

**Maynooth University**

**Ollscoil Mhá Nuad**

**Doctoral Scholarship in the School of Business**

The School of Business is pleased to announce that a PhD Scholarship will be available for a number of students intending to commence PhD studies in September/October 2024. Applications will be accepted to all three School of Business PhD Programmes: PhD in Business and Management, PhD in Accounting, and PhD in Finance.

## Closing date for applications

Applications will be accepted up to the **closing date of** **19th April 2024 at 5pm (Irish time)**.

## Eligibility

Full time research degree students commencing study in October 2024, and who have a relevant first class or 2.1 honours in their primary degree, and/or have a relevant Master’s degree and fulfil the specific entry requirements of the PhD Programme they are applying for, are eligible to apply for scholarship support in the School of Business. Students who are in receipt of a university scholarship or who have fees paid from external sources are not generally eligible.

**Value of Scholarship**

1. Full annual tuition fees support;
2. A fixed maintenance award of €18,500 per annum;

**Maintenance Award**

A fixed stipend of €18,500 per annum will be offered. This will be paid in twelve equal instalments throughout the year. The scholarship will be awarded for the expected duration of the studies, up to a maximum of four years, subject to satisfactory annual review of progress in research under the Universities normal processes and a satisfactory annual review of teaching.

## Teaching Duties

We believe that a central aspect of the PhD experience is the acquisition of both research and education skills. We therefore require all Doctoral Scholarship students to undertake both training in research and teaching, and application of those in skills in practice. You will be expected to undertake up to 240 hours of teaching activity per academic year as part of your Doctoral Scholarship. This work may include supporting tutorials, grading and other teaching related work, including preparation. This work will not normally exceed 20 hours per week during semester 1 and 2, of which not more than 12 hours would be direct contact with students. A greater number of hours may be worked per week outside of term-time to a maximum of 120 hours per calendar year. Scholarship beneficiaries may not undertake any other substantive paid work within the University.

Scholarship beneficiaries will be required to undertake teaching support duties as may be specified by the Head of School or their nominee. These duties may include, but are not limited to, the following:

* To assist the delivery of a range of teaching and assessment activities, including tutorials and demonstrations that may include the demonstration and support of specialist software, in support of the required teaching commitments of undergraduate students;
* To contribute, under supervision, to the development of appropriate teaching materials to ensure that content and methods of delivery meet learning objectives;
* To contribute, where appropriate and under supervision, to the assessment process, using a variety of methods and techniques and to provide effective, timely and appropriate feedback to students to support their learning;
* To be available for consultation by undergraduate students and where appropriate taught postgraduate students;
* To lead classes with groups of students and/or participate in the supervision of practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
* To undertake limited administrative duties as requested by the Head of Department;
* To attend meetings associated with the course they support as requested/ appropriate.
* To assist with School of Business outreach programmes, including Summer Schools, Open Days, and related activities.
* To support, where appropriate, placement and practice engagement student activities as part of their programmes of study.

**Duration**

The scholarship will be awarded to newly registered students only, for four years of study, subject to satisfactory annual review of progress in research and an annual teaching review.

**Application and Selection Criteria**

The scholarship will be awarded by the School of Business in a transparent internal process on the basis of

* Research potential in an area highlighted with the School’s research priorities and
* Potential and aptitude to provide high quality teaching support.

Applications will be reviewed by a committee consisting of a three to five faculty, and shall include the Head of School and PhD Director. The committee will assess applications mindful of the following.

* Quality of the PhD Research proposal.
* Fit of the PhD research proposal to the five research themes of the School of Business and available supervisory capacity. These five themes are: Business and Management Education; Global Landscapes and Markets; Innovation, Data and Value; Sustainable Environments; Work, Collaborations and Governance.
* Relevance and results of prior education and/ work experience.
* Teaching statement: quality and relevance for teaching needs of School of Business.
* Career development plans
* Overall fit with the teaching and research needs of the School of Business.

All eligible candidates will be considered for open positions. Applicants may be shortlisted for interview and, if so, will be contacted directly by the School of Business. Remote (online) interviews will be facilitated.

**Application Procedure**

Please complete the application form below and return it to the PhD Director, Dr Nicola Mountford, by the closing date. You should identify a Faculty Member from the school of business who is willing to supervise you and work with them to prepare an application. Only applications with an agreed supervisor will be considered. You can find all of our faculty and their research interests here:

<https://www.maynoothuniversity.ie/school-business/our-people>

**Progression**

PhD students are assessed via an annual progression review process. Continuation on the PhD programme is subject to passing the annual progression process, including passing all taught modules and the annual research review process. Additionally Doctoral Scholarship recipients are subject to an annual teaching review process overseen by the Head of School. Retention of the Doctoral Scholarship is subject to passing both the annual progression review and the teaching review. In the event of not passing either then the Scholarship terminates at the end of the academic year. The scholarship and any teaching support activities will terminate automatically when the holder ceases to be a registered graduate student. It is a legitimate objective of the University to provide education and training for successive cohorts of postgraduate students and providing an opportunity to students to develop skills in teaching by serving as a teaching assistant, tutor or demonstrator is an important part of postgraduate training, the University makes such work available to postgraduate students as a priority.

**Successful application to Funded Scholarship**

If a scholarship holder is subsequently successful in securing an externally funded scholarship that covers tuition fees, then this Doctoral Scholarship will lapse at the commencement of the funded scholarship. In those circumstances, and if the scheme remains in operation, then the Departmental commitment will also lapse, and the Department may choose to commence a new Doctoral Scholarship.

**Maynooth University**

**School of Business**

**Application Form: MU Doctoral Scholarship 2024**

**Personal Details**

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| --- | --- |
| Name:(Family name in all capitals) |  |
| Full Postal Address:(include country) |  |
| Nationality: |  |
| Contact Email address: |  |
| Contact Phone number:(please include prefix) |  |

**Educational History**

Please list each institution that you attended and your results. For example, include your Undergraduate and Masters degrees, specifying clearly the formal title, subject of the degree and your overall result. **Please include transcripts where available**.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates attended | Name and Address of Institution | Qualifications Attained (include major subject of the degree) (e.g., MSc Management) | Overall grade(if not finished state current GPA/ Average % grade and expected date of completion) |
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**Professional Qualifications**

Examples include professional Accounting, Engineering, HRM, Marketing and other professional examinations that you have taken that resulted in a professional qualification which is recognised by a state’s education or employment bodies.

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| --- | --- | --- |
| Dates Attended | Name and Address of Institute | Grades and Qualifications |
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**Employment History**

Please list all major employments.

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| --- | --- | --- | --- |
| Dates | Role | Organisation Name and Address | Brief description of duties |
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**English Language Capability**

If English is not your first language, and you have not completed your third level education, through English in an English speaking country, then we require independent certification of English.

We recognise the following tests including IELTS, TOEFL (Paper based test), TOEFL (Internet based test), and PTE (Pearson). Please see the following [link for requirements](https://www.maynoothuniversity.ie/school-business/information-prospective-postgraduate-students/information-prospective-postgraduate-students-research/phd-application-process).

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| --- | --- | --- |
| Test Type | Result (Overall) | Date of test |
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You must include (as a part of your application pdf) your IETLS, TOEFL or PTE certificate. We only accept certificates dated within the last two years.

**Referees**

Provide details of two referees at least one of whom should be an academic.

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| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Position Held |  |  |
| Organisation |  |  |
| Address |  |  |
| Email address |  |  |
| Phone Number(include prefixes) |  |  |
| Relationship to referee: |  |  |

**PhD Proposal Overview**

**Major discipline area within Business that your proposed research falls into**

(e.g. Accounting, Business Ethics, Finance, Human Resource Management, International Business, Innovation, Marketing, Management Information Systems, Organisational Behaviour, Operations Management, Supply Chain Management, Strategy)

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**Agreed supervisor(s) at Maynooth. (Supervisor MUST have agreed to supervise you)**

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**Motivation to do a PhD /Personal statement (500 words)**

The personal statement should include information about your capabilities, motivation, interests, and non- academic achievements relevant to your application. The personal statement should not exceed 500 words. :

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**Awards and Achievements (300 words)**

Applicants also have the opportunity to highlight their awards and achievements relevant to the proposal and to the scheme requirements.

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**When do you intend to start the programme? (Month and year)**

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**Please confirm that you are not in receipt of any other funding for this PhD:**

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\*Note that students who hold another source of funding are ineligible for an MU Doctoral Scholarship

**Target employment post PhD:**

Please indicate whether you hope to work in academia, industry, or another sector on completion of your PhD.

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*Note: This question will have no impact on the success or otherwise of your application and is purely for programme planning purposes.*

**Career development plan:**

What are your career goals and how would this scholarship help you to achieve them? How will you go about acquiring the expert knowledge and transferrable skills necessary for your professional development e.g. technical skills, communication skills, analytical skills? How would this scholarship enable you to gain skills relevant to employment outside the traditional academic sector?

**Important**: The career development plan should not exceed one (1) page, minimum font size 11, line spacing should be 1.5

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**My Skills and Interests in Supporting Teaching at the School of Business**

Please include a one-page statement of how you think you can contribute to the teaching support of the School of Business. Please state what your teaching interests are, how your prior education or experience may be relevant to teaching, and how you can support the learning journey of undergraduate and taught postgraduate students. This statement can contain any content you believe to be relevant. It ought to display an awareness of the programmes of the School of Business and where you believe you can support teaching.

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**Project Proposal**

In your research proposal, describe the topic, including aims and objectives, and central research questions. Describe the methodology, including for example, experimental, investigative and analytical methods and theoretical frameworks. Include ethical considerations where relevant. The proposed research plan should include a schedule for the completion of tasks and phases of the project, and efficient management and performance of research.

**Important**: the research project proposal must not exceed four (4) pages, minimum font size 11, line spacing should be 1.5. Should an applicant upload a longer proposal, any text exceeding four (4) pages will be ignored. Should an applicant upload a proposal using a smaller font size the University reserves the right to deem such application ineligible.

The applicant can also include a Gantt chart showing your project plan and/or a bibliography/reference list. Note that this additional document must not exceed three (3) pages. If the additional document exceeds three (3) pages, only the first three (3) pages will be considered when the proposal is assessed.

**Checklist**

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| --- | --- |
| **Item** | **Status** |
| I have completed the form accurately and completely. Please note that we do not accept handwritten applications.  | Yes / No |
|  |  |
| I have included a copy of my IELTS, TOEFL or PTE report (if not applicable choose n/a) | Yes / No / n/a |
|  |  |
| I have included a **research proposal** as outlined above. | Yes / No |
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| I have included **transcripts** documenting my educational history.  | Yes / No |
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| I have confirmed the support of a supervisor from within the faculty of the School of Business. | Yes / No  |
|  |  |
| My application documentation (including Research Proposal and other documentation) is saved as a single document in pdf format | Yes / No |

Failure to meet these criteria will delay your application process, and your application will be returned to you.

I declare the information provided to be true and correct.

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Signature Date

**Completed forms should be e-mailed to the PhD Director, Dr Nicola Mountford (****nicola.mountford@mu.ie****) by 19th April 2024 at 5pm (Irish time).**