

# Maynooth University

## Ollscoil Mhá Nuad

### Maynooth University Department of Education Graduate Teaching Studentship 2019-2020

The Department of Education is pleased to announce that a Graduate Teaching Studentship will be available for a student intending to commence PhD studies in September 2019.

Full time PhD degree students commencing study in September 2019, 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 studentship support in the Department. Students who are in receipt of a university scholarship or who have fees paid from external sources are not generally eligible.

The studentship will entail:

1. Full annual tuition fees support (approximately €6200 per annum);
2. A fixed stipend of €9007 per annum;
3. Duties as a Graduate Teaching Student with a requirement to undertake teaching duties for up to 25% of the notional study year. This will entail 455 hours of teaching duties in the course of a year, with not more than 20 hours in any one week (not more than 12 contact hours weekly). These duties will be carried out under the direction of the Head of Department, or a member of staff nominated by the Head. **Prospective applicants should note that teaching on our Professional Masters of Education programme takes place generally in the mornings.**

The studentship will be awarded for 5 years, which is the expected duration of the studies, subject to satisfactory annual review of progress in research, and performance in teaching support.

The studentship will be awarded by the Department on the basis of (i) research potential in an area aligned with the Department's research priorities and (ii) potential and aptitude to provide high quality teaching duties.

#### The teaching sup role

A Graduate Teaching Student 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 teaching student, tutor or demonstrator) under the direction and guidance of a supervising member of staff.

#### Main duties and responsibilities

The Graduate Teaching Student will be required to undertake such duties as may be specified by the Head of Department or their nominee within the stipulated maximum of 455 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 and laboratory demonstrations, in support of the required teaching commitments of postgraduate and 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 postgraduate and 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 teaching-related administrative duties as requested by the Head of Department;
- To attend meetings associated with the course he/she supports as requested/ appropriate.
- To potentially undertake Placement Visits

### **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 masters accepted by the Department.
- Excellent oral and written communication and language skills
- 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.

### **Selection and Appointment**

Appointments will be made by the Head of Department based on a transparent internal recruitment process that meets the needs of the Department. Subject to meeting university requirements and to providing a research proposal that is at an appropriate level and aligned with staff expertise, students may be shortlisted for and called to interview.

### **Terms and Conditions**

The studentship may be held by full-time registered students only, with a part-time (maximum of 20 hours per week, with no more than 12 hours contact time per week) teaching student commitment, which is offered on a fixed-term basis during the course of study. The teaching support commitment is consistent with and governed by the University's HR policy on Graduate Teaching Students.

### **Stipend**

A fixed stipend of €9007 per annum will be offered. This will be paid in twelve equal instalments from October to September. The studentship will be awarded for the expected duration of the studies, subject to satisfactory annual review of progress in research, and performance in teaching duties. PhD students may benefit for not more than 5 years.

The stipend will include 8% holiday pay. The stipend 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<sup>1</sup>.

The stipend is notionally equivalent to a payment of €18.70 per hour of teaching support duties (basic tutorial or intermediate demonstrator standard hourly rate).

There will be no pension entitlements arising from the studentship.

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<sup>1</sup> If the student is receiving no other income and is eligible for the standard PAYE and single person's tax credits, he/she would not in that circumstance be liable to pay tax as earnings would be under the threshold.

## **Application Procedure**

Applicants for the studentship are asked to submit the following to [education.department@mu.ie](mailto:education.department@mu.ie) by no later than 1<sup>st</sup> August 2019

- A CV detailing academic experience, and any prior teaching experience;
- A cover letter outlining their motivation and suitability for the role.
- A research proposal

**Closing date for applications:** 1<sup>st</sup> August 2019

## **Termination**

A Graduate Teaching Studentship's employment with the University is contingent on them being a registered graduate student, and their employment as a Graduate Teaching Student will terminate automatically when they cease to be a registered graduate student. The grounds for termination are that a Graduate Teaching Studentship is primarily a training role offered to postgraduate students to gain experience of teaching: it is a legitimate objective of the university to provide education and training for successive cohorts of postgraduate students, that providing an opportunity to students to develop skills in teaching by serving as a teaching student, tutor or demonstrator is an important part of postgraduate training, so where work as a teaching student, tutor or demonstrator is available, the University makes such work available to postgraduate students as a priority.

In addition, the appointment may be terminated for misconduct, or poor performance, or for other reasons under the general HR policies of the university.