



## Maynooth University John and Pat Hume Doctoral Awards 2019-20

### Frequently Asked Questions **\*Tip\* Print out Guide**

**for applicants and T&Cs and FAQs. Have them beside you while you work on your application. You can refer back to them step by step.**

**1. I am currently in the final year of my undergraduate studies. I expect a 1<sup>st</sup> 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 If you do not meet the scheme's eligibility criteria, the scholarship offer will be withdrawn.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 1<sup>st</sup>. 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 If you do not meet the scheme's eligibility criteria, the scholarship offer will be withdrawn.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 there a form or template for academic references?**

No. Once you input your referee's details in the online application, an email will be sent to your referee with a link and guide. Your Referee will input their own details in the application system and they will then upload their reference.

**6. 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.

**7. 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.

**8. 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>

**9. 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>

**10. I cannot locate the form for my proposed supervisor.**

There is no form for your proposed supervisor, please upload their statement of support to the relevant section.

**11. 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.

**12. 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.

**13. 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.

**14. 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.

**15. 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.

**16. I was wondering if this scholarship is only for EU nationals or are Non-EU nationals 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.

**17. 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.

**18. 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.

**19. 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”.

**20. 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.

**21. 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). You should select the Fee Waiver Scholarship only option.

**22. 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.

**23. 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.

**24. 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 [humephdscholarship@mu.ie](mailto:humephdscholarship@mu.ie) for assistance.

**25. 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.

**26. 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.

**27. 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.

**28. 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

**29. 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.

**30. 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.

**31. 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.

**32. 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.

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

**You can apply and be offered a Fee waiver only as you will have to commence your PhD part-time.**

34.

**It says that you need a first class honours in the discipline of your research but I have a first in Sociology and want to work with a supervisor in Geography. Does this make me ineligible to apply for through Geography?**

To clarify the first paragraph in T & Cs. “first class honours degree in the proposed discipline..” relates to the discipline of the proposed research, not specifically the department’s title/name. So in effect the applicant would need a first in the discipline of research which many academic departments who have similar or related themes of supervisory expertise could offer. Faculty panel at assessment stage is where the persuasion would be required to recommend the candidate for a Hume award.

**35. I was wondering if you allow students converting from a masters to a PhD to apply? I began a research masters in September of 2017, and did not apply for funding as I anticipated only spending two years here at most. Now however, I intend to convert to a PhD. I was wondering if I would be eligible to apply? Or does the fact that it is a conversion course mean it is all counted as the one postgraduate degree?**

Unfortunately not. The reason why is if you are currently undertaking a research masters' and convert to a PhD come October, you will be in effect in your 2nd year of your PhD. The eligibility requirements include that you must apply before commencing a PhD programme. If you finish your Research Masters' and wish to commence a new research proposal at PhD level then you could be eligible to apply after your Research Masters' is completed.

36.

**The university where I got my undergraduate degree does not provide official digital transcripts for student use. I was wondering what to upload into the Scholarship Application.**

It is common practice for all universities to provide official transcripts to their graduates. You would be required to scan those and upload them to your Scholarship application.

**37. Is it possible to have the named supervisor on the application submit a form of recommendation in addition to the confirmation of support and is it recommended to do so? Or is it recommended for the referees to be those who are not supervising my future research?**

Yes you can ask your supervisor to be a referee as well. That is no problem. So there are two actions for your supervisor to take. 1. provide an email of support with the exact wording only as instructed in the guide for applicants and in the terms and conditions. You then upload that letter or email of support in the supervisor section. Then 2. enter their details in the recommender section in which they will upload a reference to your application. **They can upload their reference for at any stage so long as it is before midnight (GMT) 29<sup>th</sup> March 2019.**

**38. I'm trying to set up an account to apply for Hume funding this year. As I've previously set up an account to apply for the thought masters scholarship in 2016, I thought I needed to set up a new account. When I try and do so, under a different username, the system says its a duplicate and won't set up the account.**

If you have set up a previous account for the Taught Master's scholarship it might be best to use another email domain and set up a new user name and password. So in other words if you have a gmail account, use that. Also be careful and ensure you are clicking on the "Create account" tab and not "login". The default tab is login so move your cursor to the left and click on create.

**39. I am currently completing my MSc here in Maynooth and this year there has been a change and my course end date has been moved from July 31st to August 31st which means I am not due my final results until mid November. How will this affect my application? My undergraduate grades do not make me eligible and as a result, I am hoping to get through based on my Master's degree results.**

Your application is still fine. Just state your expected MSc or MA result. If you are successful at Faculty assessment stage, you will be given a conditional scholarship offer pending your results in August.

**40. As a Non EU student I wish to know if I can apply for this scholarship?**

Applications are open to Non Irish students wishing to study a PhD programme here at Maynooth University providing they meet the eligibility criteria.

For terms and conditions of this scholarship award and guide for applicants to our online application, please see link attached.

<https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies/fees-funding-scholarships>

**41. So sorry to bother you again but I just began a new account as you instructed with different everything and I don't see Hume as a choice for scholarships. I get the choices: Sport Scholarship/s, Taught Masters Scholarship, and Postgraduate**

**Research Award. Thank you for any help.**

When you go to drop down menu select Postgraduate Research award and then select Hume. All the information to set up your account is in the guide for applicants. Please do take time to read this or even print it out and have it beside you while you begin your application.

**42. Can you advise, I have two referees for the PAC submission for the PhD degree, may these references be transferred over to the John Hume application. I don't understand either, will Maynooth request these applications?**

Once you input your referees' details in the "Recommender" section of the application, an email is generated to them with the online form to fill out and a guide for referees on how to upload their references to the application. You do not upload their references, they must do so separately.

**43. The word count for the personal statement is 500 overall. Is this word count to be divided up and spread out over these three different sections? Or do you put the 500 word personal statement in the first section and then add two separate sections underneath?**

It is 500 words for your personal statement, then the following 300 words per section so it 1,100 words in total.

**44. I am a female applicant applying within the Faculty of Science and Engineering. If I select the MU Women in STEM option, does this mean I will not be considered for the other awards?**

You will be considered for both MU Women in STEM and the general Hume Doctoral award types. However if you are offered both, you must choose to accept only one award.

**45. If I don't choose the Fee waiver Only scholarship does this mean I will not be considered for a Fee Waiver scholarship?**

No. By choosing the Fee Waiver only option you are declaring that you do not wish to be considered for any other award. Applicants normally wishing to register as part-time students select this option. If you do not select it, you will be considered for all awards types offered by the faculty you have applied through.

