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## SPIRe Masters Graduate Scholarships

### Terms and Conditions 2017-2018

1. The overall aim of the UCD SPIRe Graduate Scholarships is to attract masters applicants of the highest academic standards to participate in the UCD SPIRe Masters programme and provide them with the training, experience and mentorship necessary to their professional development.
1. Graduate Scholarships will comprise a tax-free annual stipend of €750 payable in eight equal monthly instalments plus a fee remission of up to half the scheduled EU fee of the programme to which they are registered. Non-EU students will receive a fee remission of up to half **the scheduled EU** fee of the programme to which they are registered plus the annual stipend of €750. **All students are liable for the Student Centre Levy and for the tuition fees not covered by the scholarship.**
2. Successful applicants will be assigned to a specific academic mentor in addition to their graduate programme director.
3. Scholarships will be awarded only to those who are registered as full-time UCD SPIRe students over the period of the Scholarship. Scholarships are tenable for one year and are non-renewable.
4. All students in receipt of a Scholarship are given the opportunity to develop the practical application of their academic skills by ongoing training and experience of undergraduate tutorial teaching, assessment and pedagogical development. This process is a core component of this scholarship programme and it also ensures that our undergraduate students benefit from the expertise and knowledge of high performing graduate students. As with the formal taught component of the student's graduate programme, this is a required element. It will amount to over 4 hours per week of professional training during each of the two 12-week teaching semesters to include the following: up to twenty one hours per semester of mentored undergraduate teaching; attendance at lectures relevant to the module(s) being taught; meetings with module coordinators; preparation of teaching materials; an 'office hour' for students at designated times during the semester; updating a module's virtual learning environment (Blackboard); grading and recording tutorial-related assignments; advising students and assisting with the administration of a course and other related duties.
5. Students may also be assigned duties such as invigilation or supervised examination of scripts, but these duties will be paid in addition at normal university rates and conditions. All



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Graduate Scholarship students are welcomed as part of the UCD SPIRe research community and as such are expected to participate fully in the scholarly life of the School, inclusive of research seminars, conferences and other scholarly events.

6. Applications will be accepted from suitably qualified applicants regardless of nationality or residence. Applicants, however, must make their own visa/consular arrangements to ensure that they are eligible to reside in Ireland for the duration of their studies. Applicants are **STRONGLY** advised to make any visa application as early as possible as this process may be time consuming and failure to obtain a visa in time for the commencement of the academic year will likely necessitate cancellation of the scholarship award. Applicants must also evidence capacity to teach at graduate level through the medium of English.
7. Applicants are expected to have an excellent undergraduate degree from a highly regarded third level institution and to be qualified for direct admission to the UCD SPIRe graduate programme of their choice. A provisional offer of a Graduate Scholarship may be subject to specified conditions.
8. In order to be considered, applicants must complete the appropriate application form, and must also have applied for admission to one of the SPIRe masters programmes by the scholarship deadline and be formally enrolled by the start of the semester.
9. Successful applicants must be present at UCD by the start of the semester.
10. The School Graduate Studies Committee will construct an appropriate selection board and make its recommendations on selection to the Head of School.
11. Applications will be evaluated and ranked by a Selection Board according to the following criteria:
  - (a) Academic excellence;
  - (b) The academic testament of referees;
  - (c) Prior experience and formation in chosen field of study, including prior professional experience and training;
  - (d) Potential contribution to the School;
  - (e) Candidate's career potential.

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

Once scholarships are issued, students must indicate acceptance in writing within one week of the notification. It is the student's responsibility to formally accept the offer. A non-response will be considered as declining the offer.

12. It is the responsibility of the Scholarship holder to inform the University of any change to the circumstances on which the award of the Scholarship was based. The Scholar must also take responsibility for updating their personal records including any change of address,



**UCD School of Politics  
and International Relations**

**Scoil na Polaitíochta agus Gnóthai  
Idirnáisiunta UCD**

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telephone, or e-mail on the UCD Student Web system within two weeks of such a change. Should a scholar be unable for any reason (including medical reasons) to pursue his/her studies in accordance with the Terms and Conditions of the Scholarship, he/she must inform the School (via his/her supervisor and the Graduate Studies Director) within two weeks of such a situation coming to his/her attention. However, given the basis on which scholarships are awarded, UCD reserves the right to withdraw, suspend, reallocate or seek reimbursement of all or part of the scholarship.

13. These Scholarships are held subject to these Terms and Conditions. If any of the above are breached by a Scholarship holder, UCD SPIRe reserves the right to suspend or terminate the Scholarship and/or will require the Scholar to reimburse UCD SPIRe for such payments as have already been made.