



**Department of Reflective Pedagogy and Early Childhood Studies (DRPECS)  
Faculty of Education  
Mary Immaculate College  
Departmental Assistantship Scheme 2022-2023**

**General Information**

The Department of Reflective Pedagogy and Early Childhood Studies (DRPECS) is now accepting applications from current and potential postgraduate research (PGR) students for a funded Departmental Assistantship beginning in September 2022.

The successful applicant will work under the supervision of a member of staff in DRPECS. The successful applicant will receive a fee waiver (maximum of two years for a research MA student and four years for a PhD student) and an annual stipend of €6,900 (maximum of two years for a research MA student; maximum of three years for a PhD student). The applicant will undertake tutorial and other departmental work, to a maximum of 120 hours per year. General information on the Departmental Assistantship funding scheme is available [here](#)

**Application Process**

**Current PhD/ Masters by Research Students**

The applicant should complete a Departmental Assistantship application form (DRPECS).

**Potential PhD/ Masters by Research Students**

To be considered for a Departmental Assistantship, applicants should identify an area of interest and a focus for their proposed research project. Potential applicants should consult with a potential academic supervisor or supervisors at MIC, with the relevant Head of Department and with the Research and Graduate School and complete a research postgraduate application. Information on the application process for a Postgraduate Degree is available [here](#)

It is essential that potential applicants allow sufficient time to prepare an application in conjunction with a potential supervisor. Further information on the research interests of Department staff can be accessed [here](#)

In addition, the applicant should complete a Departmental Assistantship (RPECS) application. An Assistantship can only be taken up when a successful applicant is accepted and registered as a PGR student in MIC.

**Application Process**

Applications are welcome from current students and potential students who intend to begin a research postgraduate programme in Education, related to the fields of expertise in the Department. Applicants should submit the following documents by email to Head of DRPECS ([Lisha.osullivan@mic.ul.ie](mailto:Lisha.osullivan@mic.ul.ie))



- Academic transcript.
- An academic reference.

The deadline for applications is **12.00 p.m. on Monday May 16<sup>th</sup> 2022.**

### **Selection Process**

The DRPECS Departmental Assistantship Scheme is a competitive process. The Department will convene a Selection Committee consisting of the Head of Department (chair) or nominee and two members of DRPECS staff. The committee will assess applications on the basis of the assessment criteria and make recommendation(s) for approval via the Graduate School Director to the Executive Team. The following assessment criteria are used to determine selection:

- Academic record at undergraduate and post-graduate level (if appropriate) (20 marks);
- Quality of research project and goodness of fit with the research interests of DRPECS staff (20 marks);
- Aptitude for the teaching, research and administrative work of the department (20 marks)
- Personal statement (20 marks);
- Overall quality of the application (20 marks).

The Committee reserves the rights to make no recommendations where the requisite standard is not reached by any applicant. The Head of Department will notify applicants of the outcome of the application process as soon as possible. Late Applications will not be accepted.

### **Appeals Process**

Should an applicant not be satisfied with the outcome of their application they can appeal the decision in writing to the HoD. Where an appeal is lodged, application and assessment forms will be reviewed and final decisions will be made by the HoD (or nominee where the HoD chaired the Selection Committee). Appeals should be lodged within one week of receiving notification of the outcome of the application process.

### **Further Information**

Please direct general queries to Head of Department, Lisha O'Sullivan ([Lisha.osullivan@mic.ul.ie](mailto:Lisha.osullivan@mic.ul.ie))



**DRPECS**  
**Departmental Assistantship (DA) Application**  
**Privacy Statement**

We fully respect your right to privacy and actively seek to preserve the privacy rights of those who share information with the College. Any personal data you provide to us will be treated with the highest standards of security and confidentiality, in accordance with the GDPR. Your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Maintained only for as long as necessary for the purposes we have told you about, i.e. in relation to the recruitment exercise. The MIC Records Retention Schedule outlines how long data is retained.
- Kept securely and protected against unauthorised or unlawful processing and against loss or destruction using appropriate technical and organisational measures.

**Why do we collect your personal data?**

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the role of DA.
- Communicate with you about the DA recruitment process.
- Keep records related to our DA recruitment processes.
- Comply with legal or regulatory requirements.

**How do we collect your personal data?**

We collect personal data about applicants from the following sources:

- You, the applicant.
- Your nominated referee.

**The kind of data we hold about you?**

In connection with your application, we will collect, use and store the following categories of personal data about you: the data you have provided on our DA application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications (certified copy of academic transcript), and any personal data provided to us about you by your referee.

**How do we use your personal data?**

The College processes your data, during your application in order to:

- Assess your skills, qualifications, and suitability for the DA role.
- Carry out reference checks, where applicable.



- If successful, communicate with you about the DA recruitment process.
- Keep records related to our selection process.
- Comply with legal or regulatory requirements.

### **Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal data on our specific instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our website privacy notice. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

If you have any specific queries about the purpose for which your information is to be used, you should contact our Data Protection Officer [dataprotection@mic.ul.ie](mailto:dataprotection@mic.ul.ie) before submitting the information.