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SPIRe PhD Graduate Scholarships

Terms and Conditions 2017-2018

1. The overall aim of the UCD SPIRe PhD Scholarships is to attract doctoral applicants of the highest academic standards to participate in the UCD SPIRe PhD programme and provide them with the training, experience and mentorship necessary to their professional development.
2. PhD Scholarships will comprise a full fee remission of the scheduled EU fee of the programme to which they are registered plus a tax-free annual stipend of €575 payable in eight equal monthly instalments. Non-EU students will receive a full fee remission of the **scheduled EU fee** of the programme to which they are registered plus the tax-free annual stipend of €575. **All students are liable for the Student Centre Levy and for the tuition fees not covered by the scholarship.**
3. Scholarships are open to both new full-time PhD students to the PhD in Politics and International Relations and continuing full-time students in the school.
4. Successful applicants will be assigned to a specific academic mentor in addition to their graduate programme director, supervisor or Doctoral Studies Panel members.
5. Scholarships will be awarded only to those who are registered as full-time UCD SPIRe students over the period of the Scholarship. In the case of PhD applicants, scholarships will normally be awarded for a period of one year in the first instance, normally renewable for up to four years, subject to annual review. They should not exceed the normal duration of the SPIRe PhD programme. The Scholarship will terminate on any student's withdrawal from their programme.
6. 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 6 hours per week of professional training during each of the two 12-week teaching semesters to include the following: up to forty two 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



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learning environment (Blackboard); grading and recording tutorial-related assignments; advising students and assisting with the administration of a course and other related duties.

7. 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 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.
8. All scholarship students will be required to maintain a log of their professional development and submit a reflective professional learning journal at the conclusion of each academic year.
9. 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.
10. 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.
11. In order to be considered, applicants must complete the appropriate application form, and must also have completed an application for a thematic or disciplinary PhD programme of the UCD School of Politics and International Relations by the deadline of **19th June 2017**. They must include the relevant supporting materials. **Offers will be conditional on verification of original transcripts**
12. Successful applicants must be present at UCD by the start of the semester.
13. The School Graduate Studies Committee will construct an appropriate selection board and make its recommendations on selection to the Head of School.
14. 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.



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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.

15. 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, 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 PhD 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.
16. 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.