

TERMS AND CONDITIONS

Academic Year 2018-19

INTRODUCTION

The **UCD School of Information and Communication Studies PhD Awards** funds qualified candidates to receive fee remission at the EU rate as well as becoming teaching assistants in the UCD School of Information and Communication Studies.

SECTION A: DESCRIPTION OF SCHEME

The **UCD School of Information and Communication Studies PhD Awards** are intended to support Ph.D. candidates pursuing or intending to pursue full-time PhD research degree (registered in programme code W139) in the UCD School of Information and Communication Studies.

SECTION B: ELIGIBILITY

The **UCD School of Information and Communication Studies PhD Awards** Scheme offers awards of fee remission to full-time doctoral students registered in the School of Information and Communication Studies at University College Dublin at the EU rate as well as a tax free €10,000 annual stipend. Recipients must engage in full-time research for the duration of the award, a maximum of three years. The successful award recipient will also engage in teaching work (tutoring, grading, occasional lecturing, etc.) for an average minimum of 10 hours a week during semester 1 and 2 for a total of three years. Scholarship recipients may also engage in up to a maximum of 6 hours a week of paid, taxable work during semester 1 and semester 2 of the academic year. There is no cap on paid, taxable work during semester 3 of the academic year.

Potential applicants must have a first or upper second-class honours primary degree, **and** a first or upper second-class master's degree. The UCD School of Information and Communication Studies may make a provisional offer of a scholarship on the receipt of a certified copy of academic transcripts. If examination results are not known at the time of application, the School may make a provisional offer of an award on condition that the applicant's degree result is a first- or upper second-class honours, or the equivalent. The School's decision on these matters is final.

Applicant nationality and residence eligibility criteria

Applications will be accepted from all suitably qualified applicants. The determination of EU citizenship/residency and fees payment criteria will be made by the UCD Fees Office. The School will not involve itself in this decision.

SECTION C: APPLICATION PROCESS

Applicants must submit a fully completed application, including supporting documents, by the deadline specified.

SECTION D: EVALUATION PROCEDURES

Each application is evaluated by the UCD School of Information and Communication Studies Staff. Decisions of the committee are final.

SECTION E: ACCEPTANCE PROCEDURES

Award Acceptance

All awards commence during the academic year 2017-18 (September 2017 – August 2018) and payment of the award will only commence after the recipient has completed his/her registration with the university. The duration (up to a maximum of three years) of the award is dependent on the demonstration of satisfactory progress being made and timely transfer to Stage 2 of their PhD.

The award is given for one year in the first instance. Awards are renewable over a period of three years in total.

Should a Scholar funded under this Scheme be unable for any reason (including medical reasons) to pursue his/her project in accordance with the Terms and Conditions of the Scheme, the Scholar and Supervisor must inform the Head of the UCD School of Information and Communication Studies within two weeks of such a situation coming to his/her attention. In such situations, the School will have regard to the usual conventions of the university. However, given the basis on which awards are given, the School reserves the right to withdraw the scholarship.

The School recognises that for personal or professional reasons, a recipient under this Scheme may wish to terminate his/her award. This should not be done without *prior* consultation with the School as it may involve fees implications for the recipient to the university if he/she cannot justify the funding made available up to the date of termination.

Upon accepting the award, students may be required to register for a teaching module in semester 2 of this year. Acceptance of this scholarship is acceptance of willingness to enroll in this teaching module.

Scholarships may not be deferred.

Progress Monitoring:

The School attaches considerable importance to procedures for monitoring and renewing its awards. Continuation of funding is dependent on the demonstration of sufficient progress through annual reports to be completed by the supervisor.

Recipients are expected to maintain an actual presence within the UCD School of Information and Communication Studies, to reside within a reasonable travelling distance of the university and to participate in the research life of the School by attending research events organised by the School. Recipients, as part of the structured PhD at University College Dublin, are required to complete a minimum of 30 credits of taught modules in Stage 1 of the PhD. Recipients should progress to Stage 2 of his/her PhD within 18 months of first registration. Failure to proceed to Stage 2 by this time may result in the award being withdrawn. Recipients are responsible for submitting an annual RPDP report and submitting all published work, including PhD thesis to the UCD digital repository.

Value of Scholarships

The award is wholly subject to continued availability of funding. For the academic year 2018-19, the award is valued at **€16,170 (€6,170 tuition + €10,000 stipend) at the EU rate** per annum.

Receipt of additional externally funded travel bursaries or equipment grants will not affect the value of the Scholarship provided. Scholars must inform the School of receipt of such additional funding in writing.

Please note students who are in receipt of a grant from the Student Universal Support Ireland (SUSI) or any other authority which pays his/her full fees will not receive any additional payment under this award.

Acceptance Procedure

This award is given on the condition that the recipient submits electronically this acceptance form by 1 August 2018 at 3pm GMT to Claire.nolan@ucd.ie

Payment and awards will not be made unless this form has been received.

I hereby agree with the above terms & conditions. I understand if I do not comply with the above, I may have my award revoked.

Signed: _____

Print name: _____

Date: _____