

University College Dublin Ad Astra Academy Elite Sports Scholarships TERMS AND CONDITIONS

The UCD Ad Astra Academy Elite Sports Scholarship programme provides support to athletes in pursuit of their sporting and academic goals. It specifically benefits those competing at the highest sporting levels who wish to simultaneously study for a degree at UCD. Academy staff will maintain a regular dialogue with the Ad Astra Elite Sports Scholar to support the athlete and monitor their progress throughout the year.

This document sets out the Terms and Conditions for scholarships of the Ad Astra Academy for Elite Sports Scholars. Scholarships are subject to a written agreement and successful applicants must abide by its terms and conditions.

As UCD students, Ad Astra Academy Elite Sports Scholars are subject to the University's Student Code, Academic Regulations, and all relevant University policies and procedures. Please read these terms and conditions thoroughly prior to accepting your Ad Astra Elite Sports Scholarship and signing your individual agreement. The Ad Astra Academy will be compliant with the University's data protection policies and procedures as laid down by the Data Protection Acts of 1988 and 2003.

All Ad Astra Academy Elite Sports Scholars must be available to play/compete for their UCD club for the duration of their primary degree.

Any breach of this agreement by the Academy Scholar would leave the Scholar liable at the discretion of the University to a repayment of the amount paid in respect of accommodation, registration fees and any other financial support while in receipt of the scholarship.

1. Terms of UCD Ad Astra Academy Elite Sports Scholarship

- a) The Ad Astra Academy Elite Sports Scholarship is only available to registered UCD students.
- b) The Ad Astra Elite Sports Scholarship is tenable for the duration of programme of study, (in exceptional cases, such as Olympic selection, athletes may be allowed to split one academic year), subject to meeting the criteria for scholarship renewal each year. Details of the procedure for annual review can be found in Appendix 1 of this document. The Ad Astra Sports Scholarship shall commence in September each year and shall conclude in August each year. There will be a two month probationary period until the 31st October. All Athletes will be reviewed at this time.
- c) Progress of the Ad Astra Elite Sports Scholars will be reviewed annually against specified criteria (see section 3). Reports may be sought from interested parties, including service providers, in advance of the review process.
- d) It is the responsibility of the Ad Astra Academy Elite Sports Scholar as a student of the University to familiarise themselves with the University's Student Code, Academic Regulations, and any relevant University Policies, Procedures and Codes of Practice.
- e) It is the responsibility of the Scholar to participate fully in the activities provided for Ad Astra Elite Sports Scholars and to fulfil occasional ambassadorial duties for the Academy. The University may feature a Scholar's profile in publications.
- f) Where it has been agreed that the Academy Scholar will continue to work with their individual coach, the coach will be required to countersign this contract. There is an

expectation that the coach working with the athlete may be contacted from time to time by the corresponding UCD coach to maintain communication.

- g) Ad Astra Elite Sports Scholars are required to return the enclosed medical form when returning the signed Terms and Conditions. Please note that the form must be completed by a General Practitioner.
- g) Students will not be eligible to defer their Academy Scholarship offer. Students who wish to defer an academy place will be asked to reapply through the normal application procedures.

2. Scholarship Benefits

Benefits of the UCD Ad Astra Academy Elite Sports Scholarship will be tailored to the needs of the individual athlete. The number of scholarships and the type and level of benefits per awarded scholarship are awarded at UCD's discretion. The type and level of benefits of awarded scholarships are dependent on the needs of the University and the availability of funding and may vary from year to year. If awarded a scholarship, scholars should have no expectation that the same level, type and specifics of benefits will be available each year for the duration of their programme of study.

3. Retention

To retain the scholarship throughout the programme of study recipients must:

- a) Maintain satisfactory sporting performance
- b) Commit to training and testing as specified by the UCD Ad Astra Academy
- c) Demonstrate progression by meeting sporting objectives as specified by the UCD Ad Astra Academy
- d) Meet the progression requirements of their programme of study
- e) Fulfill, where possible, all UCD club-related training, fitness and skills programmes agreed in the club contract
- f) Effectively balance both academic and sporting demands
- g) Agree to and abide by the General and Specific Terms and Conditions of the Academy and the individual contract
- h) Attend two Ad Astra events each academic year. These particular events will be communicated to scholars in semester one and two by the Ad Astra Academy Scholarships Manager
- i) Those who are already in the Academy and re-applying to a new programme will be required to meet more stringent entry criteria, with such criteria including past contributions and potential future benefits to the Academy. A separate interviewing process will be put in place for this category of students. In the same way that first-time applicants may or may not be called for interview on the basis of their application, those re-applying may or may not be called for interview based on their applications
- j) Fulfil, where possible, any ambassadorial duties deemed appropriate, e.g. at UCD Open Days

Demonstrate active engagement with the Academy.

4. UCD Representatives and Competition

Ad Astra Elite Sports Scholars in signing these terms and conditions agree to:

- a) Represent UCD and UCD alone in all competitions as part of their respective UCD Sports club or team requirements
- b) Compete to the best of their ability in all competitions/matches for which they are selected to compete on behalf of their respective UCD club
- c) Be available for testing and monitoring of standards. Medical notes should be presented for any absenteeism or missed training session
- d) Act as ambassadors of the University and the Ad Astra Academy and behave in an appropriate and respectful manner at all times, aligned to the provisions of the Student Code
- e) Observe and be subject to the rules, regulations and byelaws of the respective Sports National Governing Body to which they are affiliated
- f) Wear the UCD branded apparel of their respective UCD club while competing on behalf of the University
- g) Travel with the relevant UCD Sports team/Club
- h) Undertake to attend events/functions organised to raise funds for, or promote the UCD Ad Astra Academy
- i) Receive written release from UCD responsibilities (including impact on academic responsibilities) in advance of county, provincial or national representation
- j) Not play other sports or participate in other activities, which may be in conflict with their responsibilities to the respective UCD club without the permission of the Academy Director or his nominee
- k) Arrange the necessary transfers of club affiliation to the UCD Club in question by the commencement of their course. (nb: Track and Field athletes must ensure transfer to UCD by the 1st September deadline immediately preceding commencement at UCD.

5. Support, Funding and Sponsorship

The Ad Astra Elite Sports Scholar consents to the use of their name and any photographs, video footage or new media that may be taken of them in training, competition or on University business to be used, distributed or shown as the UCD Ad Astra Academy deems appropriate.

Pre 2015 Entrants:

- a) Where on-campus accommodation is provided the Ad Astra Elite Sports Scholar is responsible for the remainder of the accommodation costs and will cover the cost of the deposit as required by the UCD Accommodation Office.

- b) Scholars residing on-campus are responsible for completing all necessary documentation as required by the Accommodation Office and must agree to the Accommodation Office Regulations.
- c) The Scholar is responsible for the balance of any programme and registration fees, once the scholarship concession has been applied and must pay these in line with the timelines published by the University.

Post 2015 Entrants:

- a) The holder of an Ad Astra Elite Sports Scholarship, will, in addition, be given priority in the allocation of places in the UCD residences. NB Ad Astra Elite Sports Scholars must still apply as normal for accommodation through SIS web.
- b) Academy Scholars residing on campus are responsible for completing all necessary documentation as required by the Accommodation Office and must agree to the Accommodation Office Regulations.

6. Injury Protocol

In the event of any injury requiring withdrawal from normal training and/or competitive duties, the Academy Elite Sports Scholar must:

- a) Report the injury to their team and /or individual coach, and the Sports Strand Director or his nominee as soon as possible
- b) Make the team and/or his/her personal physiotherapist aware of the injury
- c) Complete the prescribed number of physiotherapy/physical therapy sessions in order to adequately rehabilitate his/her injury

Be professionally approved to play/perform by the initial specialist physician and/or physiotherapy staff before full reintroduction to his/her sport.

7. Academic Performance

Ad Astra Academy Elite Sports Scholars are students of UCD and are therefore subject to the University academic regulations. It is the responsibility of the Scholar to ensure compliance with such regulations.

UCD attaches considerable importance to procedures for monitoring Ad Astra Elite Sports Scholars. Scholars will be assigned an academic mentor who will provide support and guidance in respect of academic performance.

Where an Ad Astra Elite Sports Scholar is unable to fulfil the progression requirements of their programme (for medical or other reasons) they should contact their academic mentor and the Sports Strand Director as soon as possible to review the various options available to them as provided by the academic regulations and relevant UCD policy and procedure.

8. Discontinuation of the Ad Astra Academy Elite Sports Scholarship

Discontinuation of an Ad Astra Elite Sports Scholarship may occur where a Scholar is deemed no longer eligible, specifically where:

- a) A Scholar withdraws from their programme of study/ the University
- b) A Scholar has failed to pass the annual review or probation period
- c) A Scholar is found to be in breach of the Student Code
- d) A Scholar does not meet the agreed progression requirements of the programme of study
- e) A Scholar returns a positive result to any drugs test. The Academy Scholar will be automatically suspended from competing for UCD pending the outcome of the relevant National Sports Governing Body hearing
- f) A Scholar is found to be in breach of the General and / or Specific UCD Ad Astra Academy Elite Sports Scholarship Terms and Conditions
- g) A Scholar is judged not to meet the criteria set out in section 3 above (Retention).

Scholars wishing to appeal the decision to discontinue an Ad Astra Elite Sports Scholarship should refer to the appeal process that is detailed in appendix 2 of the Terms and Conditions document.

UCD reserves the right to revise the Terms and Conditions at any time.

Signed: _____ Date: _____
Ad Astra Academy Director

Signed: _____ Date: _____
Ad Astra Sports Director

Signed: _____ Date: _____
Academy Member

Signed: _____ Date: _____
Academy member's coach (*where applicable*)

Signed: _____ Date: _____
On behalf of the UCD Sports Club

Appendix 1: Annual Review

Annual Review Process:

1. A Review Group will be established, comprising the Chair of the Ad Astra Selection Committee, Sports Strand Director, Director of UCD Sport, Academic Mentor and Sports Strand administrator
2. The Review Group will receive annual progress reports for each Scholar from the relevant academic mentor, sports coach and associated UCD sports club
3. The annual review may include a discussion with the Academy Elite Sports Scholar
4. The Group will determine if the Academy Elite Sports Scholar has fulfilled the terms of conditions of membership (see Terms and Conditions document)
5. The Ad Astra Elite Sports Scholar shall be notified in writing of the decision of the Review Group
6. The Ad Astra Elite Sports Scholar will be notified of their right to appeal the decision of the Review Group, the procedure for lodging an appeal and the time limit for lodging an appeal
7. A written record of the review meeting proceeding shall be kept and submitted to the Appeals Committee where an appeal arises.

Outcome of the Annual Review:

- Successful completion (graduation) from the Ad Astra Academy
- Continuation of the Ad Astra Sports Scholarship
- Discontinuation / Termination of the Ad Astra Sports Scholarship

Appendix 2: Appeals Procedures

1. An Astra Elite Sports Scholar may appeal a decision of the Annual Review Group or a discontinuation decision that may have been taken by an authorised officer at any stage during the academic year (see Terms and Conditions document).

2. UCD's Governing Authority has delegated the power to Academic Council to establish an Appeals Committee to hear any appeals arising from Ad Astra Elite Sports Scholars, within the following parameters:

- The Appeals Committee shall comprise not less than three persons, drawn from the members of Academic Council
- No member of the Annual Review Group may serve as a member

The Academic Council may itself delegate its functions to a sub-committee of the Academic Council.

3. Appeals Procedures

1. An appeal may be made within two weeks from the date of the issue of the decision of the Review Group (i.e. date of email sent to student with decision outcome) or the date on which the decision is handed to the student.
2. The appellant must lodge an appeal in writing and should describe the grounds on which the appeal is being made.
- a) An appeal may only be made on the grounds of new information that was not made available to the Review Group. Ad Astra Elite Sports Scholars are required to adhere to the extenuating circumstances policy of the University. Any new document to be relied upon by the appellant (and which were not before the Review Group) shall be made available to the Appeals Committee at the earliest opportunity, and in any event prior to the meeting.
3. Appeals against the decision of the Review Group may be made in relation to any of the Discontinuation criteria set out in the Terms and Conditions, with the following exceptions:
 - Where a Scholar withdraws from the University
 - Where a Student Discipline Committee has suspended or excluded an Academy Sports Scholar from the University
 - Where a Scholar returns a positive result to a drugs test and the relevant National Sports Governing Body has suspended an athlete.

Academy Scholarships in these instances will be regarded as having lapsed automatically and be incapable of appeal.

4. The Appeals Committee shall have the power to hear and determine appeals against the decision of the Review Group and subject to (4) below shall be entitled to determine their own procedures.

4. Procedures of the Appeals Committee

1. A written record of the proceedings of the Appeals Committee shall be kept.
2. A copy of the Scholar's appeal submission and the record of the Review Group's proceedings shall be made available to the Appeals Committee.
3. The Scholar, or the Scholar's representative, and a representative of the Review Group, may make oral submissions to the Appeals Committee.
4. The Appeals Committee may consider relevant information which was not submitted to the Review Group.
5. The Appeals Committee may:
 - (i) Allow the appeal on such conditions as the Committee may deem appropriate
 - (ii) Reject the appeal.
6. The outcome of the hearing shall be notified, in writing, to the Sports Scholar and to the Chair of the Review Group.