

JOHN & PAT HUME DOCTORAL AWARDS PROGRAMME
2024-2025

TERMS AND CONDITIONS: 2024-2025

Maynooth University has established an international reputation for excellence in research and research-led teaching across the arts, humanities, social sciences and science 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. Maynooth University aims to reflect the diversity of the community we serve, and welcomes applications from all individuals, in particular, from people who are significantly under-represented in postgraduate higher education.

1. DURATION OF AWARDS

The maximum duration of a Hume Scholarship is four years.

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

- 1) If progress is unsatisfactory during the departmental annual review, the Vice President Research and Innovation will consider whether funding should be discontinued. If continuation is approved, this will be subject to the submission of a plan to achieve satisfactory progress.
- 2) All scholars will be expected to apply for external funding (e.g. Government of Ireland Postgraduate Scholarship) during the first two years of their award. This is a requirement for the continuation of funding. Evidence of applications must be sent to the Graduate Research Academy at humephdscholarship@mu.ie in order that continuation funding can be approved.

2. MODE OF STUDY & ELIGIBILITY

a. Mode of study

Only **full-time students** are eligible for the Hume Scholarships.

All Hume Doctoral Award holders will register with Maynooth University. Hume awards cannot be used for registration at or fees payments to other universities.

All Hume scholars must receive **co-supervision by a team of at least two supervisors**. If more than two departments are involved in supervision, only one department will manage the annual progression processes.

b. Eligibility

The minimum standards for eligibility for MU John & Pat Hume doctoral awards of any type are:

- All applicants must have a first class or upper second-class honours bachelor's degree, or the equivalent, in the discipline of the department of application, or in a cognate discipline approved by the proposed supervisor.
- If undergraduate examination results are not known at the time of application, Maynooth University may make a provisional offer of a scholarship on condition that the scholar's bachelor's (equivalent) degree result is a first class or upper second-class honours.

- If a scholar does not have a first class or upper second-class honours bachelor's degree (or equivalent), they must possess a first class or upper second-class master's degree in the discipline of the department of application or cognate discipline as approved by proposed supervisor.

Degrees may be from Ireland, the EU or from any recognised international university. Equivalency of degrees awarded and results obtained outside of Ireland will be determined by the Vice President for Research or President's nominee.

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 actual results). If the required qualification is not achieved, the university shall deem the applicant ineligible and rescind the conditional offer.

For international students, from a country where English is not the primary language, an English proficiency test is mandatory. An international applicant may apply for the Hume Scholarship without the English proficiency test, but, if the applicant is deemed successful, only a conditional offer can be made, pending proof of English language proficiency ie. an original certificate is submitted through PAC within 30-60 days. For international students the minimum English language requirement for an MU PhD programme is as follows: IELTS: 6.5 minimum overall score; TOEFL (Paper based test): 585; TOEFL (Internet based test) 95; and PTE (Pearson): 62.

c. Nationality

Applicants of any nationality are eligible to apply.

d. Exclusions

- Those who have commenced a postgraduate research degree at Maynooth University prior to application are not eligible for an award for that degree.
- Those who hold only a pass degree qualification and who do not meet the required standard of qualification as stated under *Term 3b. Eligibility* are not eligible to apply.
- Those who have received a Maynooth University John & Pat Hume doctoral award are not eligible to apply for funding for a second postgraduate degree under the Maynooth University John & Pat Hume doctoral awards scheme.

3. DUTIES OF AWARD HOLDERS

The primary duties of MU John & Pat Hume doctoral award holders are to advance their study with the objective of completing the doctoral degree within the expected timeframe of four years. Before engaging in any additional activities, either within the University or outside, award holders should discuss these with their supervisory team and should carefully consider possible implications of such activities for their progress and should only engage in other activities to the extent that they will not negatively impact on their primary duties as a research student.

MU John & Pat Hume doctoral award holders who wish to develop their teaching skills, contribute to pedagogical developments in their discipline and develop other skills to enhance their future employability may also be considered for activities such as tutorials, laboratory demonstrations, marking and/or similar related work for which they will receive additional payment subject to University guidelines, policies and procedures. Please note, there is no obligation on the University to offer the scholar any additional paid work, and there is no obligation on the scholar to accept any such offers of paid work. Moreover, any such work, where offered, is to exclusively advance the scholar's training and development in their capacity as a Doctoral Scholar.

John & Pat Hume doctoral award holders are required to contact the Graduate Research Academy by email to humephdscholarship@mu.ie 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 the Graduate Research Academy 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 the Graduate Research Academy at humephdscholarship@mu.ie 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 using the Postgraduate Scholarship Stipend Form (signed by the award holder). To obtain this form, contact humephdscholarship@mu.ie

John & Pat Hume doctoral award holders are required to inform the Graduate Research Academy at humephdscholarship@mu.ie when they have submitted their thesis for examination.

Upon completion of their programme, John & Pat Hume doctoral award holders are required to provide follow-up contact details in a final report submitted to the Graduate Research Academy at humephdscholarship@mu.ie. Award holders must agree to being contacted after graduation for the purposes of collecting information on Hume graduates' career outcomes.

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

4. TENURE OF AWARDS

a. Mode of study

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.

b. Payment of Awards

Payments of stipends awarded under Hume Scholarships will be made monthly by direct funds transfer into the award holder's bank account, typically on 28th day of each month, with the first payment of a year of study being in October or February. The fees portion of the scholarship will be managed internally by the Research Development Office and Fees & Grants Office.

c. Non-transferability of Awards

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

d. Other Awards

MU Hume Scholarships awarded under this scheme cannot be held in conjunction with any other award. John & Pat Hume doctoral awards are a "stepping stone" towards securing other funding and award holders are required to apply for external awards (such as the Irish Research Council) during the first two years of their programme. Scholars will normally apply at least twice to external bodies during their programme. If a John & Pat Hume doctoral award holder subsequently secures funding from a third party, then in recognition of that achievement the student will continue to be recognised as a Maynooth University John & Pat Hume doctoral award holder and can retain the corresponding title.

In this case, funding provided under the MU John & Pat Hume doctoral awards scheme will cease from the date when the new funding commences.

MU John & Pat Hume doctoral award holders are required to inform the Graduate Research Academy about any funding received during their award tenure, regardless of the amount awarded, source or purpose of the funding at humephdscholarship@mu.ie.

5. MANAGEMENT OF RESEARCH EXPENSES

Eligible direct research expenses include essential research supplies such as consumables; books and journals; pay-as-you-go access to national research infrastructure; software and hardware critical for the research; archival research costs; conference travel and registration; 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 incurred outside the four-year funding term are not eligible under the award.

The scholar, in collaboration with their academic supervisor, is responsible for appropriate financial planning and spending during the funding term of the awards. It is the responsibility of the scholar and their academic supervisor to ensure expenditure complies within the award holder's budget limits and MU financial policies.

Where the hard-bound thesis is submitted before the end of the funding term, the award holder must inform the Research Development Office immediately at humephdscholarship@mu.ie whereupon funding to the awardee will cease.

6. REPORTING

Continuation of funding will be conditional on satisfactory annual progress and submitting applications for external funding during the first two years of the programme.

All John & Pat Hume doctoral award holders must report annually their progress to the Departmental Research Student Progress Committee as per MU University annual review guidelines.

7. DEFERRALS AND SUSPENSIONS

John & 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 Director of the Graduate Research Academy. Requests for deferrals/suspensions are considered on a case-by-case basis. Only deferral/suspension requests made in advance of the period of absence will be considered and can be granted for a maximum of one year.

Award holders requesting deferral or suspension must email the Director of the Graduate Research Academy at humephdscholarship@mu.ie explaining why a deferral or suspension is needed, for what duration, and what progress has been made to date. The supervisor shall email the Director of the Graduate Research Academy at humephdscholarship@mu.ie to support the deferral/suspension.

If the deferral/suspension occurs without prior written approval by the Director of the Graduate Research Academy, the award will be revoked and cannot be reinstated.

8. MISCELLANEOUS

John & Pat Hume doctoral award holders who withdraw from their studies will be ineligible to apply for the award 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.

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

It is the responsibility of the supervisor to inform the head of department and Director of the Graduate Research Academy at humephdscholarship@mu.ie if an award holder is not devoting sufficient time or effort to the research). In such cases, the award may be terminated and the recipient may be required to repay monies 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 a John & Pat Hume doctoral award and/or require reimbursement by the award holder of 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.

Maynooth University reserves the right to amend these Terms and Conditions at any time.
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