

Application for NUI Travelling Studentships in the Humanities and Social Sciences 2019



Ollscoil na hÉireann
National University of Ireland
The Registrar,
49 Merrion Square,
Dublin 2, D02 V583, Ireland
Phone +353 1 439 2424
awards@nui.ie
www.nui.ie @NUI MerrionSq

Please complete all sections.
Please write in block capitals.

Title _____
Surname _____
First name(s) _____
Permanent address _____

Date of birth

D	D	M	M	Y	Y	Y	Y
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I identify my gender as _____

Mobile / Phone

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Email _____

Are you in receipt of funding from other source(s)? Yes No

Have you previously applied for an NUI Scholarship or Prize? Yes No

If Yes, list the Scholarship or Prize and year of application _____

Y	Y	Y	Y
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Primary email for correspondence throughout the application process

If yes, please provide additional information with your application.

Classification, for example 1H or 2.1
Institution, for example UCD or UCC.
Include degree(s) not yet conferred/completed if relevant.

Qualifications

Degree Title	Year conferred	Classification	Institution								
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Y	Y	Y	Y								

Data Protection

NUI processes all personal data transparently and lawfully.
Please refer to NUI's general Data Protection Policy, available at www.nui.ie
Specific data protection information relating to the NUI Travelling Studentships in the Humanities and Social Sciences is available in the associated regulations/procedures, available at www.nui.ie

*Where you will be registered / primarily based

**if enrolled in NUI institution

Research

Research subject area _____

Title of research proposal _____

Proposed venue for Studentship* _____

Doctoral degree start and end date

M	M
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Y	Y	Y	Y
---	---	---	---

 to

M	M
---	---

Y	Y	Y	Y
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Proposed venue(s) for travel** _____

APPLICATION CHECKLIST

- Application must include:
- A Application Form
 - B Research Proposal
 - C Abstract of Research Proposal
 - D Personal Statement
 - E Curriculum Vitae
 - F Certified Academic Transcript(s)
 - G Academic References (x2)

The closing date for receipt of completed applications is
29 March 2019.

Academic referees

Academic referee one	Academic referee two
Name _____	Name _____
Institution _____	Institution _____
Address _____	Address _____

I declare that the information set out in this application is correct. I consent to NUI processing my personal data for this specific application, in line with stated regulations and NUI's data protection policy.

Signature _____

Date of signature

D	D	M	M	Y	Y	Y	Y
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Regulations Governing NUI Travelling Studentships

The National University of Ireland is pleased to invite applications for Travelling Studentships, offered for competition in 2019. The Studentships will be awarded on the basis of a common competition open to NUI graduates.

1. Travelling Studentship Scheme

- 1.1 Three Travelling Studentships will be allocated in all branches of the Humanities and Social Sciences, including but not limited to Business, Law, and Psychology
- 1.2 Two Travelling Studentships will be allocated in all branches of the Sciences, including but not limited to Agricultural Science, Engineering, Architecture, Food Science and Technology, Medicine, Dentistry, Veterinary Medicine, Physiotherapy, Occupational Therapy, and Speech and Hearing Sciences.
- 1.3 One Travelling Studentship, the NUI Dr Peter Sutherland Travelling Studentship, to be allocated in European Studies.

2. Terms of a Travelling Studentship

A Studentship is tenable for up to four years.

3. Value of a Travelling Studentship

The maximum value of a full Studentship is **€96,000** (i.e. €24,000 per annum for up to four years, to include a stipend of €16,000 and a contribution towards tuition fees of up to a maximum of €8,000, where appropriate and on submission of fee payment receipts) to be paid in quarterly instalments. Where a recipient has other substantial funding, the Senate may take into account the value of the Studentship to be awarded (see section 6.3). All funding awarded by NUI must be used exclusively for the purposes of the Travelling Studentship.

4. Objectives

The Travelling Studentship Scheme, in existence since 1910, has as its main objectives:

- to encourage the most able students in the NUI federal system to pursue research;
- to enable these students to undertake postgraduate research abroad, in the most reputable universities, towards a doctoral degree, or
- to assist students registered in NUI institutions to foster international partnerships by undertaking substantial research periods overseas as part of their doctoral studies;
- to attract these scholars back to enrich the learning community within NUI.

5. Eligibility Criteria

- 5.1 To be eligible to apply for an NUI Travelling Studentship, candidates must be holders of an honours bachelors degree (placed in the NFQ: Level 8) and be graduates of the National University of Ireland holding any degree from an NUI constituent university, recognised college or a college linked to a constituent university in the relevant discipline in which they wish to apply.
- 5.2 In addition to 5.1 above, candidates applying for a Travelling Studentship in the Humanities and Social Sciences or the NUI Dr Peter Sutherland Travelling Studentship must have obtained First Class Honours in the honours bachelors degree as a whole or in a subject/ specialisation of the degree, or First Class Honours in a taught masters degree, or have been awarded a masters degree by research.

- 5.3 In addition to 5.1 above, candidates applying for a Travelling Studentship in the Sciences must have obtained First Class Honours in the honours bachelors degree as a whole or in a subject/specialisation of the degree, or First Class Honours in a taught masters degree, or have been awarded a masters degree by research. The following exception applies: graduates of the MB BCh BAO and BDS must have obtained Second Class Honours in the honours bachelor degree or Second Class Honours in a taught masters degree or have been awarded a masters degree by research.
- 5.4 Candidates who have commenced doctoral degrees must be at an early stage of their studies.
- 5.5 Applications will only be accepted from interested candidates on two occasions.
- 5.6 Previous applicants must include a separate statement with their application detailing the changes made to the research proposal. It is expected that these changes would have taken account of (but are not limited to) the feedback provided by the subject specialists on the research proposal included in the original application.
- 5.7 Full-time and permanent members of staff of the NUI constituent universities, other NUI member institutions, or other higher education institutions are not eligible to apply for these awards.
- 5.8 Previous recipients of full NUI Travelling Studentships or the NUI E J Phelan Fellowship in International Law are not eligible to apply.

6. General Conditions of Tenure of a Travelling Studentship

6.1 Conduct of research in approved venue

A Studentship will be held upon the condition that the recipient during each year of their tenure thereof apply themselves to research in the subject area in which they obtain a Studentship, or in some cognate line of research approved by Senate. Such research shall be pursued wholly or partly outside Ireland in such places as the Senate may direct, and under the direction of a Professor/Director of a University or of some other person selected by the recipient and approved by the Senate, or by such authority as the Senate may direct.

6.2 Six-Monthly reports

Holders of Studentships are required to submit a report every six months from the Professor/Director under whom they are studying, confirming that they are satisfactorily pursuing the research work of their Studentships. Further payment of Studentship instalments may be withheld, if the Senate considers such a report unsatisfactory. NUI will provide a report form for this purpose.

6.3 Studentship recipient who has other funding

Where the recipient of a Travelling Studentship is also in receipt of funding from another source(s) in this or any other university or institution, details should be included with the application, or, where appropriate, made known in advance of the interview. NUI should be made aware of funding sources and amounts as they are offered to a candidate throughout the duration of the application process. Where the value of such other funding is substantial, this may be taken into account by the Senate when awarding the Travelling Studentship and a lower amount than noted as a full Travelling Studentship above may be awarded.

6.4 Taxation

- 6.4.1 Successful applicants are required to complete the Irish Revenue Scholarship Exemption Declaration Form, which is retained on file by the National University of Ireland for Revenue review if required.
- 6.4.2 Applicants are invited to seek Revenue clarification in relation to compliance with Irish laws and regulations on taxation if required.
- 6.4.3 Regulations were signed on 10th June 2011 that require Government Departments, all bodies established under statute and any other body which is involved in the disbursement of public funds to make annual returns to Revenue providing details of all payments made in each calendar year, subject to certain conditions. The legislation that allowed for these regulations to be made is Section 891B Taxes Consolidation Act 1997. Travelling Studentships and other similar payments are subject to these provisions and accordingly are returned to Revenue on an annual basis.

6.5 Postponement of tenure

In special circumstances, the Senate may consider an application from the recipient of a Travelling Studentship for the postponement of the tenure of his/her Studentship, for a period of not more than one year. Such applications must be accompanied by a letter from the Professor/Head of Department/School in the recipient's NUI institution recommending the postponement.

6.6 Power to withdraw and right of appeal

The Senate shall have power to withdraw the award of a Studentship if, in the opinion of the Senate, the recipient was guilty of any misconduct in connection with any examination for, or used unfair means to obtain the award of any such Studentship, or otherwise fails to adhere to the General Conditions as outlined above. In such circumstances, the holder of the Studentship shall have a right of appeal to the NUI Registrar who shall refer the appeal to an independent third party.

6.7 Acknowledgement of NUI Support

The recipient of a Travelling Studentship must acknowledge receipt of NUI support in all publicity relating to the research undertaken. The publicity may include but is not restricted to the following: public lectures, conferences, publications, monographs, print, social media and online materials including e-mail signatures.

7. Application Procedure

Application forms are available to download at www.nui.ie/awards and should be submitted with the following documentation:

7.1 Research Proposal: Candidates are required to submit a proposal concerning the research they propose to undertake during the tenure of the Studentship.

7.1.1 The Research Proposal should give details of:

- (i) the proposed topic of the research;
- (ii) the proposed nature, scope and methodology of the research;
- (iii) the relevance and importance of the study;
- (iv) a preliminary literature review;
- (v) where the research will be carried out, and should specify other investigators involved in the research, where relevant;
- (vi) the proposed duration of the research

7.1.2 The research proposal should be no more than **5000 words** for applications in the Humanities and Social Sciences and **2000 words** in the Sciences and Mathematics.

7.1.3 Candidates are advised to consult either (i) their supervisor or (ii) the Professor/Head of the relevant Department/School in advance concerning their proposal.

7.2 Abstract of Research Proposal: Candidates are required to submit a short abstract of the research proposal (max. 200 words). To note: the abstract will be included in the invitation to prospective independent subject specialists asking them to review the research proposal.

7.3 Personal Statement (to be no more than 400 words): The personal statement will complement the formal academic documentation submitted with the application and should provide the Interview Panel with a deeper knowledge of the formative experiences, ambitions, goals and motivations of candidates invited to interview.

7.4 Curriculum Vitae: to include academic and other relevant achievements to date.

7.5 Certified Academic Transcripts: to be submitted for each degree and diploma awarded.

7.6 Reports of two Academic Referees: a specific NUI report form (available at www.nui.ie/awards) is to be completed by the referee(s) and (i) returned to the candidate in a sealed envelope or (ii) emailed directly to awards@nui.ie. It is the responsibility of the candidate to ensure that the references are submitted to NUI by their referees by the closing date. If references are not submitted by the closing date, a candidate's application may be deemed ineligible for consideration.

8. Selection Process

8.1 The NUI Registrar and designated NUI staff will administer the competition for the Travelling Studentships.

8.2 A shortlisting process will apply and shortlisted candidates will be invited to attend for interview.

8.3 Two independent subject specialists will assess the research proposal of each candidate. The reports of the subject specialists will be made available to the NUI Registrar and will inform the decision on the shortlisting of candidates for interview.

8.4 Shortlisted candidates will be interviewed by a Selection Panel to be appointed by NUI.

- 8.5 Two Selection Panels are convened to interview shortlisted candidates for the Studentships, i.e. one panel for the Humanities and Social Sciences and one for the Sciences. The Panels consist of NUI Heads/Deans/Principals of the Faculties/Schools/Colleges, or their representatives, from each of the constituent universities and are chaired by an independent specialist. Additional experts may be invited by NUI to sit on a Panel, if required.
- 8.6 The full application and subject specialist reports for each shortlisted candidate will be made available to the relevant Selection Panel in advance of the interviews.
- 8.7 Following the interviews, each Selection Panel will finalise their recommendations to the NUI Registrar on the awarding of the Studentships. The NUI Registrar will inform the successful candidates in writing of the Senate's decision regarding the awarding of the Studentships.
- 8.8 Candidates whose applications are unsuccessful will be informed of the outcome in writing and offered feedback on the assessment of their application.
- 8.9 The decision of the Senate on the awarding of the Studentships will be final.
- 8.10 NUI has an Appeals Process in place to guarantee that the University has acted fairly and reasonably, and followed the appropriate steps in its selection process. Further details can be found on the NUI website.

9. Lodgement of Documents (see checklist on front of application form)

- 9.1 Applications and associated documentation should be **submitted in hard-copy to:**
The Registrar,
National University of Ireland,
49 Merrion Square,
Dublin 2, D02 V583.
The envelope should state the NUI award being applied for, i.e. Travelling Studentships.
- 9.2 An **electronic copy** of the **Research Proposal** (word format) and **Abstract of Research Proposal** must **also** be emailed to: awards@nui.ie
- 9.3 The **closing date** for receipt of applications is **Friday, 29 March 2019**.