



National University of Ireland Galway

COLLEGE OF ARTS, SOCIAL SCIENCES, AND CELTIC STUDIES GALWAY DOCTORAL RESEARCH SCHOLARSHIP SCHEME

TERMS AND CONDITIONS 2017-2018

The College of Arts, Social Sciences, and Celtic Studies at NUI Galway is pleased to offer postgraduate Scholarships to support full-time PhD research within the Structured PhD programmes of the College, commencing in September 2017.

Scholarships will be awarded in line with the strategic research priorities of the 6 Schools of the College, namely: Education; Geography and Archaeology; Humanities; Languages, Literatures and Cultures; Political Science and Sociology; Psychology.

Scholarships may thus be awarded across any of the following associated disciplines: Education, Geography, Archaeology, Creative Writing, Drama, English, Film and Digital Media, History, Irish Studies, Journalism, Old and Middle Irish, Philosophy, Celtic Civilisation, Children's Studies, Classics, French, Gaeilge, German, Italian, Spanish, Political Science and Sociology, Women's Studies, Psychology.

Applicants are advised to carefully read these Terms and Conditions in advance of submitting an application to ensure their eligibility under the Scheme. Applications that do not comply with the Terms and Conditions will be deemed ineligible.

1. Duration

Scholarships will be awarded for periods of one, two, three or four years, in accordance with the original date of the applicant's registration for the PhD degree and based on satisfactory progress (to be communicated each year by the student's Graduate Research Committee (GRC)). For students awarded a scholarship in the first year of their PhD programme, the Scholarship will not be tenable beyond four years in all. For students awarded a scholarship in years 2 to 4 of their programme the scholarship will not be tenable beyond the fourth year of their PhD programme.

2. Value

The maximum value of the Scholarship award will be €15,000, from which a student levy and fees will be paid. The scholarships of awardees whose fees are paid by an external funding body (e.g. a Local Authority) will be reduced by the relevant fee amount.

3. Classification of Scholarship Payments

Scholarships are officially classified as 'scholarships' and hence do not attract Tax or Social Insurance. Recipients are not employees of the University.

4. Eligibility

- The minimum qualification for the award of a scholarship is a first class or higher second class honours primary degree or the equivalent from a recognised institution in a relevant discipline. Higher degree results shall normally take precedence over the results of the primary degree.
- Preference will be given to those embarking on the first year of their PhD programme.
- The applicant must also have an established proficiency in English or in Irish. For applicants whose first language is not English or Irish, a language proficiency assessment may be applied.

5. Conditions of Tenure

- a. Successful applicants to this scheme will be designated as *Galway Doctoral Research Scholars* and will register in a Structured PhD programme of the College of Arts, Social Sciences, & Celtic Studies, National University of Ireland, Galway before the Scholarship can be drawn down. For further information on the College's Structured PhD programmes, see <http://www.nuigalway.ie/arts/>. Registration will take place in September. If registration is not completed on the due date then the Scholarship offer may be withdrawn.
- b. Scholarships will be awarded for periods of one, two, three or four years, according to the original date of the applicant's registration for the PhD degree, and based on satisfactory progress (to be confirmed each year by the student's Graduate Research Committee).
- c. Scholarships will automatically cease on the submission of the Scholar's PhD thesis.
- d. The Scholarship is valid for the year in which it is awarded or renewed. Under general circumstances Scholarships may not be deferred or otherwise interrupted, without reasonable cause. Where particular situations arise that necessitate temporary leave of absence, they shall be verified and notified to the GRC, and approved by the Dean.
- e. Should a Scholar be unable for any reason (including medical reasons) to pursue studies in accordance with the Terms and Conditions of the Scholarship, the Scholar must inform the Dean of the College of Arts, Social Sciences, and Celtic Studies within two weeks of such a situation coming to the Scholar's attention. The Dean of Arts, on appropriate advice, reserves the right to withdraw or suspend the Scholarship.
- f. A Scholar may wish to terminate a Scholarship for personal, professional or other reasons. This should not be done without prior consultation with the GRC and Dean of the College, as it may involve reimbursement by the Scholar to the College of Arts, Social Sciences, and Celtic Studies if the Scholar is unable to justify the funding received up to the date of termination.
- g. All publications, presentations and publicity associated with or arising from the research undertaken by the Scholar while in receipt of the Galway Doctoral Research Scholarship must contain acknowledgement of funding received from the Galway Doctoral Research Scholarship Scheme of the College of Arts, Social Sciences, and Celtic Studies, National University of Ireland Galway.
- h. The completion of the research which is central to the PhD degree remains the primary purpose of the Scholarship. However, as part of their doctoral graduate formation, and with a view to assisting them in the acquisition of skills in the transfer of knowledge and the assessment of students, Scholars will be expected to engage during their second, third and fourth years in teaching, or other academic work, that

normally will not exceed three contact hours¹, or the equivalent in other duties, per week (www.nuigalway.ie/graduatestudies).

- i.** At the earliest possible opportunity during their tenure, Galway Doctoral Research Scholars will be required to prepare one, or if necessary two, application(s), under the guidance and advice of their supervisor, for external research funding under the Irish Research Council (IRC) Post-Graduate Scholarship Scheme, if eligible to do so.
- j.** The holder may not be the holder simultaneously of any other scholarship or fellowship.
- k.** Galway Doctoral Research Scholarships will be awarded only to those who are full-time students and who will engage full-time in research during the period of the Scholarship. Scholars will accordingly be prohibited from having paid employment during the tenure of their scholarships. All full-time doctoral students, including Scholarship holders, are expected to be normally present in the university for the duration of their programme. Students wishing to take a prolonged absence from the university must apply for permission using Form GS 090, which is available on the Graduate Studies website.
- l.** Galway Doctoral Research Scholarships are held subject to these Terms and Conditions. If any of the above is breached by a scholarship holder, the College of Arts, Social Sciences, and Celtic Studies will suspend or terminate the Scholarship and/or will require the Scholars to reimburse the College for such payments that have already been made.
- m.** Successful applicants will be required to sign a form of consent under the Data Protection Act 1988 in relation to records on data concerning their registration status and academic record.
- n.** The award of a Galway Doctoral Research Scholarship is made subject to receipt of funding from various sources. In the event of such funding being reduced or being discontinued the College of Arts, Social Sciences, and Celtic Studies, the National University of Ireland Galway or their agents will not be under any liability to provide funding or to compensate a Scholar for any reduction or cessation of such funding.
- o.** In cases where ethical issues may arise from the research, applicants will be asked to provide a written statement to the effect that full consideration has been given to the ethical implications of the research proposal. In such cases, successful applications will require the approval of the Research Ethics Committee of the National University of Ireland Galway prior to confirmation (or renewal) of the Scholarship Award.
- p.** Successful applicants who accept a Galway Research Scholarship must also agree to accept the Terms and Conditions of the Scheme. Correspondence on this will not be entered into once an award has been accepted.
- q.** In the event that a Scholarship recipient fails to comply fully with the Terms and Conditions of the Scheme, the College of Arts, Social Sciences, and Celtic Studies reserves the right to revoke the Scholarship award.

¹ 'Contact hours' refers to time spent in contact with students during tutorials or other classroom based activities and does not include preparation time. The equivalent of '3 contact hours' therefore will normally be c. 6-8 hours per week during the teaching term.

- r. If a scholarship holder does not attend for a scheduled meeting with his/her Graduate Research Committee (GRC) without reasonable cause, or if his/her GRC are unhappy with the progress being made on the research project, the GRC can recommend that the stipend payments be suspended forthwith.

6. Application Process

Applications may be completed either in English or Irish.

Application forms and terms and conditions are available from: <http://www.nuigalway.ie/arts/>.

7. Applications must be submitted as follows:

A complete application must include each of the following items:

- a. Completed application form (online), including 3 uploaded documents:
 - i. Sample of academic work of not more than 2,500 words: e.g. essay, book review, critique, selected portion of a larger work (uploaded to online application)
 - ii. Project Proposal form (uploaded to online application)
 - iii. A transcript or transcripts outlining the results obtained by the student in all previously undertaken undergraduate and postgraduate degree programmes (uploaded to online application).
- b. Completed Supervisor's form – section 1 and 2 completed by the applicant and sections 3, 4 and 5 completed by the proposed Supervisor. The proposed Supervisor then emails the form to artspostgrad@nuigalway.ie.
- c. Completed Academic Referee form - section 1 and 2 completed by the applicant and sections 3 and 4 completed by the Academic Referee. The Academic Referee then emails the form to artspostgrad@nuigalway.ie.

Supervisor's form (b above) and Academic Reference (c above) should be saved in PDF format and returned as email attachments to artspostgrad@nuigalway.ie, to be received by **17.00 (GMT), Tuesday, 18th April, 2017**. Late or incomplete applications will not be accepted.

8. Selection Process

Awards are made by the College of Arts, Social Sciences, and Celtic Studies on the recommendations of individual School Assessment Panels. These Panels shall comprise representatives of Academic staff of those Schools, along with the Vice-Dean for Research. Applications shall be assessed on the basis of academic excellence, the supporting letter of reference, and with reference to their alignment with the strategic research priorities of individual Schools.

The selection process is strictly confidential, and representations may not be made on behalf of applicants.

Note:

Late or incomplete applications or applications that do not fully adhere to the Terms and Conditions of this scheme will be deemed ineligible.

The College of Arts, Social Sciences, and Celtic Studies at NUI Galway reserves the right to alter the Conditions of Tenure of the Scholarship at any time.