

Application Guide for Maynooth University

1916 Bursary Fund entry 2020



MEND Cluster



Section 1

Information on the 1916 Bursary Fund Application Process

What is the 1916 Bursary Fund?

The 1916 Bursary Fund is a targeted funding scheme established by the Department of Education and Skills to support implementation of the National Plan for Equity of Access to Higher Education 2015-2019. The National Access Plan is working to increase the numbers of students who are currently under-represented in higher education.

The Bursary is offered to undergraduate students experiencing socio-economic disadvantage who are commencing third level education in September/October 2020 for the first time- and will fund the entire duration of a student's programme of study.

All Higher Education Institutions (HEI's) are awarding the Bursaries as regional clusters. The Midlands East & North Dublin (MEND) cluster is made up of four HEIs - Athlone Institute of Technology (AIT), Dublin City University (DCU), Dundalk Institute of Technology (DkIT), and Maynooth University (MU). The MEND cluster has a total of 40 bursaries available to award to students applying to these HEI's.

Each student who is awarded the 1916 Bursary will receive a bursary to the amount of €5,000 for each year of their undergraduate course of study.

The bursary will be paid each year of the course up to a maximum of four years for full-time students and six years for part-time students, as long as the recipient complies with the bursary guidelines and progresses to the next academic year of their course.

What is this 1916 application guide for?

This booklet will

- answer questions about the 1916 Bursary
- provide key dates
- explain the application process

Who is eligible to apply?

The Bursaries are targeted at students who are experiencing socio-economic disadvantage **and** who are from one or more of the following socio-economic groups that have low participation rates in higher education:

- Students with a **disability** – particularly students with a physical/mobility impairment, students who are deaf/hard of hearing and students who are blind or have a visual impairment
- Irish **Travellers**
- **Lone parents** in receipt of a means tested social welfare payment (at least 20% of the bursaries will be targeted at lone parents)
- **Ethnic minorities** (including programme refugees)
- People who are or were in the care of the state

First time **mature student** entrants and **Further Education** award holders are encouraged to apply

What does “socio-economically disadvantaged” mean for the 1916 Bursary Fund?

This term usually means that you live in an area of urban or rural disadvantage where not many people from that area go on to third level education by tradition or for financial reasons. You may have attended a DEIS (Delivering Equality of Opportunity in Schools) school.

You may be a lone parent or have previously been in the Care of the State/Tusla. Your family income may mean that you are not able to go to college without financial help. You may be from a socio-economic group that is under-represented in higher education. All of these factors, either individually or in combination, mean that you may have significant additional social and financial barriers making it difficult to access and succeed in higher education.

Who can apply to the 1916 Bursary Fund?

- Students who are applying to **Year 1 of an (undergraduate) programme in this academic year (2020/21) or repeating Year 1** due to a significant ‘life event’ which prevented successful completion of that year in a participating HEI.
- Students who are experiencing socio-economic disadvantage **and** who are from one or more of the socio-economic groups listed above that have low participation in higher education.
- Students must be experiencing **socio-economic disadvantage** regardless of the target group.
- Students must be able to demonstrate that they would qualify for the highest level of SUSI grant, i.e. reckonable income less than €24,500 in 2019. Applicants must be able to provide evidence that shows they are experiencing socio-economic disadvantage.
- Students must be applying for a full-time or part-time undergraduate course in a publicly funded institution that:
 - (a) takes not less than two years to complete,
 - and -
 - (b) on the successful completion of which, a student is awarded a major higher education and training award at level 6 or above on the National Framework of Qualifications.
- There is no restriction on the programme of study.

Who cannot apply to the 1916 Bursary Fund?

- Students who are not first-time entrants to higher education who plan to start study in September 2020
- Students who have already received a qualification at the same level
- Students on a full-time or part-time undergraduate course in a publicly funded institution that takes *less* than two years to complete, or on the successful completion of which a student is awarded a major higher education and training award at level 5 or below on the National Framework of Qualifications
- Students whose reckonable income is assessed as over the maximum income limit, currently €24,500 gross for the family in 2019
- Postgraduate students
- Students in years other than 1st year
- Students who have not lived in Ireland for 3 of the last 5 years

What do I need to do before I start my application form?

1. You must agree to the data sharing policy in order to proceed with the application
2. Locate your 9 digit CAO number
3. Locate your email address
4. Provide your phone number
5. Find your Eircode. You can locate your Eircode on www.eircode.ie
6. Prepare your personal statement.

When does the 1916 Bursary Fund application open and close?

Applications open on 30 June 2020 and close on 30 October 2020 at 4pm in each of the MEND Higher Education Institutions (AIT, DCU, DKIT, MU). You must complete each Higher Education Institution's 1916 Bursary application form.

What should I discuss in my personal statement?

Each of the 3 sections of the personal statement has a 200 word limit so the personal statement will be a total of 600 words maximum.

1. Educational Hopes and Aspirations.

Consider:

How the Bursary will help you achieve your goals and ambitions?

- Why you have chosen your course of study?
- What barriers you have faced in achieving your goals and ambitions?

2. Financial Impact.

Consider:

Have you/your family experienced severe financial hardship?

- How will you support yourself and manage financially while in college?
- How would you spend the Bursary money if your application is successful?

3. Personal Circumstances.

Consider:

Your personal and/or family circumstances and the barriers that you have faced in continuing your education

- Your responsibility within your family
- Do you care for siblings/and or parent(s)?
- Do you have to work part-time to support your family financially?

Please read the personal statement sections very carefully and take some time with your responses. If there is any information that you feel should be taken into account when your application is considered, you should include it here.

For the **Maynooth University** 1916 Bursary application, there is **no "save and return"** function in the application form. It is advisable to write out each of the 3 areas of the personal statement before you start the application form. You can then **"copy and paste"** your personal statements into the application form.

Section 2

Completing the 1916 Bursary Fund Application Form

Shared data protection notice and policy

You will be asked to agree to the shared data protection notice and policy for the MEND Cluster. Please read this carefully. You will need to agree to this policy to submit your application.

1916 Bursary Fund Income and Residency Eligibility

The following questions are used to determine your socio-economic group and outlines the eligibility criteria for the 1916 Bursary scheme. If you are successful and are awarded a bursary you will be required to supply documentary evidence.

To compete for a bursary, your family reckonable income must not exceed €24,500 in 2019 and you have lived in Ireland for 3 of the past 5 years. You will need to agree to this to proceed.

1916 Bursary Fund Target Groups

In order to qualify for this bursary, you must be a first-time First Year undergraduate student and meet a number of qualifying criteria.

Repeat first year students may be considered where evidence is supplied that a significant life event was the reason for not progressing in the last academic year.

This question will ask you to select all criteria that apply to you. You must select at least one option from the list.

This is the list of options you will see on the application form.

- First time mature entrant
- Lone parent in receipt of a DSP means tested Social Welfare payment
- Person with a Disability (students with a physical/mobility difficulty; students who are deaf/hard of hearing or blind/visually impaired will be prioritised)
- Irish Traveller
- Member of an Ethnic Minority
- Programme/Convention Refugee
- I am/was in the care of the State/Tusla
- I am or was recently homeless
- I am a repeat first year student
- I am from a socio-economic group under-represented in higher education
- I attend a DEIS school
- I am the first in my family to attend higher education
- I intend to enter on the basis of a further education award (FETAC/QQI)

Questions 1-15: Personal Details

In order to process your application, we will need to collect some personal details. Please complete each section. You will be asked the following information.

- First Name
- Last Name
- Date of Birth
- Country of Birth
- Nationality

The 1916 Bursary Fund targets socio-economically disadvantaged students. This term usually means that you live in an area of urban or rural disadvantage where not many people from that area go on to third level education by tradition or for financial reasons. We use your Eircode to determine the level of urban/rural disadvantage based on the Pobal “Deprivation Index”. More information can be found on maps.pobal.ie.

This question will ask you for the following information:

- Address
You should include the house name and/or number and every line of your address
- Eircode
You can find your Eircode on www.eircode.ie
- CAO Number (You can find this on your CAO application)
- Email Address
- Mobile Phone
- Please select which option describes you. You can only select one of these options.
 - I have applied to study part-time for a course of 2 or more years
 - I have applied to study full-time for a course of 2 or more years
 - I am repeating first year

The 1916 Bursary targets students on the free fees scheme or those paying EU fees. You will be asked the following question.

Are you on the free fees scheme?

- Yes
- No, I will be paying EU Fees

You must select one of the options to proceed

Questions 16-17: Admissions Route

There will be three sections. You will be asked the following questions.

Admissions Entry Route into Third Level

Please select your entry route.

- Mature Entry
- Direct Entry from Leaving Certificate/CAO
- FETAC/QQI
- Foundation Access Programme

Section 3: Have you applied for the HEAR/DARE schemes?

- HEAR
- DARE
- Neither of these schemes

Questions 18-20: Personal Statement

Your personal statement is a very important part of your application. It will be used as part of the selection process. There are three sections, you must complete all three.

For the **Maynooth University** 1916 Bursary application, there is **no “save and return”** function in the application form. It is advisable to write out each of the 3 areas of the personal statement before you start the application form. You can then **“copy and paste”** your personal statements into the application form.

It is important that you read the sections carefully and take some time with your responses. If there is information that you feel should be taken into account when your application is considered, you should include it here. You will not be able to change it once it is submitted.

Question 18: Educational Hopes & Aspirations

In 200 words or less, please tell us about your goals and ambitions for the future. Please share any barriers you have/may experience in continuing your education. Why have you chosen your course of study? How will the bursary help you to achieve your ambitions?

Question 19: Financial Impact

In 200 words or less, please tell us about your financial situation. Have you/your family experienced significant financial hardship? How do you think you will manage financially whilst at college? How will you support yourself? How would you spend the bursary if your application is successful?

Question 20: Personal Circumstances

In 200 words or less, please outline your personal and/or family circumstances and the barriers that you have faced in continuing your education, e.g. have you an unusually high level of family responsibility (caring for siblings, part-time work to support family finances, etc), are you the first in your family to attend higher education?

Questions 21-30: Your Declaration

You must read each of the statements and tick each one to show you have read and understood each statement. To submit your application you must answer each statement.

These are the statements you will be asked to agree to in your application form.

- I have read and fully understand the MEND 1916 Data Protection Policy and its contents (tinyurl.com/1916dataprotectionpolicy)
- I understand that the information supplied in this application is accurate and complete. I understand that if I have misrepresented or given any false declaration I will be ineligible for the 1916 bursary.
- I agree that my financial details and supporting documentation may be reviewed by independent personnel and they will be treated confidentially. I understand that some of my information will be shared with AIRO for data verification purposes.
- I understand that some of my data will be shared with the MEND Higher Education Institutions (AIT, DCU, DkIT, MU) according to the MEND data protection policy.
- I understand my data will be shared with the funding authority of the 1916 Bursary scheme (Higher Education Authority and the Department of Education).
- I give permission to AIT/DCU/DKIT/MU to use information already provided as part of my HEAR/Access/DARE/SAF application(s) to assist with the assessment of this application. I agree to provide additional information as required.
- I understand that some details of my application will be used to re-assess and improve the 1916 Bursary scheme.
- I am aware that I can view my personal data and I can withdraw my consent at any time. I am aware that withdrawing my consent will exclude me from the 1916 Bursary.
- I am aware that my data will be held for a period of ten years in line with statutory legal requirements.
- In the event I am unsuccessful, I consent to a staff member contacting me to outline other supports available to me. Please select yes or no.

Section 3

Assessment Outcome

When will I know the outcome of my application?

Following the 1916 Bursary Fund application closing date and the completion of assessments, all applicants will receive an email that outlines the result of their assessment from the Higher Education Institute that they have entered as a first year student.

What documentation may I be asked to provide?

Where the email outlines that an applicant is advancing to the confirmation state, they will be required to verify their application details, which may include evidence of 2019 reckonable income, address, target group information, etc.

I am not happy with the outcome of my assessment. What can I do?

AIT, DCU, DkIT and MU use a review and appeals process to make sure that all applicants are treated fairly and screening procedures have been applied consistently.

This formal review and appeals process is the way of having an ineligible application outcome re-examined. If you are unhappy with your assessment outcome you can appeal. There are **two** grounds for appeal:

1. You believe there was an “administrative error in assessment” i.e. that you think a mistake was made when your application was being reviewed that led to you not being awarded the Bursary.
2. You believe “insufficient weight was given to an aspect of your application” i.e. that all your circumstances were not taken into account when your application was being reviewed and something important was not considered about your personal situation.

No new information can be included or considered at appeal stage.

What do I need to complete an appeal?

You will need your student number and the email address you entered on your application form. You should familiarise yourself with the two grounds for appeal.

Before you complete an appeal, we suggest you speak to a member of staff in your Higher Education Institution. They can discuss your outcome and other supports available to you.

How do I complete an appeal form?

The appeal form will be on your HEI website.

What will I be asked on the appeal form?

Questions 1-4 will contain your personal details. We will need these to locate your original application and to lodge your appeal. You will be asked for the following information.

- First Name
- Last Name
- Student Number
- Email Address

You should use the email you provided on your original 1916 Bursary Fund application form.

Question 5 will ask you to select one of the two grounds for appeal. You must select one of the options.

- The assessment board made an administrative error.
- Insufficient weight was given to one aspect of my application.

Question 6 will ask you to outline in 300 words or less, the reason(s) for your appeal.

Questions 7-14 of the appeal form asks you to complete the **Declaration Form**. You must read each of the statements and tick each one to show you have read and understood each statement. To submit your appeal you must answer each statement.

- I understand that the information supplied in this application is accurate and complete. I understand that if I have misrepresented or given false declaration I will be ineligible for the 1916 bursary. I agree to provide additional information as requested.
- I agree that my financial details and supporting documentation may be reviewed by independent personnel and they will be treated confidentially. I understand that some of my information will be shared with AIRO for data verification purposes.
- I understand that some of my data will be shared with the MEND Higher Education Institutions (AIT, DCU, DkIT, MU) in accordance with the MEND data protection notice.
- I understand my data will be shared with the funding authority of the 1916 Bursary scheme (Higher Education Authority and the Department of Education).
- I understand that some details of my appeal will be used to re-assess and improve the 1916 Bursary scheme.
- I am aware that I can view my personal data and I can withdraw my consent at any time. I am aware that withdrawing my consent will exclude me from the 1916 Bursary.
- I am aware that my data will be held for a period of ten years in line with statutory legal requirements.
- In the event I am unsuccessful, I consent to a staff member contacting me to outline other supports available to me.

Once you have completed this, press “submit”.

My appeal was unsuccessful. Where can I receive more information?

There are a number of supports at Maynooth University for students.

- If you have financial concerns, you can meet with the [Student Budgeting Advisor](#) who can assist with your budgeting and money concerns.
- For any personal concerns, Maynooth students can avail of the [Student Health Centre](#), [Counselling](#), [Chaplaincy](#) and [Student Services](#).
- For academic matters, [Programme Advisory](#), [Academic Advisory](#), [Academic Writing Centre](#) and [Maths Support Centre](#) are available for support and guidance.