYID=AC5DFCD-7095-4E38-810A-DDC626859'. The page is titled 'Scholarship Application' and has a dark red header. On the left, there is a navigation menu with sections: 'Scholarship Application', 'Application Details', 'PAC Number', 'About You', 'Contact Details', 'Your Academic History', 'Selecting your department(s)', 'Taught Masters Scholarship', 'Taught Masters Access Scholarship', 'Alumni Scholarships', 'Important Links', 'Recommendations', 'Downloadable Forms', and 'Check Your Application'. The main content area is titled 'Application Details' and contains a form with the heading 'Please select scholarship'. Below this, there is a dropdown menu with the text 'Please select the scholarship you would like to apply for from the drop down list below.' The dropdown menu is open, showing four options: 'Taught Masters Scholarship' (selected), 'Sport Scholarship/s', 'Alumni Scholarship', and 'Postgraduate Research Awards'. To the right of the dropdown menu are buttons for 'Save', 'Save & Continue', and 'Reset'. At the top right of the form area is a 'Submit Application' button. At the bottom right of the form area is another 'Submit Application' button.

To save your scholarship selection and continue to the next section of your application, click on the “Save & Continue” button.

You can alternatively click on the “Save” button and select a section that you wish to populate from the list of sections available on the left hand side of the screen. Note that the list of sections changes dynamically depending on information saved in the system – you will notice that more sections will become available to you once you save your choice of scholarship.

### iv) “PAC No.” section

All applicants must include a PAC application no. in this section. The PAC no. is provided after submitting an application for Maynooth postgraduate programmes via the [www.pac.ie](http://www.pac.ie) online course application process.



Insert PAC no.

The screenshot shows the 'PAC Number' section of the scholarship application. The left-hand navigation menu includes: Scholarship Application, Application Details, PAC Number (highlighted), About You, Contact Details, Your Academic History, Selecting your department(s), Taught Masters Scholarship, Taught Masters Access Scholarship, Alumni Scholarships, and Important Links. The main content area displays the 'PAC Number' section with a text box for entering the number. A blue arrow points to this text box. Below the text box are 'Save', 'Save & Continue', and 'Reset' buttons. A 'Submit Application' button is located at the bottom right of the main content area.

## v) "About you" section

Ensure that all fields marked with \* are completed.

The screenshot shows the 'About You' section of the scholarship application. The left-hand navigation menu includes: Scholarship Application, Application Details, PAC Number, About You (highlighted), Contact Details, Your Academic History, Selecting your Department(s), Student Grant Recipients, Taught Masters Access Scholarship, Alumni Scholarships, and Important Links. The main content area displays the 'About You' section with a 'Personal Details' form. The form includes the following fields: Title (Miss), First Names \* (E), Last Name (Family Name) \* (Murray), Date of Birth \* (08-07-1982), Have you previously studied in NUI Maynooth/Maynooth University? \* (Yes/No), and If yes please enter your NUI Maynooth/Maynooth University Student Number (84445444). Below the form are 'Save', 'Save & Continue', and 'Reset' buttons. A 'Submit Application' button is located at the bottom right of the main content area.

Important: if you do not save details entered before selecting another section from the list of sections on the left hand side of the screen, the data will be lost. Therefore you should always click on either "save" or "save & continue" if you wish to save the information entered.

### vi) “Contact details” section

Fields on the screen below are used to capture applicant’s contact details.

Note: “Home phone number” field is mandatory and cannot be left empty. If you are not in the position to provide a home phone number, enter an alternative phone number (work, mobile) instead.

The screenshot displays a web browser window with the URL [https://app.hobsons.co.uk/AYApplicantMain/fl\\_AYApplicantSections.asp?s=5918&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Contact%20](https://app.hobsons.co.uk/AYApplicantMain/fl_AYApplicantSections.asp?s=5918&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Contact%20). The page is titled "Contact Details" and features a sidebar on the left with navigation options: "Scholarship Application", "Application Details", "PAC Number", "About You", "Contact Details", "Your Academic History", "Selecting your Department(s)", "Student Grant Recipients", "Taught Masters Access Scholarship", "Alumni Scholarships", "Important Links", "Recommendations", "Downloadable Forms", "Check Your Application", and "Application Instructions". The main content area is titled "Contact Details" and contains a form for "Contact Address". The form includes the following fields: "Address line 1", "Address line 2", "Address line 3", "Address line 4", "Country" (dropdown menu), "Personal email", "Home phone", and "Mobile Phone". There are "Save", "Save & Continue", and "Reset" buttons at the bottom of the form, and a "Submit Application" button at the bottom right of the page.

### vii) “Your Academic History” section

This section allows you to provide a summary of your academic history to date. Applicants are required to upload a scan of their official transcripts. In case of transcripts issued in languages other than English, applicants are required to upload an English translation together with the original transcript. Official translations are preferred where available; if providing an official translation at the time of application is not feasible, an unofficial translation can be uploaded into the online system instead. The University reserves the right to require official translations of transcripts at the time of scholarship offer, before awards are confirmed. Applicants may enter a number of qualifications into the system but only level 8 honours Bachelor’s degrees or equivalent are considered for Taught Master’s Scholarship applications.

Applicants should select the relevant qualification level) from a drop-down list. Qualification levels used are those specified within the Irish National framework of qualifications (NFQ). To find out more about the relevant levels in order to determine equivalency of non-Irish degrees, applicants are advised to consult the following sources: <http://www.qqi.ie/Pages/National-Framework-of-Qualifications-%28NFQ%29.aspx> and <http://www.qqi.ie/Pages/Active-NFQ-Standards-for-HE.aspx>

Important: equivalencies of non-Irish qualifications as determined by applicants will be subject to confirmation by Maynooth University.

## Highest qualification to date

**Highest Qualification Awarded to date:** Please specify your highest qualification awarded (i.e. fully completed) to date. Only honours level 8 degree or equivalent transcripts are required for Taught Masters Scholarship applications. If you have completed your undergraduate degree studies, please upload your honours level 8 Bachelor's degree transcript or equivalent in this section. You can request a copy of your official transcript of your degree results (or equivalent) from your university. Please note you will need to provide a translated copy if your transcript was not originally provided in English.

**Current Studies:** If you are currently studying/have not fully completed your most recent studies please select the relevant qualification level from the drop-down list. If this does not apply to you, select "Not Applicable". If you have not yet completed your honours level 8 degree but will do so in 2018, you are required to provide details of your qualification 'pending'. If the qualification has not yet been fully completed, please upload a copy of your penultimate summer results for the most recent year of your degree studies (or equivalent). You are then required to submit final degree transcripts by the 15th July 2018 to your [www.pac.ie](http://www.pac.ie) application form.

The screenshot shows a web browser window with the URL [https://app.hobsons.co.uk/AYApplicantMain/fl\\_AYApplicantSections.asp?s=5921&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Academic](https://app.hobsons.co.uk/AYApplicantMain/fl_AYApplicantSections.asp?s=5921&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Academic). The page is titled "Your Academic History" and includes a "Save" and "Save & Continue" button. The main content area contains instructions for uploading academic transcripts and a form for entering the highest qualification awarded to date. The form includes two dropdown menus for "Highest Qualification Awarded to date" and "If you are currently studying, select your current qualification type from the dropdown list." Below this, there is a section for "Undergraduate qualification - Bachelor's degree or equivalent" with a text input for "Qualification" (set to "Pending"), a dropdown for "Final overall result/grade" (set to "Pending"), and two more input fields for "Final overall result/grade if not on drop down" and "If your final overall result/grade is pending, indicate result of your". A sidebar on the left contains navigation links for "Scholarship Application" (Application Details, PAC Number, About You, Contact Details), "Your Academic History", "Selecting your Department(s)", "Student Grant Recipients", "Taught Masters Access Scholarship", "Alumni Scholarships", and "Important Links" (Recommendations, Downloadable Forms, Check Your Application, Application Instructions, and a "PRINT FORMS" button).

Note: information regarding supported formats and file size for documents to be uploaded. Once you upload your transcript, you can view the uploaded file by clicking on **“View”**. If you need to remove the uploaded file from the system, click on **“Delete”**. Both **“View”** and **“Delete”** are situated at the bottom of the section pertaining to the academic qualification as shown below.

Application Instructions

**PRINT FORMS**

**Qualification - Most Recent**

Qualification \*

Final overall result/grade \*

Final overall result/grade if not on drop down

Institution

Address of Institution \*

Dates Attended \*

mm/yyyy to mm/yyyy

Upload Official Academic Results **Upload Document** e.g. .doc, .pdf, .txt, .xls [More](#)

You have uploaded a file. You may view or delete your uploaded file. You may also upload another file to replace the file you have already uploaded.

[View](#) [Delete](#)

Preferred format PDF

### ***viii) “Selecting your Department(s)” section***

Here you will use the drop down menus provided to indicate up to three Departments where you wish to study a Taught Master’s programme in 2018. You may choose 1, 2 or 3 Departments and these must correspond with the Departments running the Masters programmes selected in your [www.pac.ie](http://www.pac.ie) online course application. While it

is possible for an applicant to receive more than one offer of a scholarship, it is only possible to accept one scholarship award overall.

The screenshot shows a web browser window with the URL [https://app.hobsons.co.uk/AYApplicantMain/fl\\_AYApplicantSections.asp?s=6072&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Funding%20](https://app.hobsons.co.uk/AYApplicantMain/fl_AYApplicantSections.asp?s=6072&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Funding%20). The page is titled "Scholarship Application" and features a navigation menu on the left with options like "Application Details", "PAC Number", "About You", "Contact Details", "Your Academic History", "Selecting your Department(s)", "Student Grant Recipients", "Taught Masters Access Scholarship", "Alumni Scholarships", "Important Links", "Recommendations", and "Downloadable Forms". The main content area is titled "Selecting your Department(s)" and includes a "Submit Application" button at the top right. Below the title, there are "Save" and "Save & Continue" buttons. The instructions state: "Please indicate the department(s) where you wish to study from the drop down menus below. Applicants may be considered for scholarships in masters programmes in up to three departments. While it is possible for an applicant to receive more than one offer of a scholarship, it is only possible to accept one scholarship award overall." There are three dropdown menus for "MU department 1 offering your masters programme. Note that this field is mandatory.", "MU department 2 offering your masters programme.", and "MU department 3 offering your Masters programme". The first dropdown is set to "Adult and Community Education", the second to "An Foras Feasa", and the third is empty. At the bottom of the form, there are "Save", "Save & Continue", and "Reset" buttons, and a "Submit Application" button at the very bottom right.

### ix) *“Student Grant Recipients” section*

Where a tie-break on academic results occurs at the top of the scholarship ranking, applicants who can provide evidence that they were in receipt of a student grant for their final year of degree study will be given preference for a scholarship. If an applicant has not been in receipt of a student grant for the final year of their undergraduate honours degree, this will not affect the assessment of their application other than in the event of two top-ranked applicants equal on academic results. Please ensure to upload evidence of an email or letter from the grant authority confirming your receipt of the grant following the onscreen instructions. Applicants must also declare their acceptance of the scheme’s terms and conditions in this section.

The screenshot shows a web browser window with the URL [https://app.hobsons.co.uk/AYApplicantMain/fi\\_AYApplicantSections.asp?s=5930&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Taught%20A](https://app.hobsons.co.uk/AYApplicantMain/fi_AYApplicantSections.asp?s=5930&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Taught%20A). The page title is "Student Grant Recipients".

**Save** **Save & Continue**

**Student Grant Recipients**

This section is only relevant to applicants for the Taught Masters Scholarship of 2,000 Euro who have been in receipt of a SUSI student grant for their undergraduate degree studies in Ireland.

If you have not been in receipt of a SUSI student grant please do not complete this section. See terms and conditions of the scholarship for details.

Were you in receipt of SUSI or other Higher Education grant funding for part or all of their undergraduate BA or BSc degree at an Irish university?  Yes  No

If yes please provide the most recent year of receipt of your student grant  YYYY

Please upload evidence (email, letter) from your student grant provider. **Upload Document** e.g. .doc, .pdf, .txt, .xls More

Please confirm that you have read and understood the terms and conditions of this scholarship before submitting your application.  Yes

**Save** **Save & Continue** **Reset**

**Submit Application**

**PRINT FORMS**

**x) “Taught Master’s Access Scholarship” section**

All applicants must indicate whether they wish to be considered for the taught master’s scholarship allocated under the Maynooth Access Programme. If you are not currently registered with the Maynooth University Access Office you should select ‘no’ as your answer in this section.

The screenshot shows a web browser window with the URL [https://app.hobsons.co.uk/AYApplicantMain/fi\\_AYApplicantSections.asp?s=6075&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=TM%20A](https://app.hobsons.co.uk/AYApplicantMain/fi_AYApplicantSections.asp?s=6075&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=TM%20A). The page title is "Taught Masters Access Scholarship".

**Submit Application**

**Save** **Save & Continue**

**Taught Masters Access Scholarship**

Please indicate below if you are interested in applying for the scholarship under MAP allocation.

Please note that the Access Scholarship is only relevant to the Taught Masters Scholarship of €2,000 assessment process and is open to current Maynooth University students/graduates registered with the Maynooth University Access Office.

There is a taught Masters scholarship for students who have been supported by the Maynooth Access Programme (MAP) i.e. students who came through the HEAR route, students with a disability and mature students. To apply for this scholarship you must provide consent for MAP to confirm to the Graduate Studies Office that you were registered with MAP. Please note that no details of your registration with MAP will be shared with the Graduate Studies Office.

I would like to apply for the MAP taught Masters scholarship. I also provide consent for MAP to confirm to the Graduate Studies Office that I was registered with MAP.  Yes  No

**Save** **Save & Continue** **Reset**

**Submit Application**

## xi) “Recommendations” section

Recommendations are not required for Taught Master’s Scholarship applications. References provided will not be considered. Please ignore this section.

**Scholarship Application**

Recommendations are **NOT REQUIRED** for taught master scholarship applications. Please ignore this section.

[RECOMMENDATION PROVIDER LIST](#)

**Additional Information**

Please note if references are received for a taught master scholarship application, they will be ignored. Maynooth University will not contact your referees even if you do provide their contact details.

## xii) “Downloadable Forms” section

Downloadable forms are not required for Taught Master’s Scholarship applications. They are only relevant to Alumni Scholarship applications. If you are a graduate of Maynooth University and you are uploading an Alumni Scholarship personal statement form, please refer to the Alumni Scholarship guidance.

**Scholarship Application**

**Downloadable Forms**

In addition to the application forms you are able to complete online, there are a few additional forms that may be necessary to download, complete and once completed upload to your application. Some forms might need to be printed and sent to our office by post. You will find these additional forms here in various formats. Please refer to instructions relevant to the scholarships that you are applying for, or that you have been awarded, for information about forms applicable to you.

**TM Alumni Scholarship personal statement**

Applicants for the Taught Master Alumni Scholarship need to download this form, complete it and once fully completed, upload it into the system. The form does not apply to applicants for other MU scholarships. Please refer to the Guidelines for applicants for assistance with completing the form.

[Get ADOBE® READER®](#)

**Additional Information**

To download files in .pdf format, you must have Adobe Acrobat Reader installed on your machine. If you do not have a copy, you can download a free version from the Adobe Website. After downloading the software (make sure to remember the folder to which you have saved it), you may follow these instructions:

- Logout of your online application and close your browser.
- Close all other open applications on your desktop.
- Run the Adobe Acrobat .exe programme (i.e. AdbeRdr60\_enu\_full.exe).
- Follow the instructions on your screen.

You are now ready to view and download .pdf files from the Web!

[PRINT FORMS](#)

### xiii) “Checking your application” section

It is not possible to submit an application if some of the mandatory fields is not completed. To check whether all mandatory fields have been populated, select “Check Your Application”. The screen snapshot below shows a result of the check where some of the mandatory fields are not populated. By clicking on the name of the question, in this case **“Date of Birth”**, you can access directly the relevant field.

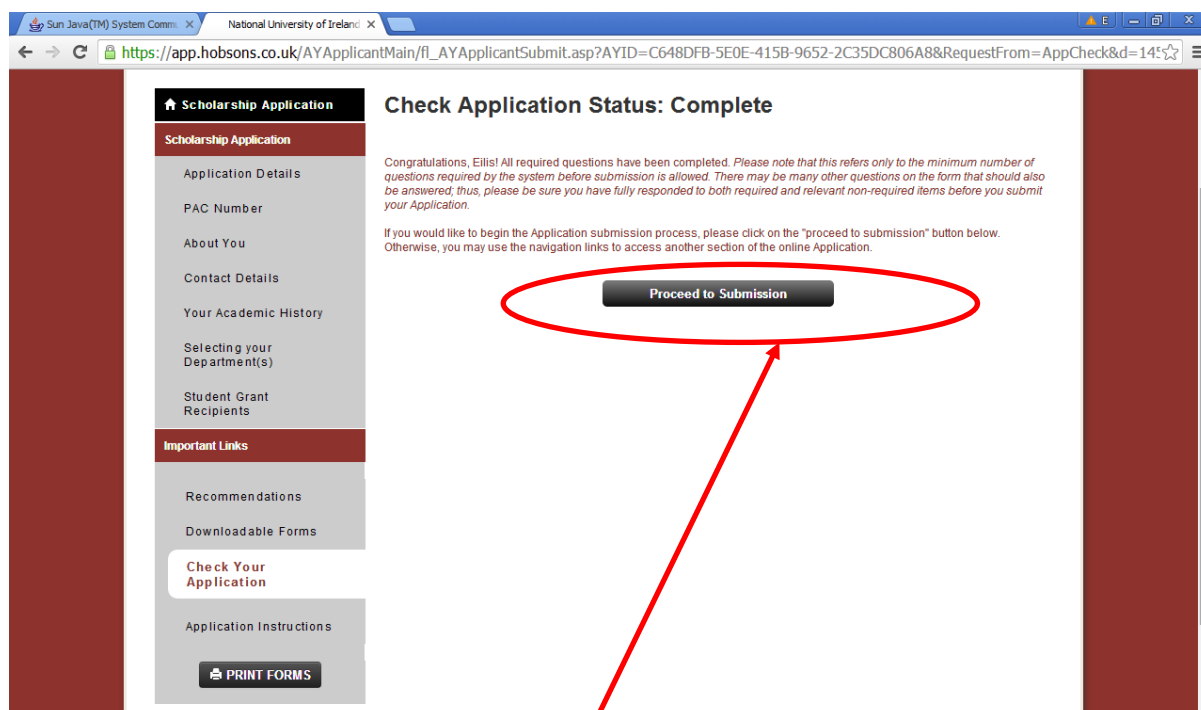
Screenshot of the National University of Ireland scholarship application status page. The page title is "Application Status: Incomplete". A message states: "The following required questions have not been completed. Please note that this list refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application." A table shows the "About You" section with a "Date of Birth \*" question that is not completed. A red arrow points from the text above to the "Date of Birth \*" question. A red circle highlights the "Date of Birth \*" question. Another red circle highlights the "PRINT FORMS" button in the bottom left corner of the page.

| SECTION NAME | QUESTION NAME   |
|--------------|-----------------|
| About You    | Date of Birth * |

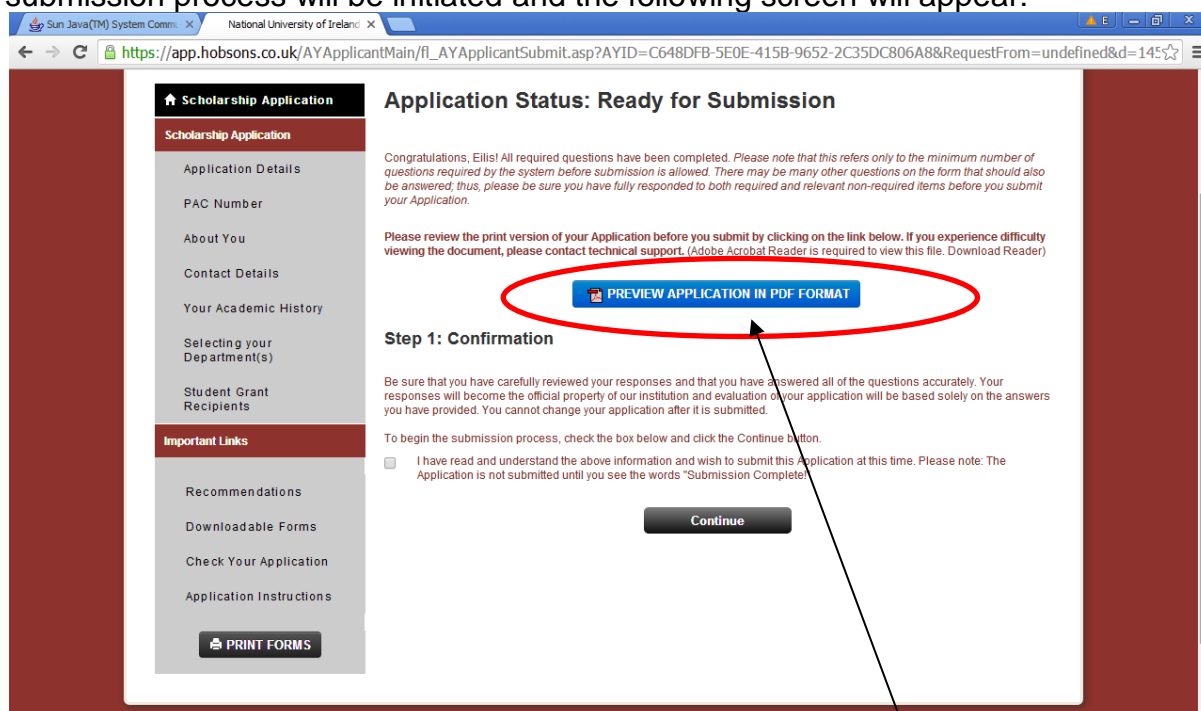
Applicants are encouraged to review their application before it is submitted, by clicking at the **“Print Forms”** button located in the bottom left corner of the screen.



When all mandatory fields are populated, the “Check Your Application” functionality returns the following screen:

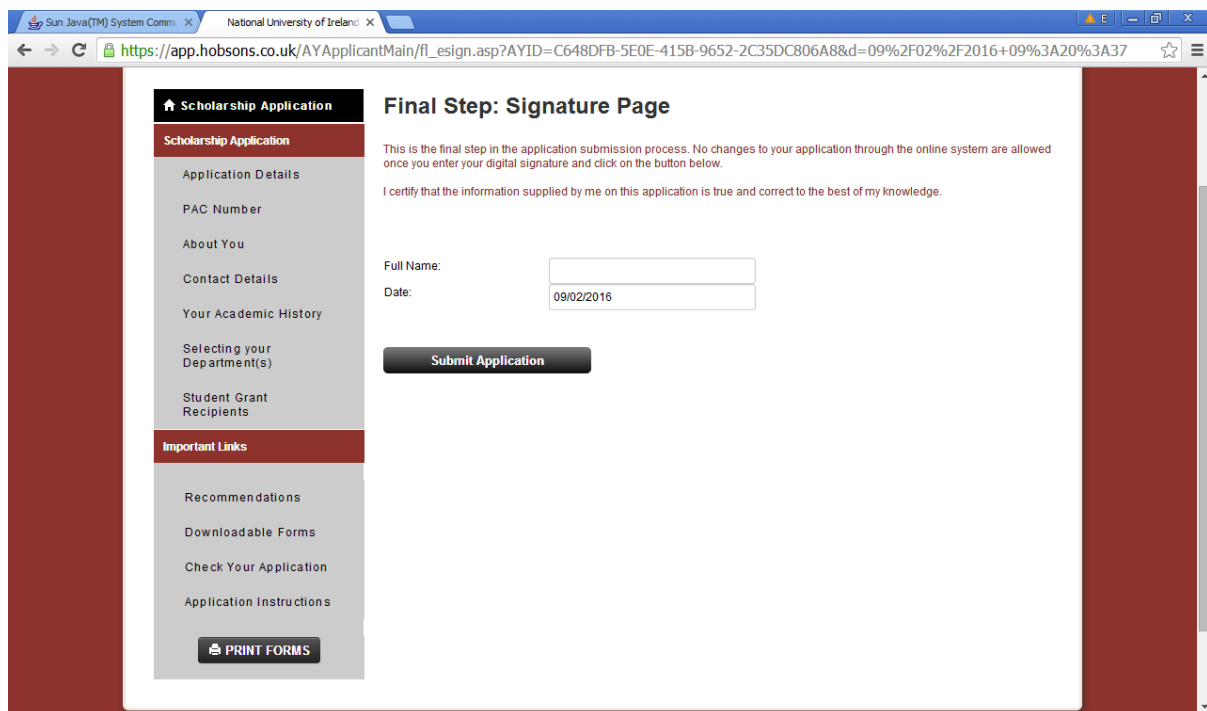


Remember, once you submit your application, it will not be possible to make any amendments in it. By clicking at the **“Proceed to Submission”** button, the submission process will be initiated and the following screen will appear:

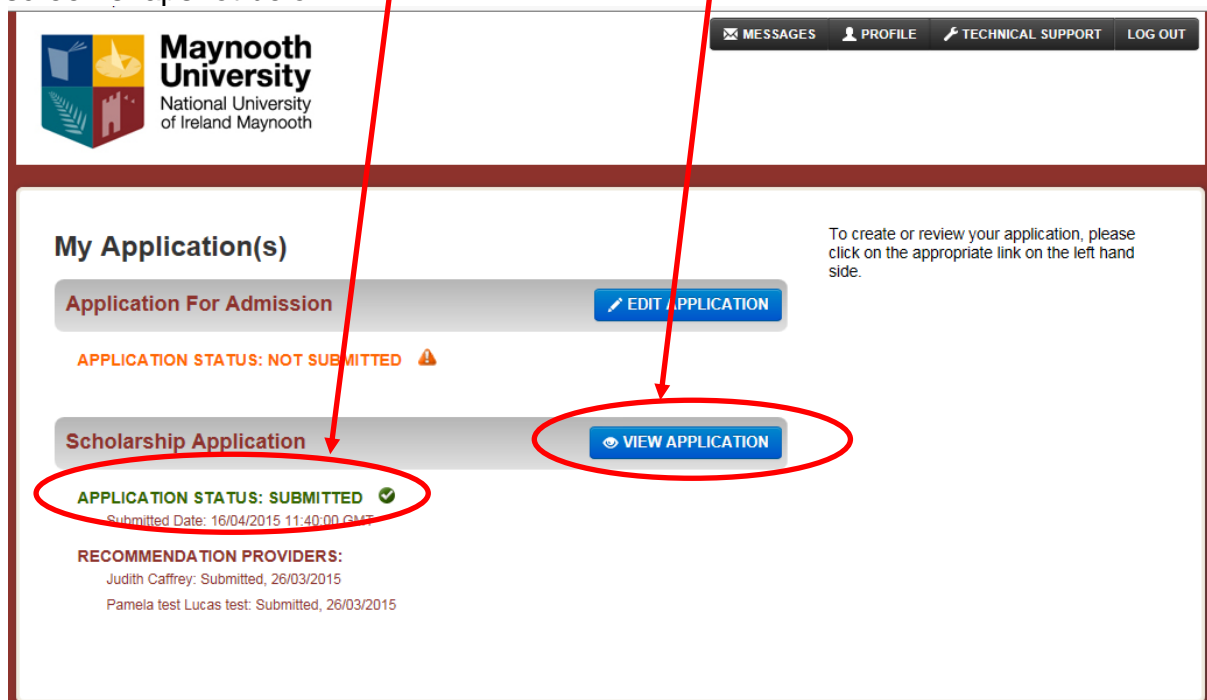


Applicants can at this stage preview and save their complete application including all uploaded documents in PDF format, by clicking at **“Preview Application in PDF format”**.

After applicants review their complete application and are ready to submit, by clicking at the “Continue” button they will progress to the final step in the submission process illustrated on the screen snapshot below:

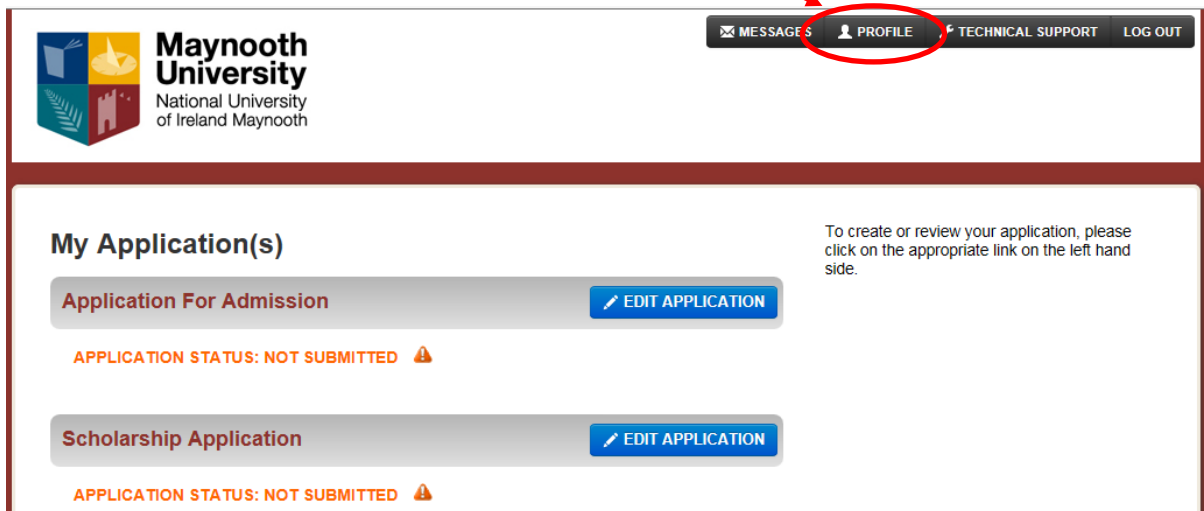


Following successful submission, the applicant’s home screen will indicate that the **application has been submitted** and will allow **viewing the application**, see the screen snapshot below:



## 6. Changing password, updating applicant's profile

Password can be changed by clicking at **"Profile"** on the top of any screen within the online application system:



Maynooth University  
National University of Ireland Maynooth

MESSAGE PROFILE TECHNICAL SUPPORT LOG OUT

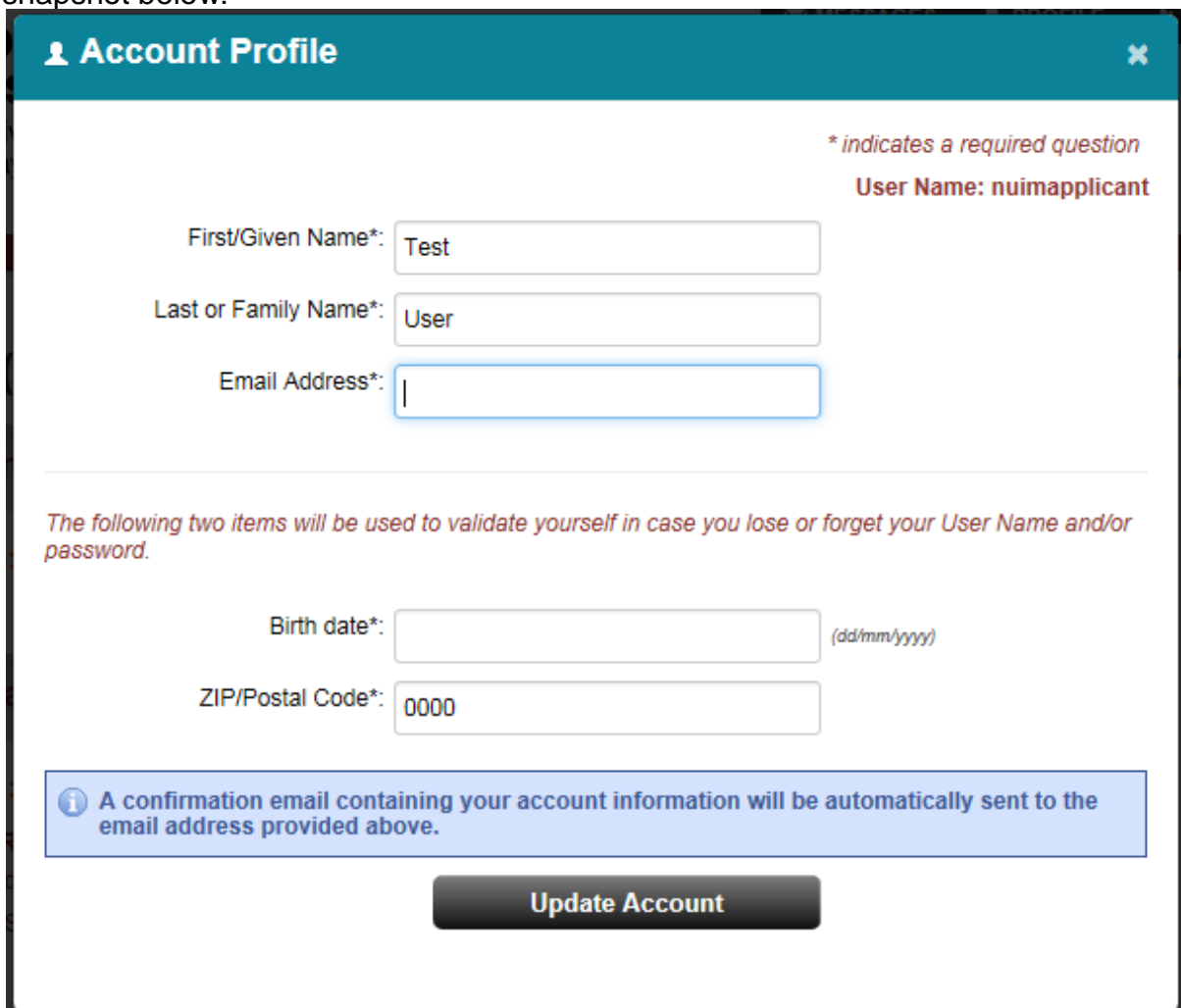
### My Application(s)

To create or review your application, please click on the appropriate link on the left hand side.

**Application For Admission** [EDIT APPLICATION](#)  
APPLICATION STATUS: NOT SUBMITTED ⚠

**Scholarship Application** [EDIT APPLICATION](#)  
APPLICATION STATUS: NOT SUBMITTED ⚠

The following window opens which allows to change the password and to update some other details saved in the applicant's profile, as indicated on the screen snapshot below:



### Account Profile

*\* indicates a required question*  
**User Name: nuimapplicant**

First/Given Name\*:

Last or Family Name\*:

Email Address\*:

The following two items will be used to validate yourself in case you lose or forget your User Name and/or password.

Birth date\*:  (dd/mm/yyyy)

ZIP/Postal Code\*:

**A confirmation email containing your account information will be automatically sent to the email address provided above.**

**Update Account**

## 7. Recommended system requirements for using the online system

Maynooth University uses a third party service, therefore some email addresses and urls used are those of the service provider. All information provided by applicants and referees will only be used by Maynooth University in the process of collecting and processing scholarship applications. No third party will have access to the data.

Supported browsers include Internet Explorer 9 and 11, Firefox, Chrome and Safari.

While the majority of features will work with other browsers, full compatibility is guaranteed and support offered is for the browsers mentioned above.

If you are using one of the supported browsers and are experiencing problems, we encourage you to upgrade to the latest version. If you still experience problems after upgrading, please make sure that your browser is set to accept cookies. Also, make sure the following browser settings are enabled:

JavaScript must be enabled.

Popup blockers must be disabled.

If your browser has a section for trusted sites, please enter these two URLs:

<http://rec.hobsons.co.uk>

<https://rec.hobsons.co.uk>

You will need Adobe Reader 6.0 or higher to download, view and print PDF files.

While PDF files should work with most other PDF viewers, we can only guarantee full compatibility and support for Adobe Reader 6.0 or higher.

If your email offers a whitelist, please add the following addresses:

[support@hobsons.com](mailto:support@hobsons.com)

## 8. Enquiries

If you have any questions regarding the application process please consult documentation for applicants, such as this guide, Frequently asked questions (FAQ), and Terms and conditions of the scheme.

Should the documents available do not answer your question, please email [masters.scholarships@mu.ie](mailto:masters.scholarships@mu.ie) with “Master’s Scholarships” in the subject line.

For reasons of transparency and fairness, only email enquiries will be accepted and responses will be included in the FAQ document published at:

[www.maynoothuniversity.ie/postgradscholarships](http://www.maynoothuniversity.ie/postgradscholarships)

The FAQ process will close on the 1<sup>st</sup> June 2018.