

A logo for a university

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**Guidelines for Offering New**

**Postgraduate Research Scholarships**

**An tAcadamh Taighde Iarchéime**

**Graduate Research Academy**

**November 2024**

The aim of these guidelines is to establish clear, consistent, and effective standards for advertising postgraduate research student scholarships. These guidelines will ensure that scholarship opportunities are communicated accurately, inclusively, and in a timely manner to all prospective applicants, while promoting transparency in the recruitment process. They will also support departments by providing a structured framework for offering and promoting scholarships, streamlining communication efforts, and ensuring consistency across all departments.

# Top Level Summary for Departments

* Request approval from GRA to Advertise a postgraduate research scholarship;
* Department submits completed Advertising Postgraduate Research Scholarships Template (in this guide) and submits it to the [GRA@mu.ie](mailto:GRA@mu.ie).
* GRA forwards to the PG Student Recruitment team for advertisement (pgstudies@mu.ie);
* Department conducts an Open and Transparent Recruitment & Selection Process;
* Department makes scholarship offer via formal letter to successful applicant;
* After acceptance of offer student progresses with formal registration;
* Funded students must complete a Funded Research Student Pack for stipend initiation.

# Step by Step Guide for Departments

# Approval to Advertise Scholarships

* Departments must contact [gra@mu.ie](mailto:gra@mu.ie) seeking approval to advertise a new postgraduate research scholarship, Department completes the Advertising Postgraduate Research Scholarship template and returns to GRA;
* GRA confirms that the T&Cs of the scholarship complies with Revenue’s Section 193 stipend conditions, in particular the requirement to be a full-time student and that the scholarship has no element of service to MU;
* GRA advises RDO that a request to advertise a scholarship has been received;
* RDO confirm approval for budget with RDOF/ Finance and advise GRA.

# Advertisement for Funded Scholarships

* GRA will email department with approval of the advertisement template details submitted (see section 7 below).
* GRA forwards advertisement to MU PG Student Admissions/recruitment team (pgstudies@mu.ie) who advertise on external postgraduate research platforms including Euraxess, FindAPhd, Careersportal, Gradireland, LinkedIn, Twitter, and Facebook, Other (please specify in Appendix A when sending to PG Student Recruitment Team)
* All scholarships are advertised on the [GRA Scholarships page](https://www.maynoothuniversity.ie/graduate-research-academy/stipend-and-fees-forms-research-students) and GRA ensures that scholarships are removed and archived once the closing date has passed. The archive will be maintained by the GRA.
* The department can share the link posted by the GRA on their own webpages.

# Recruitment and Selection Process

Departments must adhere to an open and transparent recruitment and selection process, as included in the MU [Researcher Career Framework,](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.maynoothuniversity.ie/sites/default/files/assets/document/Researcher%20Career%20Framework_0.pdf) ensuring the following

* Departmental eligibility criteria are applied consistently;
* Fairness and equal opportunity for all eligible research applicants;
* Provide a clear, open process is used that encourages a diverse pool of applicants;
* Provide a transparency on the terms and conditions of the funding/ scholarship.

# Scholarship Offer and Acceptance

* Departments formally write to the successful applicant using the template offer letter in Section 8 below.
* Where relevant, departments should complete the section outlining the requirements for receiving funding, including a current Visa, PPSN, Irish (SEPA compliant) Bank Account and Irish address;
* Some non-EU students will need to apply for a visa to enter Ireland. It should be noted that if a student may require a visa, a three-month lead-in time may be required.  In addition, for a stipend to be paid, the student must have a PPSN, which is currently taking six-eight weeks to obtain.

Student must formally accept the offer of funding.

# Formal Application and Registration

The successful candidate must make a formal application on the PG Admissions Application Portal (MU Apply) which are subject to [MU Regulations for Postgraduate Research Degrees (Postgraduate Policies).](https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures)

Details on how to apply for your course can be found here: [How to Apply | Maynooth University](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maynoothuniversity.ie%2Fmu%2Fgraduate-studies%2Fhow-apply&data=05%7C02%7CMarie.Murphy%40mu.ie%7Cf7dfbe2b402141ec152f08dcde03bb1e%7C1454f5ccbb354685bbd98621fd8055c9%7C0%7C0%7C638629354826279364%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=JRsdRtGDG4HEkCVOHmDy75FNryvQp%2FzP62k4XRnkZMY%3D&reserved=0)

Please note the following:

* + English language competency will be reviewed: [English Language Entry Requirements](https://www.maynoothuniversity.ie/mu/graduate-studies/how-apply)
  + Some non-EU citizens will need a visa to enter Ireland.  Students can check this here:  [Visit Ireland - Travel Path - Immigration Service Delivery (irishimmigration.ie)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.irishimmigration.ie%2Fcoming-to-visit-ireland%2Fvisit-ireland-travel-path%2F&data=05%7C02%7CMarie.Murphy%40mu.ie%7Cf7dfbe2b402141ec152f08dcde03bb1e%7C1454f5ccbb354685bbd98621fd8055c9%7C0%7C0%7C638629354826292042%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=PL1RFmEbRPrgHHJZofBDqSDHMCyhqxoCIIBQJXWSPfs%3D&reserved=0)     Visa processing times vary by country. It is best to allow up to three months of processing time.
  + After arrival and completed registration with the University, all non-EU citizens must register with the Irish Immigration Service Delivery (ISD) for permission to remain in the country long-term, even if they did not require a visa to enter the country.  The details of registering for permission to remain are here:  [How to register your immigration permission for the first time - Immigration Service Delivery (irishimmigration.ie)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.irishimmigration.ie%2Fregistering-your-immigration-permission%2Fhow-to-register-your-immigration-permission-for-the-first-time%2F&data=05%7C02%7CMarie.Murphy%40mu.ie%7Cf7dfbe2b402141ec152f08dcde03bb1e%7C1454f5ccbb354685bbd98621fd8055c9%7C0%7C0%7C638629354826306263%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=2qv4%2FZyuTB83OlHuRYqjAQu%2BYxLJRs9Tf%2BnF9MNirZE%3D&reserved=0).  It is the student’s responsibility to ensure that they meet Irish immigration requirements.
  + [Our research student handbook is available here](https://www.maynoothuniversity.ie/graduate-research-academy/stipend-and-fees-forms-research-students).

# Payment of Stipend

All funded students must be formally registered at MU and complete the [Funded Postgraduate Research Student Pack](https://www.maynoothuniversity.ie/graduate-research-academy/stipend-and-fees-forms-research-students). Payment of the stipend requires that the student be a registered student, resident in Ireland, with a PPSN and a SEPA compliant Irish bank account. Please note that every student from outside of Ireland will have to apply for a PPSN to receive their stipend, currently this is taking about six-eight weeks. Applications for PPSN can be made before the student arrives in Ireland.

# Advertisement for Postgraduate Research Scholarships Template



**Maynooth University**

**Ollscoill Mhá Nuad**

[Institute/Department]

**Details of the Scholarship Award**

The Department of *Department and/or Institute* at Maynooth University is pleased to announce that a PhD Scholarship will be available for a suitably qualified and successful applicant intending to commence their PhD studies in *Month/Year*.

Click here to type*. [Example: Include full details on the project, funding body and scheme. Include all relevant Terms and Conditions of the funding body]*

**Value of PhD Scholarship Award**

Click here to type*. Example: [Insert full details of the scholarship e.g. 22k stipend plus 2,000 research expenses and full EU/non-EU fees, per annum.]*

**Duration of PhD Scholarship Award**

Click here to type. *Example: The scholarship is awarded for 4 years of study, subject to satisfactory annual academic progression.*.

**Role of the student**

Click here to type.

*Example*:

*The project is organised around several tasks including XXXX, mapping, text analysis, ecological analysis.*

*The PhD duties will include:*

* *Working under the supervision of supervisor name (with additional guidance from other project leads).*
* *Undertaking aspects of the XXX analysis, taking responsibility (with training and supervision) for the data collection. Taking part in fieldwork coring trips.*
* *Laboratory work, including preparation of proxies, microscopy, and core scanning and analysis.*
* *XXXXXX*.

**Eligibility Criteria for Applicants**

Click here to type.

*Example: Specify degree required - Full time research degree students who have a relevant first class or 2.1 honours in their primary degree, or have a relevant Master’s degree, are eligible to apply.*

*Example: Include both Essential Criteria and Desirable Criteria under separate headings.*

**Application and Selection Process**

Clich here to type. *Please include the following in your application (or some of these as desired by PI) :*

* *Personal statement*
* *Curriculum Vitae*
* *Research proposal (max. 4,000 words)*
* *Relevant final academic transcripts*
* *Names and contact details of two referees*

*Applicants who are non-native speakers of the English language must provide written evidence of competency in the English language that satisfy the programme-specific requirements set out by the Maynooth University International Office. All scholarship Awards are conditional on approval for registration by the University.*

Informal queries can be sent toclick here to type.[MU email address]

All eligible candidates will be considered for open positions. Applicants may be shortlisted for interview and, if so, will be contacted directly by the Department.Late applications will not be considered.

**Closing Date: Please apply by 5pm on add your closing date here**

**Please submit applications directly to**: **Click here to type.[MU email address]**

For all projects please add the relevant funding agency logo’s here: e.g. EU project, Research Ireland project, Teagasc, DAFM etc etc.

***Please note that the “HR Excellence in Research” logo below must be included on all advertisements.***

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# Draft Scholarship Letter of Offer

I am pleased to inform you that the following funding offer is being made to you:

Funding awarding body:

Award type:

Value of the award:

**Annual Stipend:**

**Fees:**

Supervisor(s):

Department/school/research institute: XXXXX

Programme of study:

Start date:

End date:

Duration in months:

Please note the following information related to your scholarship and to your becoming a postgraduate research student at Maynooth University.

**Formal application to become a PhD/Research Master student at Maynooth University**  
You must submit a formal application using the Maynooth University Admissions Portal [LINK], [subject to MU Regulations for Postgraduate Research Degrees](https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures). After you apply on the portal, you will receive an offer of place on the relevant programme and you will then need to accept the offer. Offers and acceptances are made on the online portal.  We recommend that you apply without delay. Information about registration etc. is being sent to students who accepted places on the online admissions portal. If you need assistance with applying, please contact [gra@mu.ie](mailto:gra@mu.ie).  Information about registration will be provided after your formal application process is complete. For general information about registration please visit the [Student Records & Registrations Office](https://www.maynoothuniversity.ie/records/contact) website.

**Arrangements for payment of the scholarship**  
Your stipend will be paid monthly in arrears, into your bank account, on the 28th each month or just before should this day fall on a weekend/national holiday etc. Subject to timely completion of all necessary steps described below, you will receive your first scholarship payment on the 28th of the month that funding commenced.

Please complete the attached [Funded Postgraduate Research Student Pack](https://www.maynoothuniversity.ie/sites/default/files/assets/document/Funded%20Postgraduate%20Student%20Research%20Pack%20May%202024.xlsx) with your supervisor, noting the following:

* The Guide Sheet should be read prior to completing the form
* Complete the Data Input sheet and sign Forms A, B, C & D
* Supervisors must sign Form A & B
* The completed pack (in Excel and PDF format) should be returned to [fundedresearchstudent@mu.ie](mailto:fundedresearchstudent@mu.ie).
* Please include your name, student number and funding body in the subject line.
* **Business Unit (your supervisor will insert this)**

For applicants that are not Irish residents, payments cannot be made until the you have submitted the following using the student pack:

* Visa (applies to some non-EU students)
* PPSN (applies to all non-Irish Residents)
* Irish SEPA Compliant Bank Account
* Irish Address

Payment will not be authorised until the funded postgraduate research student Pack is returned. You should complete and return it by **XXXXXXX.**

**Payment of Fees**  
The Research Development Office will liaise with the Fees Office to ensure that the fee element of your scholarship is put in place. **Please note that the fee element does not include the student levy, which is payable by the student. The levy is currently €150 per annum and is payable at initial registration and each September thereafter.**

If you have any further queries, please direct them to [fundedresearchstudent@mu.ie](mailto:fundedresearchstudent@mu.ie).

**Version History**

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An tAcadamh Taighde Iarchéime, Ollscoil Mhá Nuad, Maigh Nuad Co. Chill Dara, Éire.

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