



Maynooth University John and Pat Hume Doctoral Awards Scheme

Terms and Conditions: 2017-18

Maynooth University has established an international reputation as a university building on excellence in research-led teaching in areas across the arts, humanities, social sciences, sciences and engineering. In support of our mission to promote research and teaching, a range of postgraduate research awards are available for suitably qualified prospective doctoral students across all disciplines at Maynooth University.

Successful recipients who wish to further develop their teaching skills and contribute to pedagogical developments in their discipline may also be considered for activities such as tutorials, laboratory demonstrations, marking and similar teaching related work for which they will receive additional payment over and above the award granted under this scheme.

1. Description of awards

MU John and Pat Hume doctoral awards will be offered to successful doctoral applicants with demonstrated excellence in course work and research. Consideration will be given to relevance of proposed doctoral research to the university's research priorities. Applicants will also be expected to have some prior non-academic engagement such as volunteering, outreach activities and similar, in line with the university's strategic plan.

The following awards will be available for doctoral students starting in 2017-18 academic year:

Award	Stipend per year	Allowance for research expenses per year	Fees	No. of awards
1) Maynooth University Doctoral fellowship	€16,000	€2,000	full fees	1 per faculty
2) Maynooth University Doctoral scholarship	€9,000	€1,000	full fees	3 per faculty and 1 scholarship under the Maynooth Access Programme (MAP)
3) Maynooth University Doctoral studentship	n/a	n/a	full fees	6 per faculty

Awards 1), 2) and 3) will be offered as prizes under a single competition within each faculty (except for the scholarship available under the Maynooth Access Programme, which is subject to additional criteria described in the relevant section below). The highest ranked applicant in each faculty will be awarded the "Maynooth University Doctoral fellowship", applicants ranked 2nd –

4th will be offered the “Maynooth University Doctoral scholarship” and applicants ranked 5th – 10th will be offered the “Maynooth University Doctoral studentship”.

Applications for the Maynooth University Doctoral scholarship available under the Maynooth Access Programme will be assessed separately under a specific set of criteria.

2. Duration of awards

Maximum duration of MU Doctoral fellowships and MU Doctoral scholarships (award 1 and 2) is four years.

Maximum duration of MU Doctoral studentships (award 3) is four years for award holders studying full time and six years for award holders studying part time.

Continuation of funding is subject to satisfactory progress and continued compliance of scholars with the terms and conditions of their award.

Where the progress of the student is recorded as unsatisfactory during the departmental annual progress review, following consultation with the student and the department, the Dean of Graduate Studies may revoke the funding.

3. Eligibility

a) Qualifying programmes

Applicants for MU Doctoral fellowships and MU Doctoral scholarships must intend to pursue a PhD degree (doctoral degree by research) at the University, either registering initially for a research masters as the start of a PhD-track programme or registering directly for a PhD programme. Applicants for MU Doctoral studentships must intend to pursue either a doctoral degree by research or a professional doctorate.

b) Mode of study

Only full-time students are eligible for MU Doctoral fellowships and MU Doctoral scholarships. Both full-time and part-time students are eligible for MU Doctoral studentships.

c) Academic qualifications

Applicants for MU John and Pat Hume doctoral awards (any type) are required to hold either:

- 1) a first class honours degree; or
- 2) an upper second-class honours primary degree with a first in the proposed discipline (as one subject of a double honours primary degree, or as the major or minor subject of a major/minor honours primary degree); or
- 3) a first class taught master’s degree (or equivalent); or
- 4) an upper second-class taught master’s degree with a first in the thesis; or
- 5) a research master’s degree.

In the Faculty of Science and Engineering, there is one other class of eligible applicants, namely those holding an upper second-class overall single honours primary degree with a first in their final research project.

These degrees may be from Ireland, the EU or from any overseas university. Equivalency of degrees awarded/results obtained outside of Ireland will be determined by the Dean of Graduate Studies.

In certain cases, where a higher diploma operates as a master's qualifier, the higher diploma result can be considered equivalent to a primary degree.

Applicants in the final year of the qualifying degree apply on the basis of expected results. Should results be unavailable at the time of award offers, applicants with the highest ranking will be made conditional offers subject to confirmation of results.

d) Nationality

Applicants of any nationality are eligible for the awards.

e) Exclusions

Those who have commenced a postgraduate degree at Maynooth University prior to application are not eligible for an award for that degree.

Those who have received a Maynooth University John and Pat Hume scholarship are not eligible to apply for funding for a second postgraduate degree under the Maynooth University John and Pat Hume doctoral awards scheme.

Applicants who do not qualify for exemption from income tax in relation to income arising from the award according to Section 193 Taxes Consolidation Act 1997 are only eligible for MU Doctoral studentships and are ineligible for MU Doctoral fellowships and MU Doctoral scholarships. Enquiries regarding eligibility of applicants should be addressed to postgraduatescholarships@nuim.ie.

4. Duties of award holders

Primary duties of MU John and Pat Hume doctoral award holders are to advance their study with the objective of completing the degree within the expected timeframe, as applicable to their study programme. Before engaging in any additional activities, either within the University or outside, award holders must carefully consider possible implications of such activities for their progress and should only engage in other activities to the extent that it will not negatively impact on their primary duties as postgraduate student.

Award holders in receipt of MU Doctoral fellowship may be provided mentorship with the view of enhancing their teaching skills. To this effect the award holders may engage in departmental teaching activities as a part of their fellowship to the extent of two hours per week.

All MU John and Pat Hume doctoral award holders must report annually on their progress to MU Graduate Studies Office. This report is additional to any reports required within the framework of the award holder's postgraduate programme. A template will be provided by Graduate Studies Office in advance of the deadline for submission of progress reports. Failure to submit an annual progress report for the purposes of this scheme to Graduate Studies Office will be considered a material breach of duties and as a result funding may be discontinued.

MU John and Pat Hume doctoral award holders are required to contact Graduate Studies Office in writing if they intend to suspend or withdraw from their studies, regardless of the reason, before they submit the postgraduate registration suspension/withdrawal form. Should an award holder fail to comply with this requirement, funding will cease and Graduate Studies Office will seek to recover funds paid to the award holder for the period from the date of suspension/withdrawal of postgraduate registration where applicable.

It is the responsibility of award holders to inform Graduate Studies Office of any change of their bank account details, address, telephone, or e-mail within two weeks of such a change.

Notification of such changes must be submitted by email to postgraduatescholarships@nuim.ie

MU John and Pat Hume doctoral award holders are required to inform Graduate Studies Office when they have submitted their thesis for examination.

MU John and Pat Hume doctoral award holders are required to provide follow-up contact details for the purpose of destination tracking, MU postgraduate funding schemes reviews and similar in their final report. Award holders must agree to being contacted at a series of time periods post their award and to cooperate in responding to such requests.

The University reserves the right to terminate funding to award holders who fail to fulfill their duties and to seek reimbursement where applicable.

5. Tenure of awards

a) Duration

The maximum duration of awards, as specified above, is subject to satisfactory progress and reporting. The funding will cease at the end of four years of full-time study or six years of part-time study, even if the award holder is still enrolled in the postgraduate programme.

Students who initially register for a research master's degree (as the first year of a PhD-track programme) will receive funding for one year at master's level and must then transfer to PhD registration for the remaining years of the award, at all stages subject to satisfactory progress and reporting.

b) Payment of awards

Payments of stipends awarded under MU Doctoral fellowships and MU Doctoral scholarships will be made monthly in arrears by direct funds transfer into award holder's bank account, typically on 28th day each month.

Fees waivers provided under MU Doctoral studentships will be organized internally by Graduate Studies Office.

c) Non-transferability of awards

An MU John and Pat Hume doctoral award can only be held in the department and faculty in which it was awarded. In exceptional cases, where there are extenuating circumstances, a request will need to be presented by the award holder's supervisor to Graduate Studies Office together with a letter of support from the head of the awarding department and a letter of support from the head of the department receiving the award holder. If the proposed transfer is between faculties, Dean of Graduate Studies will consult with the relevant faculty deans. Dean of Graduate Studies will make a recommendation to the Postgraduate Scholastic Funding Board. If the board approves the transfer, no additional award will be made available to the awarding faculty to compensate for the transferred award.

MU John and Pat Hume doctoral awards are tenable at Maynooth University only.

d) Other awards

MU Doctoral fellowships and MU Doctoral scholarships awarded under this scheme cannot be held in conjunction with any other award where the stipend paid through the University combined with the stipend received under this scheme exceeds €22,000 per annum. For example, holders of Irish Research Council or Teagasc Walsh postgraduate awards may not simultaneously receive a doctoral fellowship/scholarship under this scheme.

MU Doctoral studentships cannot be held in conjunction with any other scholarship or other source of funding which includes fees contribution. In cases where fees contribution available under another scholarship or funding source is lower than applicable fees, MU Doctoral

studentships will cover the difference between fees due and fees contribution from other scholarship or funding sources. This would apply, for example, to students subject to non-EU fees who receive a fees contribution at EU level only from the other source.

The same rules apply in cases where students are receiving a stipend and/or fees contribution under an externally funded award, such as Science Foundation Ireland grants, EU Horizon 2020 grants, or funding provided by an organisation other than a research funding agency (e.g., a company or non-profit organization). University researchers are generally expected to secure the full costs of student fees and stipend from the external funding body.

It is recognised that MU John and Pat Hume doctoral awards may be used as a “stepping stone” towards securing other funding awards, and MU John and Pat Hume doctoral award holders are encouraged to apply for such external awards. If an MU John and Pat Hume doctoral award holder subsequently secures additional funding from a third party, then in recognition of that achievement the student will continue to be recognised as Maynooth University doctoral fellow/scholar and can retain the corresponding title. In such a case funding provided under the MU John and Pat Hume doctoral awards scheme will cease or will be reduced as applicable effective from the date when the new funding commences.

MU John and Pat Hume doctoral award holders are required to inform the Graduate Studies Office about any funding received during their award tenure, regardless of the amount awarded, source or purpose of the funding.

6. Management of allowance for research expenses

Eligible direct research expenses include essential research supplies such as small consumables; books and journals; pay-as-you-go access to national research infrastructure; software and hardware critical for the research (to be obtained in the first year of the award); archival research costs; conference travel and participation; generic and/or specialist disciplinary skills training; and publishing and write-up costs. Only vouched expenses incurred in carrying out the research project will be funded. Unused funds can be rolled over to the next year, subject to the award holder’s successful progress and continued registration, for the duration of the award.

Expenses that occur outside the funding term are not eligible under the scholarship.

The Graduate Studies Office will coordinate payment of the award to the scholar. It is the responsibility of the scholar to liaise with Graduate Studies Office re the budget administration.

The scholar, in collaboration with their academic supervisor, is responsible for appropriate financial planning and spending during the funding term of the scholarship.

7. Reporting

MU John and Pat Hume doctoral award holders are required to submit an annual progress report on their studies and research by 30th June each year to the Dean of Graduate Studies.

Continuation of funding will be conditional on a satisfactory level of progress. A form for the annual report will be provided by Graduate Studies Office.

Those who have succeeded in another research funding competition and as a result have ceased receipt of all funding under this scheme are not required to submit a report.

8. Application process

Candidates wishing to be considered for MU John and Pat Hume doctoral awards must first make contact with a Maynooth University department or research institute to discuss their suitability for an eligible postgraduate programme. A list of departmental contacts is available on the website at <https://www.maynoothuniversity.ie/departments>. Applicants are required to make provisional arrangements with a suitable supervisor and provide the name of the proposed supervisor in the application form.

Applications for awards will be made by filling out an online application form. Instructions for applicants and application questions will be provided in a guide for applicants; the guide will be made available at Maynooth University Graduate Studies Office website following the launch of the scheme.

All applicants, including Maynooth University students and graduates, must submit two written references and a confirmation by the proposed supervisor that they are willing to supervise the applicant.

Applicants must include copies of official diplomas and transcripts for all non-Maynooth University degrees obtained and listed on the application form. For diplomas and transcripts in languages other than English, documents in the original language must be accompanied by an English translation. Originals or certified copies of official diplomas and transcripts will be required from applicants selected for awards. Offers will be conditional on providing originals or certified copies of official diplomas and transcripts. Should an applicant fail to provide these upon request, the award offer will be withdrawn.

Incomplete applications not accompanied by two references, supervisor's statement of support or transcripts as outlined above will be deemed ineligible and will be excluded from assessment. Late submissions of references, supervisor's statement and/or transcripts will not be accepted.

9. Assessment process

a) Determination of eligibility

Following submission of applications to the online application system, the Graduate Studies Office will check received applications for completeness and eligibility. Incomplete applications will be deemed ineligible.

b) First stage of assessment process

In the first stage, applications will be assessed by departmental assessment panels. Each departmental assessment panel will consist of the Head of Department and at least two other members of departmental staff. Departmental panels will mark and rank applications received for their department/school/research institute, according to the scheme's evaluation criteria.

c) Second stage of assessment process

Second stage of the assessment process will take place within each faculty. Three assessment panels, one per faculty, will be established by the relevant faculty executive. Each panel will consist of at least four departmental representatives and one external assessor nominated by the faculty executive following consultation with the Dean of Graduate Studies. Panels will be chaired by the relevant faculty dean or his/her nominee as agreed by the faculty executive. Faculty panels will review applications deemed fundable by departmental panels and will arrive at a faculty ranking. Applicants shortlisted for the award of MU Doctoral fellowship may be invited for an interview, either in person or via Skype (or similar). The decision of faculty panels will be final.

d) Evaluation criteria

All applications for award under this scheme will be assessed using the following criteria. Those applying for the MU doctoral scholarship under the Maynooth Access Programme will be also assessed under an additional set of criteria outlined in the relevant section of these terms and conditions.

1. Quality of the applicant. This criterion includes excellence in academic and research achievements as well as applicants' non-academic accomplishments, in line with the university's strategic plan. References will be considered as evidence for the candidate's suitability for a career in research.
2. Quality of the project proposal including aims and objectives of proposed research, proposed methodology and feasibility of the proposal. Relevance to the university's research priorities will be also considered.
3. Fit of the proposed research and candidate with the research profile of the department/faculty, available supervisory resources and expected further development of the department/faculty.

All criterion receive equal weighting.

Where applications are ranked equally, priority will be given to the proposal best aligned with expected further development of the relevant department/faculty.

Graduate Studies Office will coordinate both stages of assessment process and will inform applicants of the outcome.

e) Notifications of awards

Final rankings will be decided in June. Applicants whose eligibility for MU John and Pat Hume doctoral awards will be subject to final results of the degree pursued at the time of application will receive conditional offers, to be confirmed once official final results become available.

All awards will be subject to confirmation of results. Where an applicant does not achieve the results stipulated under the scheme's eligibility requirements, the award offer will be withdrawn.

Where an award offer is either withdrawn by Graduate Studies Office (as per above), or not accepted by the applicant, Graduate Studies Office will offer the award automatically to the next ranked applicant as per the relevant faculty ranking list.

f) Final ratification of awards

The final ratification of the awards will be made by the Postgraduate Scholastic Funding Board. After this ratification, no further offers will be made to students in that call.

10. MU Doctoral scholarship available under the Maynooth Access Programme (MAP)

One MU doctoral scholarship is allocated for award to applicants belonging to one of the following groups:

- applicants from socio-economically disadvantaged backgrounds (HEAR);
- applicants with a disability. Special consideration may be given to applicants with a physical and/or sensory disability;
- mature applicants (those entering college/university as a mature student at undergraduate level).

Applicants wishing to be considered for the award of MU doctoral scholarship under Maynooth Access Programme (“MAP scholarship”) are required to complete a designated section of the application form. Assessment of applications for award of MAP scholarship will commence after the first stage of assessment by departmental assessment panels is completed. Only applicants deemed fundable in the outcome of the second stage of the assessment process but not ranked high enough to receive scholarship from a faculty allocation will be offered MAP scholarship.

Where applications for MAP scholarship are ranked equally, priority may be given to the following:

- relevance of applicant’s research in terms of its potential to help people with disabilities/people from socio-economically disadvantaged backgrounds;
- applicants experiencing socio-economic disadvantage; or
- applicants belonging to more than one of the target groups listed above.

Maynooth Access Office will assess applications and will return a completed assessment record to Graduate Studies Office. Notification of applicants and formal ratification of awards is subject to rules applicable to scholarships awarded under faculty allocations as described above.

11. Deferrals and suspensions

MU John and Pat Hume doctoral awards may not be deferred or suspended other than for eligible career breaks (e.g. maternity or parental leave) or in exceptional circumstances (e.g. illness) and with the permission of the MU Postgraduate Scholastic Funding Board. Requests for deferrals/suspensions are considered on a case-by-case basis and can be granted for a maximum of one year.

Award holders requesting deferral or suspension must write to the Dean of Graduate Studies explaining why deferral is needed, for what duration, and where suspension is sought what progress has been made to date.

The supervisor shall write to the Dean of Graduate Studies to support the deferral/suspension and to confirm that they are willing to accept the award holder back as doctoral student once the deferral/suspension period ends.

Deferral/suspension requests are considered by the Postgraduate Scholastic Funding Board. Only deferral/suspension requests made in advance of the period of absence will be considered.

If absence occurs without prior written approval by the Dean of Graduate Studies, the award will be revoked and cannot be reinstated.

12. Miscellaneous

MU John and Pat Hume doctoral award holders who cease study will be ineligible to apply again. An award must be first taken up within the academic year of the award. The latest date for first registration is 1st February of that academic year. Awards may be held in conjunction with tutorial or demonstration work for the university with the permission of the head of department, as long as other conditions of the scheme are met.

Awards may be held in conjunction with tutorial or demonstration work for the university with the permission of the head of department as long as other conditions of the scheme are met.

Award holders may, with the permission of their research supervisor, spend part of the academic year engaged in research at other research institutions in Ireland or abroad.

It is the responsibility of the supervisor to ensure that if an award holder is not devoting sufficient time or effort to the research, the head of department and Dean of Graduate Studies (graduatestudies@nuim.ie) are informed immediately. In such cases the award may be terminated and the recipient may be required to repay monies already advanced.

It is the responsibility of a supervisor of research that if an award holder leaves the study programme, the head of department and Dean of Graduate Studies graduatestudies@nuim.ie are informed immediately. In such cases the award may be terminated immediately and the award holder may be required to repay monies already advanced.

Award holders must acknowledge Maynooth University's support in all relevant publications, disseminations and outreach activities.

All award holders must make a declaration of all sources of awards, scholarships, and grants when accepting an award. This declaration must be countersigned by the head of department and supervisor.

The University reserves the right to suspend or terminate an MU John and Pat Hume doctoral award and/or require reimbursement by the award holder of some payments made to the award holder if in the opinion of the university there has been a material breach of the terms and conditions as outlined in this document.

13. Closing date

Completed and signed applications should be submitted via the online application system no later than 5pm on Monday, 1st May, 2017. Late applications will not be accepted.

14. Enquiries

Enquiries regarding eligibility, application process and any other aspect of the competition should be sent by email to postgraduatescholarships@nuim.ie. Responses to enquiries submitted by email will be published in an FAQ list on the Graduate Studies Office website.

Maynooth University Graduate Studies Office
John Hume Building
Maynooth University
Co. Kildare
Email: postgraduatescholarships@nuim.ie