



MIC Postgraduate Awards Scheme Information Sheet AY2018/19

INTRODUCTION

Mary Immaculate College (MIC) makes provision for the award of Postgraduate Awards through the MIC Postgraduate Awards Scheme in three categories:

1. MIC Doctoral Award
2. MIC Doctoral Studentship Award
3. MIC Postgraduate Studentship Award

These Awards are provided for postgraduate students who can benefit from the financial support afforded to them and gain valuable experience working with academic colleagues. They in turn make a valuable contribution to the academic activities of MIC within the scope of their appointment. All current and prospective students may apply for a DA, but the Award can only be taken up by postgraduate research students once they are registered as such in the College.

The terms and conditions of these Awards are approved by the College Executive Team (ET). The scheme is managed by the Research and Graduate School on behalf of the ET, including management of appointment contracts, annual renewal and discontinuation of Awards.

1. Overview of the Scheme

An outline of the context and value of awards in three categories follows:

1.1 MIC Doctoral Award

One Award per annum, subject to contract, potentially annually renewable for 3 years, is offered by open competition to eligible applicants who are in possession of a 1st class honours undergraduate degree or a 2.1 honours Master's degree or a Master's degree by research and thesis.

The Doctoral Award current value is a stipend of €12,600.00 (AY2018/19) for a three year period (Years 1-3) and a fees contribution for the normal duration of programme (4 years for a

PhD student and 3 years for a Professional Doctorate student).**

An Awardee can volunteer teaching/tutorial assistance up to 48 hours maximum per annum, in consultation with the HoD and Dean of Faculty.

***Funding support can vary across programmes and all interested applicants are advised to consult Dr. Julianne Stack, Co-ordinator of Doctoral Programmes at Julianne.Stack@mic.ul.ie (+353-61-204792) for more information about programme specific funding.*

1.2 MIC Doctoral Studentship Award

One Award per annum, subject to contract, potentially annually renewable for 3 years, is offered by open competition to eligible applicants who are in possession of a 2.1 honours undergraduate degree or a 2.1 honours Master's degree or a Master's degree by research and thesis.

The Doctoral Studentship Award current value is a stipend of €6,900.00 (AY2018/19) for a three year period (Years 1-3) and a fees contribution for the normal duration of programme (4 years for a PhD student and 3 years for a Professional Doctorate student).**

An Awardee can volunteer teaching/tutorial assistance up to 48 hours maximum per annum, in consultation with the HoD and Dean of Faculty.

***Funding support can vary across programmes and all interested applicants are advised to consult Dr. Julianne Stack, Co-ordinator of Doctoral Programmes at Julianne.Stack@mic.ul.ie (+353-61-204792) for more information about programme specific funding.*

1.3 MIC Postgraduate Studentship Award

One Award per annum, subject to contract, potentially annually renewable for 2 years in the case of a Masters student and 3 years in the case of a PhD student is offered by open competition to eligible applicants who are in possession of a minimum 2:1 honours undergraduate degree or a 2.1 honours Master's degree or a Master's degree by research and thesis.

The Postgraduate Studentship Award current value is a stipend of €6,900.00 (AY2018/19) for a three year period (Years 1-3) and a fees contribution for the normal duration of programme (4 years for a PhD student and 3 years for a Professional Doctorate student).**

An Awardee can volunteer teaching/tutorial assistance up to 48 hours maximum per annum, in consultation with the HoD and Dean of Faculty.

***Funding support can vary across programmes and all interested applicants are advised to consult Dr. Julianne Stack, Co-ordinator of Doctoral Programmes at Julianne.Stack@mic.ul.ie (+353-61-204792) for more information about programme specific funding.*

2. Call for Applications

The Head of Graduate School (HGS) seeks the widest field of applicants through promotion and advertising in the print and electronic media inside and / or outside MIC, in consultation with Corporate Communications and Management (CCM).

The deadline for receipt of applications is 2.00 PM ON THURSDAY, 26TH APRIL, 2018. Applications should be sent directly to the RGSO at: rgso@mic.ul.ie

3. Application Portfolio

The Application Portfolio includes the following requirements:

- Draft research proposal not exceeding 1,000 words
- Letter of support from the relevant HoD at MIC
- Transcript (s) of academic records, together with a Curriculum Vitae
- Research schedule for the duration of the programme of study (for continuing students)
- Copy of the completed postgraduate application form for Higher Degrees by Research submitted to MIC (prospective students only)
- E-mail references from two academic referees who are familiar with the applicant's academic background/ history

4. Assessment Criteria

The following assessment criteria are used to determine awards:

- The quality of the proposed research project and its potential contribution to the research field
- The applicant's academic history
- The consistency and quality of the applicant's academic record
- The applicant's record of publications and conference presentations
- Letters of recommendation from the nominated referees

5. Application Assessment

The Postgraduate Awards Committee (PAC), composed of the HGS (Chair) and two External Members (from outside MIC) is convened to review applications and make recommendations for the offer of an award to the College ET. PAC will only make a recommendation for an award where it is satisfied that an application is of an excellent academic standard according to the criteria stated in the Terms of Reference for the Scheme.

The RGS maintains confidentiality of all information throughout the recruitment and selection process and disposes of documentation, consistent with the Data Protection Act (1998).

6. Offer of an MIC Award

Following receipt of the recommendations for an Award from the PAC, the College makes an offer of an award to the successful applicants. Successful applicants must confirm acceptance of their offers in writing to the RGSO at rgso@mic.ul.ie within two weeks.

Once all of the successful applicants have formally accepted their awards via the Research and Graduate School Office (RGSO), the unsuccessful Applicants will be notified of the outcome of the competition by the RGS.

7. MIC Awards Contract

The MIC Postgraduate Awards Contract includes information regarding the stipend and fee waiver details, the period of the Award, and the terms and conditions of the Award. Upon signing the MIC Postgraduate Awards Contract, the Awardee must provide bank account and relevant tax certificates details before a payment cycle can be activated by the Finance Office.

Only MIC postgraduate research students who have completed the registration process may benefit from these Awards.

8. Discontinuation of a MIC Awards Contract

An MIC Postgraduate Awards Contract is discontinued where any one of the following circumstances arise:

1. The Postgraduate Research Student (PGR) / Awardee decides to withdraw from their programme and completes the PGR Exit Form in consultation with their Research Supervisor.
 - On submission of the PGR Exit Form via the RGSO, the Postgraduate Research Subcommittee (PRSC) returns a decision via the HGS to the PGR / Awardee and copies the Dean of Faculty, Head of Department (HoD), Student Academic Administration (SAA) and the Finance

Office, and payment is ceased.

- The PGR / Awardee is responsible for repayment of any outstanding fees.
2. The PGR / Awardee completes and graduates from their programme.
 3. The HoD via the Dean of Faculty, in consultation with the HGS and Human Resources, requests the discontinuation of the Award.
 - Discontinuation of an Awards Contract must be dealt with in accordance with prevailing MIC Policies and Procedures for Dealing with Staff Grievance/ Disciplinary Issues.

9. Annual Leave

Requests for annual leave must be dealt with in accordance with prevailing MIC Policies and Procedures for Annual Leave. Annual leave requests must be approved by their Research Supervisor in consultation with the HoD.

10. Leave of Absence

Requests for Leave of Absence (LoA) must be dealt with in accordance with prevailing MIC Policies and Procedures for Leave of Absence. LOA requests must be approved by HoD.

TERMS AND CONDITIONS

The following terms and conditions apply to all Postgraduate Awards offered by MIC.

- The scheme is managed by the RGS on behalf of the ET, including management of appointment contracts, annual renewal and discontinuation of Awards.
- All current and prospective students may apply for an Award, but the Award can only be taken up by postgraduate research students once they are registered in the College.
- The Scheme makes provision for awards in the following three categories:
 - Doctoral Award:
 - One offer per annum
 - Subject to contract
 - Awarded by open competition
 - Potentially renewable for 3 years
Eligibility is defined as a 1st class honours undergraduate degree, a 2.1 honours Master's degree or a Master's degree by research and thesis.
Value of Award: The current Doctoral Award value is a stipend of €12,600.00 (AY2018/19) for a three year period (Years 1-3) and a fees contribution for the normal duration of programme (4 years for a PhD student and 3 years for a Professional Doctorate student). Stipend instalments are paid monthly beginning in September and ending in May.
 - Doctoral Studentship Award:
 - One offer per annum
 - Subject to contract
 - Awarded by open competition
 - Potentially renewable for 3 years
 - Eligibility is defined as possession of a 2:1 honours undergraduate degree, a 2.1 honours Master's degree or a Master's degree by research and thesis.
 - Value of Award: The current Doctoral Studentship value is a stipend of €6,900.00 (AY2018/19) for a three year period (Years 1-3) and a fees contribution for the normal duration of programme (4 years for a PhD student and 3 years for a Professional Doctorate student). Stipend instalments are paid monthly beginning in September and ending in May.
 - Postgraduate Studentship Award:

- One offer per annum
 - Subject to contract
 - Awarded by open competition
 - Potentially renewable for 2 years in the case of a Masters student and 3 years in the case of a PhD student
 - Eligibility is defined as possession of a 2:1 honours undergraduate degree, a 2.1 honours Master's degree or a Master's degree by research and thesis.
 - Value of Award: The current Postgraduate Studentship Award value is a stipend of €6,900.00 (AY 2018/19) for a three year period (Years 1-3) and a fees contribution for the normal duration of programme (4 years for a PhD student and 3 years for a Professional Doctorate student). Stipend instalments are paid monthly beginning in September and ending in May.
- No College or departmental duties are associated with MIC Postgraduate Awards.
 - Each Award is made for one academic year with the possibility that it may be renewed subject to satisfactory academic progress as determined through the MIC Annual Progression Review process.
 - The HGS seeks the widest field of applicants through promotion and advertising in the print and electronic media inside and / or outside MIC, in consultation with Corporate Communications and Management (CCM).
 - The applicant submits an Application Portfolio directly to the Research & Graduate School at rgso@mic.ul.ie which includes the following requirements:
 - Draft research proposal not exceeding 1,000 words
 - Letter of support from the relevant HoD at MIC
 - Transcript (s) of academic records, together with a Curriculum Vitae
 - Research schedule for the duration of the programme of study (for continuing students)
 - Copy of the completed postgraduate application form submitted to MIC (prospective students only)
 - E-mail references from two academic referees who are familiar with the applicant's academic background/ history
 - Assessment criteria include the following:
 - The quality of the proposed research project and its potential contribution to

the research field

- The applicant's academic history
 - The consistency and quality of the applicant's academic record
 - The applicant's record of publications and conference presentations
 - Letters of recommendation from the nominated referees
- The Postgraduate Awards Committee (PAC), composed of the HGS (Chair) and two External Members (from outside MIC) is convened to review applications and make recommendations for the offer of an award to ET.
 - PAC will only make a recommendation for an award where it is satisfied that an application is of an excellent academic standard according to the criteria stated in the Terms of Reference for the Scheme.
 - The Postgraduate Awards Committee (PAC) recommendation for an Award is final.
 - Following receipt of the recommendations for an Award from the PAC, ET will make an offer to the successful Applicants.
 - Successful applicants must confirm acceptance of their offers in writing to the RGSO at rgso@mic.ul.ie within two weeks.
 - It is a requirement for each of these Assistantships that DAs shall sign a contract and comply fully with its terms and conditions.
 - It is a requirement for each of these Assistantships that DAs shall complete a Self-Declaration on Criminal Offences form and a Garda Vetting application form in consultation with SAA.
 - The financial value of MIC Postgraduate Awards may vary but information on their current value is available from the RGSO and the Finance Office.
 - Only full-time MIC registered postgraduate research students may take up these Awards.
 - In a case where a Research Master's student transfers to the PhD register, he/she is eligible for funding for a maximum period of three years from the date of initial registration for the Master's, with a full fee waiver in Year 4.
 - Awardees may not take on any office of profit or employment during the normal working hours of the College, without the written approval of the HoD, the Dean of Faculty and HGS, and in consultation with the Research Supervisor. It is required all publications or disseminations of research on the thesis topic must acknowledge the financial support of Mary Immaculate College.

- Awardees are bound by the postgraduate academic rules and regulations of the University of Limerick (UL) and those of MIC.