

## TERMS AND CONDITIONS

Academic Year 2019-20 – **STUDENT NAME**

### 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 in the UCD School of Information and Communication Studies.

### SECTION B: ELIGIBILITY and AWARD

The **UCD School of Information and Communication Studies PhD Awards** Scheme offers awards of EU level 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 €16,000 annual stipend. Recipients must engage in full-time research for the duration of the award, a maximum of four 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 four 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 set by ICS. Paid, taxable work will be organised by the recipient, not ICS. ICS makes not guarantee to provide opportunities for additional paid, taxable work above the 10 hours weekly average work requirement of the ICS scholarship.

Potential applicants must have a first class honours undergraduate degree, or the equivalent OR a minimum second class honors masters 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. If a student does not hold a master's degree, they will be required

to initially register for the MLitt programme. Upon satisfactory completion of a TAP they will enter stage two of the PhD programme. If a student enrolls in the MLitt programme, they will receive 1 year of tuition remission and stipend at the EU level in the MLitt and three years of tuition remission at the EU level and stipend in the PhD programme. The student will be expected to move from the MLitt to their PhD programme after 12 months to renew the scholarship after 1 year.

## **SECTION E: ACCEPTANCE PROCEDURES**

### Award Acceptance

All awards commence during the academic year 2018-19 (September 2018 – August 2019) 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 four 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.

### **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. As an additional requirement of this scholarship, recipients are required to enrol in UTL40230 (5 credits) or equivalent during their first year of the programme, to support teaching work, if applicable. Students will also be expected to apply for outside PhD funding in the first and second academic year of their funding. This

can include, but is not limited to Irish Research Council Awards, SFI awards and NUI awards. Failure to apply for such awards on an annual basis may result in discontinuation of the ICS PhD scholarship. **Upon receipt of external funding, students will also receive an annual research allowance of €1000 to be used for conference travel or summer school attendance. Unspent money will revert to ICS.**

Value of Scholarships

The award is wholly subject to continued availability of funding. For the academic year 2019-20, the award is valued at **€22,325 (€6,325 tuition + €16,000 stipend) at the EU rate** per annum. **The stipend is tax free and will be paid over a 12 month period (€1333/per month). If you are a Non EU student, you will be responsible for paying the balance of your tuition or you can apply the stipend to balance of your tuition. If you choose to apply the stipend to the tuition balance, you must contact Claire Nolan to work out the details, as soon as possible. The scholarship does not cover the annual student levy.**

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 **DATE** at 3pm local Irish time to [Claire.nolan@ucd.ie](mailto: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: \_\_\_\_\_