

UCD School of Physics

Scholarships in Research and Teaching (SIRAT)

Terms and Conditions 2018/19

As part of its contribution to the further development of 4th level Irish education, UCD's School of Physics is proud to announce a scheme of advanced research awards. These awards are intended to underline UCD's commitment to research excellence and to attract and to retain the very best scholars in physics-related disciplines. Applications are welcome for candidates wishing to pursue a PhD or MSc by research in the School of Physics. This Scholarship cannot be used to fund a Taught MSc.

1. The overall aim is to attract applicants of the highest academic standards to participate in structured Ph.D. and M.Sc. (by Research) programmes in UCD's School of Physics.
2. Applications will be accepted from suitably qualified candidates 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.
3. Applicants must have at least a first or upper second-class honours primary degree and/or master's degree, or the equivalent, in a physics-related discipline, and be qualified for direct admission to a Ph.D. (or M.Sc. if applying for an M.Sc.) programme. If examination results are not known at the time of application UCD may make a provisional offer of a scholarship subject to the student achieving a specified grade in their degree, or such other conditions as the university may impose. In addition to standard details of the School of Physics English language requirements¹, candidates of this Scholarship in Research and Teaching should note that an IELTS or equivalent score of 7.0 is a pre-requisite.
4. Successful applicants must be formally enrolled by the UCD School of Physics by the start of September 2018.
5. Successful applicants to this Scholarship in Research and Teaching Scheme will be designated as 'UCD Scholars in Research & Teaching'.
6. Applications may be made in either Irish or English. In order to facilitate evaluation by the selection board, UCD may have to provide a translation of an application where such has not been provided by the applicant himself/herself. Applicants are encouraged to submit their own translations with their applications.
7. UCD is committed to the maintenance of the highest ethical standards in its research. Where ethical issues may arise, applicants awarded a SIRAT will be required to submit a written statement to the effect that full consideration has been given to the ethical implications of the research proposal. This statement must further demonstrate the applicant's proposed resolution of the ethical issues arising. Such applications will be referred to the UCD Ethics Committee². All research should be conducted in accordance with the UCD Code of Good Practice in Research³. If a research project requires access to archival material in private custodianship or archival material with restricted access, written evidence of appropriate permission to consult such material must be furnished to UCD.
8. Applicants must complete the appropriate and current application form for the scholarship scheme. They must include the relevant supporting materials and non-returnable original transcripts of their academic record. Transcripts can usually be obtained from one of the following offices, or their

¹ UCD School of Physics English language requirements:
<http://www.ucd.ie/t4cms/UCD%20Physics%20English%20Language%20Requirements%20October%202013.pdf>

² UCD Ethics Committee: <http://www.ucd.ie/researchethics/>

³ UCD Code of Good Practice in Research:
<http://www.ucd.ie/t4cms/Code%20of%20Good%20Practice%20in%20Research%20090216.pdf>

equivalent: the Registrar, faculty, or department/school of the applicant's institution. **All transcripts must be appropriately stamped or endorsed as original copies. Offers will be conditional on receipt of transcripts.**

9. Applications will be evaluated by the appropriate school/college/institute selection board on the basis of their excellence, originality and potential. Applications will be evaluated and ranked by the school/college/institute according to the following criteria:

- (a) Academic excellence and potential of the candidate;
- (b) Originality and potential of the research proposed;
- (c) Potential contribution to or 'fit' with school's/college's/institute's research programme or expertise including thematic PhD programmes;
- (d) Testament of referees;
- (e) Prior experience and formation in chosen field of study. In addition to academic excellence and potential, cognizance will be taken of prior professional experience and training, particularly where this involved research and equivalent tasks, that may further indicate the applicant's future potential as a research student;
- (f) The Panel will weight application as 30% Project, 30% Teaching (or capacity to teach) & 40% Academic Background and Personal Statement.

10. The primary function of the selection board is to arrive at a qualitative ranking for the applications within the school(s)/college(s)/institutes to which they are assigned.

11. The UCD School of Physics School Board will send details of recommendations to the UCD College of Science Graduate School Board for ratification.

12. The Scholarship in Research and Teaching is a stipend valued at €15,000 per annum. Successful applicants will in addition be supported by a UCD School of Physics grant of €6,000 per annum to cover/support their research activity, as determined by the principle supervisor and student collaboratively. All Students are obliged to pay the Student Centre Levy.

13. All applicants for the UCD Scholarship in Research and Teaching must inform the UCD School of Physics of any other funding applied for. The University reserves the right to reduce the funding under the UCD Scholarship in Research and Teaching scheme in the light of other funding received.

14. Successful applicants will be working with their nominated specific principal investigator/supervisor or a joint project with a small number of investigators/co-supervisors, or to a thematic Ph.D. programme with a cluster of principal investigators/supervisors. It will be the norm for the academic progress and welfare of research graduate students at UCD to be monitored by a Master's/Doctoral Studies Panel.

15. These terms do not preclude a Scholar in Research and Teaching from applying for, or benefiting from, funding which has been awarded to support a research project, in which the Scholar will participate during the term of his/her Scholarship, provided that the Scholar does not derive additional personal remuneration from such a source.

16. Scholarships will be awarded only to those who are full-time students and who will engage full-time in research and teaching during the period of the Scholarship. The Scholar is prohibited from taking on any form of paid employment during the period of the award, unless formal permission is granted by the Head of School on the recommendation of the supervisor.

Scholarships will normally be awarded for a period of one year, renewable up to a maximum of 4 years for a PhD and 2 years for a Research MSc, subject to a satisfactory performance-based annual review and according to the original date of the applicant's registration for the relevant degree. Where a student withdraws indefinitely from graduate study, the Scholarship will terminate. Allowances may be made in the above conditions for those who have taken maternity leave from their degree programmes or who have temporarily withdrawn from them for duly certified medical reasons or extenuating circumstances. However, these circumstances must be brought to the attention of UCD at the time of application and must be authenticated by the applicant and, if requested, independent verification furnished.

17. Scholars are expected to maintain a real/full-time presence within their School/College/Institute during the period of their Scholarship and to reside within a reasonable traveling distance of UCD. However, UCD acknowledges that depending on the discipline, Scholars may benefit from travel/research elsewhere. This might entail:

(a) taking courses which are relevant to the Scholar's training and providing that the case for taking such courses has been made to the Scholar's Doctoral Studies Panel and with the agreement of her/his Head of School.

(b) spending part of the academic year resident at specialised labs, production facilities, archives or other appropriate research sites. Where such research trips are conducted during the regular teaching term of the Scholar's institution, Scholars must have the prior approval of their Doctoral Studies Panel, direct supervisor and/or Head of School.

18(a). UCD considers that the structured Ph.D. programme should normally be four years' duration and will normally fund for up to four years. A formal review of the Research Scholar's progress, in the form of the Stage 1 to Stage 2 Ph.D. Transfer Assessment, will be undertaken after 15-18 months. Satisfactory progress must be demonstrated at the Transfer Assessment before the Research Scholar is permitted to enter stage 2 of the Ph.D. programme. Successful applicants under this Scholarship Scheme must transfer to the doctoral phase of their programme within two years of their registration as graduate research students. Failure to do so will automatically terminate a Scholarship

18(b). UCD normally considers that a Research Master's programme should normally be up to 18 months duration and UCD School of Physics will normally fund for up to 2 years.

19. SIRAT Scholars will be required to attend taught courses which may include modules on generic and transferable skills as recommended by their supervisors, Doctoral Studies Panel or Graduate School.

20. SIRAT Scholars are required to develop the pedagogical side of their academic skills by undergoing training and participating in undergraduate education. This process is an important component of the Ph.D. and M.Sc. by Research programme of education, and also ensures that undergraduate students are able to benefit from the expertise and knowledge of the Scholars. The maximum **192 hours annual participation** is to include reasonable preparation time, actual contact time and reasonable assessment time with regard to tutoring/demonstrating/teaching/school events or equivalent, as set out by the UCD Physics Head of School or nominee. The details of the participation are determined by the Head of School. (The number of tutoring and demonstrating hours is reduced to 192 hours annually starting with the 2018/19 academic year for both new and existing scholars)

21. UCD attaches considerable importance to procedures for monitoring Scholarships. Research Scholars will be required to submit *annually* their completed-to-date Research and Professional development Plan (RPDP), which has been signed by their supervisor, to their Doctoral Studies Panel. In addition, they will be asked to submit a record of their involvement with undergraduate education for the year. Where terms of the scholarship are altered or improved, SIRAT applicants currently registered to UCD School of Physics will be notified of this change and asked to re-sign the T&C documentation.

22. Scholarships will automatically cease after year 4 or on completion of the Ph.D. programme, whichever is first.

23. 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 their College Graduate School Director (via his/her supervisor) 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.

24. UCD recognises that for personal, professional or other reasons; a Research Scholar may wish to terminate his/her Scholarship. This should not be done without prior consultation with the College and UCD School of Physics Graduate Director.

25. All publicity, including conference posters or publications, public lectures, publications, print materials and press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by a Scholar while in receipt of a Scholarship must contain acknowledgment of funding received from the **'UCD Physics Scholarship in Research and Teaching'**.

27. It is the responsibility of the Scholar 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 and CORE HR system within two weeks of such a change.

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

29. Successful applicants will be required to sign a form of consent under the Data Protection Act 1988 and EU General Data Protection Regulation 2018 (GDPR) in relation to records on data concerning their registration status and academic record.

30. All issues relating to intellectual property will be subject to the University's practices and policies.

31. UCD reserves the right to revise the Terms and Conditions of this scheme at any time.

32. Research Scholars will be subject to the general regulations, policies and codes of practice of the university and the UCD School of Physics Graduate Policy,⁴ and the specific regulations, policies and codes of practice governing doctoral studies and research, as may be amended from time to time by the university.

APPLICATIONS WHICH ARE EITHER LATE OR INCOMPLETE WILL BE AUTOMATICALLY DISQUALIFIED.

I (sign) agree to these terms & Conditions:

Name (IN CAPS):

Signature:

Date:

⁴ UCD School of Physics Graduate Policy:
<http://www.ucd.ie/physics/study/graduatestudents/graduateschoolpolicy/>