



Maynooth University John and Pat Hume Doctoral Awards 2017-18

Frequently Asked Questions

1. **I am currently in the final year of my undergraduate studies. I expect a 1st but I will not have results at the time of the application deadline. Can I apply?**

Yes. You can apply on the basis of expected results. If you are selected for the award, you will receive a conditional offer. Once your final results are available and you are confirmed as having met the eligibility criteria, the offer will be confirmed. If you do not meet the scheme's eligibility criteria, the scholarship offer will be withdrawn.

2. **My undergraduate degree does not qualify me for the scholarship but I am currently pursuing a taught Masters programme and expect a 1st. My results will however not be available at the time of the application deadline. Can I apply?**

Yes. You can apply on the basis of expected results. If you are selected for the scholarship, you will receive a conditional offer. Once your final results are available and you are confirmed as having met the eligibility criteria, the offer will be confirmed. If you do not meet the scheme's eligibility criteria, the scholarship offer will be withdrawn.

3. **Do I have to submit a formal application for admission to the PhD programme via the Postgraduate Application Centre (PAC) before applying for a John & Pat Hume Doctoral Award?**

No, applicants are not required to apply on PAC in order to be eligible for awards under this scheme. Applicants however need to discuss their intention to apply for the scholarship and their suitability for PhD programme with the concerned department and supervisor.

4. **Can one of my academic referees be my prospective supervisor?**

Yes, your prospective supervisor can provide you with one of the two required references.

5. **Is it ok to upload 1) Supervisor's letter 2) Referee 1 (my proposed supervisor) 3) Referee 2 (an additional referee)**

Yes, please note that the supervisor's statement does not constitute an "additional" reference, it is only a statement confirming that the proposed supervisor will accept the applicant as PhD student. See applicant's guide.

6. Is there a form or template for academic references?

Yes, referees are required to use a form for their reference. The form is available online at <https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/fees-funding-scholarships/john-and-pat-hume-doctoral-awards-scheme>

7. Is it acceptable for one of my referees to be a retired Maynooth University lecturer who I've worked closely with in a professional capacity? The other referee will be my thesis supervisor.

Yes, this will be acceptable.

8. I am wondering about my referees. One referee is based in XXX Hospital and I am wondering is it okay to use her or must she be associated with MU?

The terms and conditions do not require that referees are associated with MU.

9. I am planning to apply for the JH Scholarship and have already set up an online account. I was wondering if it is possible to allocate my references via the online system in advance of my final submission of application.

Academic referees can upload their references online, prior to your application being submitted. Yes, referees are required to use a form for their reference. The form is available online at <https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/fees-funding-scholarships/john-and-pat-hume-doctoral-awards-scheme>

10. How can I determine my supervisor at Maynooth University since I have not been there before?

You can find information about research expertise and research interests of our academic staff members at our University's website at <https://www.maynoothuniversity.ie/departments> or <https://www.maynoothuniversity.ie/research> Then you can contact the relevant person(s) by email providing them relevant information about your qualifications and research project proposed for your PhD. Information about PhD programmes at Maynooth University is available at <https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/phd-research-programmes>

11. I cannot locate the form for my proposed supervisor.

There is no form for the supervisor, see the Guide for applicants https://www.maynoothuniversity.ie/sites/default/files/assets/document/MU_DoctoralAwards2017_ApplicantGuide_final_0.pdf

12. I am currently a Maynooth University student – will I still have to supply references, even if I am applying to the same department?

Yes, two references are required from all applicants, including current Maynooth University students.

13. If I am successful, can I defer the start of the award until next year?

The start of your award cannot be deferred beyond the second semester registration date (usually late January/early February). If you don't think you will be able to commence your doctoral programme by this date, then you will need to apply in the call for funding next year. Deferrals are only possible if exceptional unforeseen circumstances arise and are considered on a case by case basis by the Postgraduate Scholastic Funding Board. See Terms & Conditions, section 11.

14. For Highest Qualification to date, my official highest qualification is my Leaving cert. This option is not on the application. I am in final year of my Level 8, would I put that down?

In this case, for “Highest qualification to date”, select “Other”. For “Current studies”, select level 8.

15. I am currently in the first year of a structured PhD with the <xxx> Department - does this mean I am ineligible? If I submit a Masters, and then re-register, would this make me eligible?

Current PhD students are not eligible for the scholarship for the degree that they have already started. This also applies to research master students intending to progress onto PhD in year 2. Those already registered for a postgraduate research degree will have to start a new research degree in order to be eligible for an award under the scheme. It needs to be noted that students contemplating terminating their current research degree prematurely in order to be eligible for an award should consider very carefully implications of such a decision.

16. Do Maynooth University students/graduates have to provide scans of their original transcripts or are results downloaded from students online services portal acceptable?

Maynooth University students can upload results as accessed online in MU students’ online services.

17. I was wondering if this scholarship is only for EU nationals or are Non-EU nationals are also eligible for funding?

The scheme is open to both EU and non-EU applicants intending to pursue a full-time PhD at Maynooth University.

My current TOEFL score is just below the required threshold and I will take the test

again in April. Should I upload my current TOEFL report or will I submit the new one later after I receive it?

Prospective students subject to English language competency requirements need to ensure that they will meet the applicable criteria on time for their acceptance into doctoral programme however they are not required to upload their TOEFL results with their funding application.

18. I have applied for the Irish Research Council postgraduate scholarship. Can I apply for funding under this scheme also?

Yes, if you meet eligibility criteria of the scheme you can apply. Note that eligibility requirements under the MU John and Pat Hume Doctoral Awards Scheme differ from IRC's requirements.

19. My undergraduate degree is a modular degree and the overall results are calculated based on the highest 60 credits plus the 20 credit thesis, averaged. I am currently completing this degree, should I upload my academic transcripts from all the previous years, as it is part-time and modular, and should I indicate that the calculation differs from other degree programmes?

You can upload transcripts from all previous years to give indication of the content of your course in terms of its relevance to the proposed research. Your overall final result will be verified, if you are deemed fundable, once it becomes available, so it will not be necessary to explain the relevant calculation.

20. I also require transcripts that I must obtain to upload with my application. Are these of my provisional results of semester 1 of my final year?

This is explained in the Guide for applicants under the heading "Undergraduate qualification - Bachelor's degree or equivalent".

21. I was at your talk but I forgot to ask you if applying for all three of the categories (the fellowship, the scholarship and the studentship) affects your application for each category. By applying for the studentship, would this affect my chances for the fellowship, or any combination of applying for the categories?

As per the Terms and Conditions of the scheme, awards 1) (fellowships), 2) (scholarships) and 3) (studentships) will be offered as prizes under a single competition within each faculty. Applying for the studentship will not affect an applicant's chances for the fellowship or scholarship. See T&Cs under the heading "1. Description of awards".

22. For the statement of support my supervisor included a paragraph on why he was supporting my application. Should I get rid of that paragraph before submitting it or is it okay to leave it in and it will just be ignored?

Applicants should upload the supervisor's letter/email of support as provided by their proposed supervisor. Any additional information provided by a supervisor will be ignored. The supervisor's statement does not constitute an "additional" reference, it is only a statement confirming that the proposed supervisor would accept the applicant as PhD student.

23. Is it possible to apply for this funding with the intent to undertake a PhD part-time?

Students who wish to study –part-time may only apply for a MU Doctoral studentships (full fees only) (award 3).

24. As it is indicated, the length of the research project proposal should not exceed 4 pages. However, roughly 3 pages of my proposal are citations/ Bibliographies, so my proposal exceeds your limitation. Therefore, could you please inform me that this limitation is with references? if so, can I put my citations to another file, which has this description: "Upload a pdf file with Gantt chart and any graphs or pictures you need to provide to accompany your Research Proposal"?

As per the applicant guide: You can also upload an additional document with a Gantt chart showing your project plan and/or a bibliography/references. Note that this additional document must not exceed three (3) pages. If the additional document exceeds three (3) pages, only first three (3) pages will be considered when the proposal is assessed and the remaining pages will be ignored.

25. When I try to login it comes up as "We are unable to process your login request at this time, please try again later or contact technical support."

This error message might appear if your session expires or if you do not close the relevant tab in your browser after finishing working in the online system. Close your browser and open it again. This error message might also be due to an incorrect user name/password.

26. I have tried to set up an account but the system responded that I had already created an account (which I have not).

Current MU students who attempt to register in the system using their MU email address might receive this response from the system. Please contact postgraduatescholarships@nuim.ie for assistance.

27. I have a question regarding format. I understand that the font size is to be 11 and the margins specifications are given but I was wondering if the text is to be single spaced or 1.5?

It is preferable to use one-and-a-half spacing.

28. I would like to better understand the required condition "Applicants will also be expected to have some prior non-academic engagement such as volunteering, outreach and similar activities, in line with the university's strategic plan".

This is not an eligibility criterion, rather an aspect that will be considered as applications are evaluated. The University's strategic plan is available at <https://www.maynoothuniversity.ie/sites/default/files/assets/document/strategicplan20122017.pdf>

29. Please can you clarify the scheme's evaluation criteria – 1) quality of the applicant and 2) quality of the project proposal.

Ad 1) quality of the applicant: as outlined in the terms and conditions of the scheme. Evaluation panels will be advised to consider non-academic accomplishments where relevant to the funding proposal and as supplemental information where two or more applicants receive equal marks under this criterion.

Ad 2) quality of the project proposal: as outlined in the terms and conditions of the scheme. Consideration will also be given to the potential to make a significant contribution to the field or discipline, potential relevance to industry and similar, as relevant in the specific field. Evaluation panels will be advised to consider relevance to the university research priorities as supplemental information where two or more applicants receive equal marks under this criterion.

30. I wanted to ask if it's necessary to include citations/a bibliography with the project information for the Doctoral Awards application.

It is not a formal requirement of the scheme to include citations/bibliography, however in many disciplines it would be expected that a research project proposal includes references.

31. I found that I didn't have enough spaces to write my Institute's name in Institution field of Your Academic History section. My Institute' name is "Posts and Telecommunications Institute of Technology" but I only can write "'Posts and Telecommunications Institute o" (12 letters is missed). I have the same problem in Qualification field of Academic History. My Qualification's name "Master of Science in Computer Engineering" but I only can write "Master of Science in Computer Engineerin" (last letter is missed). In this case, What should I do?

You can abbreviate the name of your institute and degree in a suitable way for example:

- Posts and Telecom Inst of Technol
- MSc in Computer Engineering

32. Both my undergrad and current masters courses have been in country X, so I'm unsure if I should work to see what result mine would translate into, or leave this category blank. The country also doesn't have a standard awarding body: the only thing I could find to possibly put would be the Association of Universities and Colleges of country X.

The online system includes a field for inputting results/grades other than those in use in Ireland. You need to enter results as they appear on your transcripts for verification purposes. We are used to receiving applications from prospective students whose degrees were awarded outside of Ireland. Equivalencies of degrees and results are determined using sources such as NARIC, and we are working together with our International Office who have substantial experience in this area.

“Awarding body” is the higher education institution where you studied and which awarded the degree.

33. My query specifically relates to uploading official academic results. I was wondering if the documents can be delivered directly to the graduates office as transcripts are only available as hard-copies from the records office? Or would it be better to scan the transcripts and upload them?

It is not possible to submit paper based transcripts to our office, *all* components of your application must be submitted via the online system. See the Guide for applicants: “Applicants are required to upload a scan of their official transcripts” and the FAQ document for a special provision available to applicants with degrees awarded by MU.

34.

35. I need to apply separately through PAC for admission to the course apart from my application for funding?

Yes, application for admission via PAC is separate from applying for funding. As specified above, funding applicants are not required to have applied on PAC in order to apply for funding; you can apply on PAC later.

36. I see that you require (in section 7) me to fill out a field where I write about my achievements relevant to the proposal. You say, max words 3,000. Is this correct?

No, you are required to complete a maximum of 3000 characters not words.

37. I am currently an occasional employee with MU, does this prevent me from making an application?