



## **Maynooth University Ollscoil Mhá Nuad**

### **PhD Studentship in Business (Graduate Teaching Studentship)**

The School of Business is pleased to announce that a number of PhD Studentships will be available for students intending to commence PhD or PhD-track studies in October 2017. Full-time research degree students commencing a programme of study in October 2017, and who have a relevant first class or 2.1 honours in their primary degree, or have a relevant Master's degree, are eligible to apply for the Studentships within the School. Students who have fees paid from external sources are generally not eligible to apply.

Each Studentship will entail:

1. Full annual tuition fees support (approximately €5,500 per annum);
2. A fixed maintenance award of €9,002 per annum;
3. Participation in School activities as a Graduate Teaching Assistant with a requirement to undertake teaching support duties for up to 25% of the notional study year.

This will entail up to 468 hours of teaching support duties in the course of a year, with not more than 20 hours in any one week.

These duties will be carried out under the direction of the Head of School, or a member of staff nominated by the Head. Each Studentship will be awarded for the duration of the studies, subject to satisfactory annual review of progress in research and performance in teaching support. Master's degree students may benefit for not more than two years and PhD students for not more than 5 years, and this benefit is cumulative and transferable, i.e. a maximum of 5 years is available where a student on a PhD- track progresses from Masters to PhD. The Studentships will be awarded by the School on the basis of:

- Research potential in an area highlighted with the School's research priorities and
- Potential and aptitude to provide high quality teaching support.

#### **The Teaching Support Role**

A Graduate Teaching Assistant is a registered postgraduate student of the University who, within the duration of his/her studies, is also employed by the University to play an important role in the delivery of the academic programmes of the University by providing teaching support (e.g., as a course assistant, tutor, or demonstrator) under the direction and guidance of a supervising member of staff.

## **Main Duties and Responsibilities**

The Graduate Teaching Assistant will be required to undertake such duties as may be specified by the Head of School or his/her nominee within the stipulated maximum of 468 hours per annum. These duties may include, but are not limited to, the following:

- To assist the delivery of a range of teaching and assessment activities, including tutorials in support of the required teaching commitments of undergraduate students;
- To contribute, under supervision, to the development of appropriate teaching materials to ensure that content and methods of delivery meet learning objectives;
- To contribute, where appropriate and under supervision, to the assessment process, using a variety of methods and techniques and to provide effective, timely and appropriate feedback to students to support their learning;
- To be available for consultation by undergraduate students;
- To lead classes with groups of students and/or participate in the supervision of practical work, advising on skills, experimental methods, and techniques to assist the transfer of knowledge;
- To undertake limited administrative duties as requested by the Head of School;
- To attend meetings associated with the course they support as requested/ appropriate.

[The duties and responsibilities outlined are general and standard requirements. Additions may be made to reflect the specific requirements of the School.]

## **Knowledge, Skills, and Experience**

It is essential that Studentship holders have the following:

- First class or 2.1 honours primary degree in the subject area, or a relevant Master's degree accepted by the School
- Excellent communication and language skills, both oral and written
- Excellent interpersonal skills and presentation skills
- Time management skills
- Ability to work independently and as part of a team
- Ability to work under supervision
- Self-motivation
- Ability to accept collegiate responsibilities and act accordingly.

## **Terms and Conditions**

The Studentships may be held by full-time registered students only, with a limited (maximum of 20 hours per week) teaching assistant commitment, which is offered on a fixed-term basis during the successful graduate's course of study. The teaching support commitment is consistent with and governed by the University's HR policy on Graduate Teaching Assistants which may be varied from time to time.

## **Maintenance Award**

A fixed maintenance award of €9,002 per annum will be offered. This will be paid in twelve equal instalments from October to September. The Studentships will be awarded for the expected duration of the studies, subject to satisfactory annual review of progress in research under the University's normal processes and performance in teaching support. Master's degree students may benefit for not more than two years and PhD students for not more than 5 years, and this benefit is cumulative i.e. a maximum of 5 years is available where a student on a PhD-track progresses from Masters to PhD.

The award will include 8% holiday pay. The award and the fees payment will be subject to such personal taxation and social insurance contributions as will be determined by the Revenue Commissioners; these will be the responsibility of the student.

There will be no pension entitlements arising from the studentship.

Studentship beneficiaries may not undertake any other substantive paid work within the University.

## **Application Procedure**

Applicants should submit a completed **School of Business PhD Application Form**, [which can be downloaded from our website](#). This application form includes:

- Educational History
- Professional Qualifications
- Employment History
- English Language Capability
- Referees
- PhD Proposal Overview

The completed application form and draft proposal should be submitted together in **ONE pdf** document to [business@nuim.ie](mailto:business@nuim.ie) by the closing date of **Monday, 31 July 2017**.

For more detailed guidance on the application process, please refer to the [School of Business Doctoral Application Process document](#).

All eligible candidates will be considered for open positions. Applicants may be shortlisted for interview and, if so, will be contacted directly by the School.