



Floating Departmental Assistantship Competition Information Sheet AY2025/6

1 Outline of Competition

A set of 4 Floating Departmental Assistantship (FDA) Awards will be made available on a competitive basis in Academic Year 2025/6 (AY2025/6). 2 FDA Awards will be reserved for Departments allocated an FDA Award in AY2024/5 (Category 1) and 2 will be reserved for Departments that are not eligible for Category 1 AND were not allocated an FDA Award in AY2023/4 and/or AY2022/3 (Category 2).

2 Deadline

The deadline for receipt of applications is no later than 2.00 pm on Friday, 11th April, 2025. Applications should be sent directly to the RGSO HEO at: Mary.Collins@mic.ul.ie

3 Applicant

The Applicant for the purposes of this competition is the Head of Department.

4 Eligibility

The competition is organised into two categories and the Applicant must apply under the appropriate category.

- Category 1 is for Departments who were allocated an FDA Award in AY2024/5.
- Category 2 is for Departments who are not eligible for Category 1 AND were not allocated an FDA Award in AY2023/4 and/or AY2022/3.

5 Proposal

The application process for each category is the same. Please indicate clearly on the proposal the category for which you are applying.

- The applicant will give a brief (300 words) overview of their department (staff numbers, student numbers, programme contributions and track record in PGR supervision). Tables can be used if you wish.
- The applicant will show how all Departmental Assistants (DAs and FDAs) have been deployed in the Department over the last three years (to end of May 2025) using a tabular format and

statement of up to 300 words.

- The applicant will make a case for why the Department should be granted one FDA Award in AY2025/6, including details of how the full complement of DAs and FDAs will be deployed over the academic year (to end of May 2026), using a tabular format and a statement of up to 300 words.
- The applicant will describe the anticipated learning opportunities and overall student experience for DAs in their Department (300 words max).

6 Assessment Criteria

The following assessment criteria are used to determine awards:

- Effective use of previous DAs
- Demonstrated need for an FDA for AY2025/6
- Anticipated learning opportunities and overall student experience for the DA
- Record and / or potential of academic department in PGR supervision

A Committee including the Graduate School Director (or nominee), who will serve as Chair, and two others with college-wide roles and responsibilities will use the above documentation and assessment criteria as the basis for determining the allocation of FDAs for AY2025/6.

The outcome of the competition will be communicated via email to the Vice President Research, Faculty Deans and Head of Department applicants.