

## MAYNOOTH UNIVERSITY

# JOHN & PAT HUME DOCTORAL AWARDS SCHEME

### TERMS AND CONDITIONS: 2022-23

Maynooth University has established an international reputation for excellence in research and research-led teaching across the arts, humanities, social sciences, sciences and engineering. In support of our mission to promote research and teaching, a range of postgraduate research awards are available for suitably qualified prospective doctoral students across all disciplines. Maynooth University aims to reflect the diversity of the community we serve, and welcomes applications from all individuals, in particular from people who are significantly underrepresented in postgraduate higher education.

#### 1. DESCRIPTION OF JOHN & PAT HUME DOCTORAL AWARDS

##### **John & Pat Hume Doctoral Awards**

John & Pat Hume doctoral awards will be offered to successful doctoral applicants with demonstrated excellence in academic course work and research. Consideration will be given to the relevance of the proposed doctoral research to departmental and university research priorities. Applicants will also be expected to have some prior non-academic engagement such as volunteering, outreach activities or similar, in line with the university's strategic plan.

There are three types of awards:

Award	Stipend per year	Allowance for research expenses	Fees*	Open to
Hume Fellow Scholarship	€18,500	€2,000	Full fees paid	Full-time students
Hume Scholarship	€10,000	€1,000	Full fees paid	Full-time students
Hume Tuition Bursary	n/a	n/a	Full fees paid	Full time/ Part-time students

\*Successful applicants must pay student levy in accordance with University regulations.

**Note:** The Faculty of Science and Engineering does not offer the Hume Tuition Bursary award.

The highest ranked applicants within each faculty will be awarded the highest-level award for which they are eligible, until all awards within each faculty have been distributed.

## **John & Pat Hume: Equality, Diversity and Inclusion Doctoral Awards**

As part of our commitment to equality, diversity and inclusion (EDI), Maynooth University funds three Hume EDI Doctoral awards annually in areas where there is significant under-representation, including women in STEM, and the Maynooth Access Programme (MAP) target groups highlighted in our Strategic Plan 2018- 2022:

### **i. Women in STEM (WISH) Hume Fellow Scholarship**

As part of the Athena SWAN initiative, Maynooth University funds two Women in STEM Hume (WISH) Fellow scholarships annually. The WISH Fellow Scholarship aim to encourage women to take up a career in science, technology, engineering or mathematics through research.

Awards will be offered to the top two ranked female doctoral applicants with demonstrated excellence in academic course work and research. All applicants are subject to the eligibility requirements as stated in the John & Pat Hume Doctoral Awards Scheme Terms and Conditions.

The WISH Fellow Scholarship are available for STEM research projects, with particular priority given to departments in which female students are underrepresented. These include: Chemistry, Computer Science, Electronic Engineering, Experimental Physics and Theoretical Physics.

All eligible applications for WISH Fellow Scholarship will also be considered automatically for the John & Pat Hume doctoral awards. Only one award may be held by each successful applicant. The value of the WISH Fellow Scholarship is €20,500 (€18,500 stipend and €2,000 expenses) plus full fees for 4 years.

### **ii. Maynooth University Access Programme (MAP) Hume Scholarship**

The Maynooth University Access Programme (MAP) Hume scholarship aims to encourage people from communities and groups underrepresented in higher education, and who often face barriers to participation and success in higher education, to take up a career in research.

The award will be offered to successful doctoral applicants with demonstrated excellence in academic course work and research. This award is available to applicants who are underrepresented in higher education including;

- Entrants to higher education from socio-economic groups that have low participation in higher education (entered through Higher Education Access Route – HEAR and/or supported by a Higher Education Institution Access Office/Programme);
- First time, mature students;
- Students with disabilities (entered through Disability Access Route to Education – DARE and/or supported by a Higher Education Institution Disability Office/Service);
- Other widening participating entry routes.

For the MAP awards, priority may be given to applicants from target groups that are particularly under- represented in higher education, and/or who have faced additional challenges in accessing opportunities in education (e.g. socio-economic disadvantage; applicants with a physical/sensory disability; Irish Travellers; lone parents; refugee/asylum seekers; or where an applicant is member of more than one target group under- represented in higher education). Priority may be given to applicants from target groups who face multiple challenges.

All applicants are subject to the eligibility requirements as stated in the John & Pat Hume Doctoral Awards Scheme Terms and Conditions. All eligible applications for this award will also be considered automatically for the John & Pat Hume doctoral awards. Only one award may be held by each successful applicant and the value of the MAP scholarship is €11,000 (€10,000 stipend and €1,000 expenses) plus full fees for 4 years.

## 2. DURATION OF AWARDS

The maximum duration of Hume Scholarships is four years.

The maximum duration of the Hume Tuition Bursaries is four years for award holders studying full time and six years for award holders studying part time.

Continuation of funding is subject to satisfactory annual progress and continued compliance with the terms and conditions of the award.

If the progress of the awardee is recorded as unsatisfactory during the departmental annual review, the Vice President of Research or the President's nominee may revoke the funding.

## 3. MODE OF STUDY & ELIGIBILITY

### a. Mode of study

Only full-time students are eligible for the Hume Scholarships. Full time and part time students are eligible for Hume Tuition Bursaries.

All Hume Doctoral Award holders will register with Maynooth University. Students in joint PhD programmes cannot use the Hume award for fees payments in other universities.

If applicants intend to pursue a joint supervision programme at Maynooth University, they must choose a lead department and supervisor in the online application system and they will be ranked in the lead department and faculty. They will not be evaluated in the second supervisor's department; their file will be distributed only for assessment in the department and faculty of the primary supervisor.

### b. Eligibility

The minimum standards for eligibility for MU John & Pat Hume doctoral awards of any type are:

- All applicants must have a first class or upper second-class honours bachelor's degree, or the equivalent, in the discipline of the department of application, or in a cognate discipline approved by the proposed supervisor.
- If undergraduate examination results are not known at the time of application, Maynooth University may make a provisional offer of a scholarship on condition that the scholar's bachelor's (equivalent) degree result is a first class or upper second-class honours.
- If a scholar does not have a first class or upper second-class honours bachelor's degree (or equivalent), they must possess a first class or upper second-class master's degree in the discipline of the department of application or cognate discipline as approved by proposed supervisor.

Degrees may be from Ireland, the EU or from any recognised international university. Equivalency of degrees awarded and results obtained outside of Ireland will be determined by the Vice President of Research or President's nominee.

In certain cases, where a higher diploma operates as a master's qualifier, the higher diploma result can be considered equivalent to a primary degree.

Applicants in the final year of the qualifying degree apply on the basis of expected results. Should results be unavailable at the time of award offers, applicants with the highest ranking will be made conditional offers, (subject to confirmation of actual results). If the required qualification is not achieved, the university shall deem the applicant ineligible and rescind the conditional offer.

### c. Nationality

Applicants of any nationality are eligible to apply.

#### d. Exclusions

- Those who have commenced a postgraduate research degree at Maynooth University prior to application are not eligible for an award for that degree.
- Those who hold only a pass degree qualification and who do not meet the required standard of qualification as stated under *Term 3b. Eligibility* are not eligible to apply.
- Those who have received a Maynooth University John & Pat Hume doctoral award are not eligible to apply for funding for a second postgraduate degree under the Maynooth University John & Pat Hume doctoral awards scheme.
- Applicants who do not qualify for an exemption from income tax in relation to income arising from the award according to Section 193 Taxes Consolidation Act 1997 are only eligible for the Hume Tuition Bursary.

Address any enquiries regarding eligibility to [humephdsscholarship@mu.ie](mailto:humephdsscholarship@mu.ie).

#### 4. DUTIES OF AWARD HOLDERS

The primary duties of MU John & Pat Hume doctoral award holders are to advance their study with the objective of completing the doctoral degree within the expected timeframe. Before engaging in any additional activities, either within the University or outside, award holders must carefully consider possible implications of such activities for their progress and should only engage in other activities to the extent that they will not negatively impact on their primary duties as a research student.

MU John & Pat Hume doctoral award holders who wish to develop their teaching skills, contribute to pedagogical developments in their discipline and develop other skills to enhance their employability outside of the University may also be considered for activities such as tutorials, laboratory demonstrations, marking and/or similar related work for which they will receive additional payment subject to University guidelines, policies and procedures. Please note, there is no obligation on the University to offer the scholar any additional paid work, and there is no obligation on the scholar to accept any such offers of paid work. Moreover, any such work, where offered, is to exclusively advance the scholars training and development in their capacity as a Doctoral Scholar.

John & Pat Hume doctoral award holders are required to contact the Research Development Office by email to [humephdsscholarship@mu.ie](mailto:humephdsscholarship@mu.ie) if they intend to suspend or withdraw from their studies, regardless of the reason, before they submit the postgraduate registration suspension/withdrawal form. Should an award holder fail to comply with this requirement, funding will cease and the Research Development Office will seek to recover funds paid to the award holder for the period from the date of suspension/withdrawal of postgraduate registration where applicable.

It is the responsibility of award holders to inform the Research Development Office at [humephdsscholarship@mu.ie](mailto:humephdsscholarship@mu.ie) of any change of their bank account details, address, telephone or e-mail within two weeks of such a change. Notification of such changes must be submitted using the Postgraduate Scholarship Stipend Form (signed by the award holder). To obtain this form, contact [humephdsscholarship@mu.ie](mailto:humephdsscholarship@mu.ie).

John & Pat Hume doctoral award holders are required to inform the Research Development Office at [humephdsscholarship@mu.ie](mailto:humephdsscholarship@mu.ie) when they have submitted their thesis for examination.

Upon completion of their programme, John & Pat Hume doctoral award holders are required to provide follow-up contact details in a final report submitted to the Research Development Office at [humephdsscholarship@mu.ie](mailto:humephdsscholarship@mu.ie). Award holders must agree to being contacted after graduation for the purposes of collecting information on Hume graduates' career outcomes.

The University reserves the right to terminate funding to award holders who fail to fulfil their duties and to seek reimbursement where applicable.

## **5. TENURE OF AWARDS**

### **a. Mode of study**

The maximum duration of awards, as specified above, is subject to satisfactory progress and reporting. The funding will cease at the end of four years of full time study or six years of part time study, even if the award holder is still enrolled in the postgraduate programme.

### **b. Payment of Awards**

Payments of stipends awarded under Hume Scholarships will be made monthly by direct funds transfer into the award holder's bank account, typically on 28<sup>th</sup> day of each month, with the first payment of a year of study being in October or February. The fees portion of the scholarship will be managed internally by the Research Development Office and Fees & Grants Office.

### **c. Non-transferability of Awards**

John & Pat Hume doctoral awards can only be held in the department and faculty in which it was awarded. In exceptional cases, a request to transfer department and/or change supervision arrangements may be presented by the scholar and supervisor to the Research Development Office with a letter of support from the head of the original department and a letter of support from the head of the department and supervisor(s) receiving the award holder. If the proposed transfer is between faculties, the Vice President of Research will consult with the relevant faculty deans. If approved the transfer, no additional award will be made available to the awarding faculty to compensate for the transferred award.

John & Pat Hume doctoral awards are tenable at Maynooth University only.

### **d. Other Awards**

MU Hume Scholarships awarded under this scheme cannot be held in conjunction with any other award where the stipend paid through the University combined with the stipend received under this scheme exceeds €22,000 per annum. For example, holders of Irish Research Council or Teagasc Walsh postgraduate awards may not simultaneously receive a doctoral award under the John & Pat Hume doctoral award scheme.

Hume Tuition Bursaries cannot be held in conjunction with any other scholarship or other source of funding that includes fees contribution. In cases where the fees contribution available under another scholarship or funding source is lower than applicable fees, Hume Tuition Bursaries will cover the difference between fees due and fees contribution from other scholarship or funding sources. This would apply, for example, to scholars subject to non-EU fees who receive a fees contribution at EU level only from the other source.

The same rules apply in cases where students are receiving a stipend and/or fees contribution under an externally funded award, such as Science Foundation Ireland grants, EU Horizon 2020 grants, or funding provided by an organisation other than a research funding agency (e.g., a company or non-profit organization). University researchers are generally expected to secure the full costs of student fees and stipend from the external funding body.

John & Pat Hume doctoral awards may be used as a "stepping stone" towards securing other funding and award holders are strongly encouraged to apply for external awards (such as the Irish Research Council) after completing the first year of their programme. If a John & Pat Hume doctoral award holder subsequently secures funding from a third party, then in recognition of that achievement the student will continue to be recognised as a Maynooth University John & Pat Hume doctoral award holder and can retain the corresponding title.

In this case, funding provided under the MU John & Pat Hume doctoral awards scheme will cease (or may be reduced as applicable) effective from the date when the new funding commences.

MU John & Pat Hume doctoral award holders are required to inform the Research Development Office about any funding received during their award tenure, regardless of the amount awarded, source or purpose of the funding.

## 6. MANAGEMENT OF RESEARCH EXPENSES

Eligible direct research expenses include essential research supplies such as consumables; books and journals; pay-as-you-go access to national research infrastructure; software and hardware critical for the research; archival research costs; conference travel and registration; generic and/or specialist disciplinary skills training; and publishing and write-up costs. Only vouched expenses incurred in carrying out the research project will be funded. Unused funds can be rolled over to the next year, subject to the award holder's successful progress and continued registration, for the duration of the award.

Expenses incurred outside the four year funding term are not eligible under the award.

The scholar, in collaboration with their academic supervisor, is responsible for appropriate financial planning and spending during the funding term of the awards.

It is the responsibility of the scholar and their academic supervisor to ensure expenditure complies within the award holder's budget limits and MU financial policies.

Where the hard-bound copy of the thesis is submitted before the end of the funding term, the award holder must inform the Research Development Office immediately whereupon funding to the awardee will cease.

## 7. REPORTING

Continuation of funding will be conditional on satisfactory progress.

All John & Pat Hume doctoral award holders must report annually their review their progress to the Departmental Research Student Progress Committee as per MU University annual review guidelines.

Those who have succeeded in another research funding competition and as a result have ceased receipt of all funding under this scheme are not required to submit a report.

## 8. APPLICATION PROCESS

Applicants wishing to be considered for John & Pat Hume doctoral awards must first make contact with a Maynooth University department or research institute to discuss their suitability for a research programme. A list of department contacts is available on the website at <https://www.maynoothuniversity.ie/departments>. Applicants are required to make arrangements with a prospective supervisor to support their application and provide the name and email address of the proposed supervisor in the application form.

Applications for awards will be made through an online application form. Instructions will be provided in a guide for applicants made available at <https://www.maynoothuniversity.ie/graduate-studies/john-pat-hume-doctoral-awards> following the launch of the scheme.

All applicants, including Maynooth University students and graduates, must ensure that two references are submitted and obtain confirmation from the proposed supervisor that they are willing to accept a request to supervise the applicant (through the online application platform).

Applicants must include copies of official diplomas and transcripts for all degrees obtained and listed on the application form. For diplomas and transcripts in languages other than English, documents in the original language must be accompanied by an English translation. Originals or certified copies of official diplomas and

transcripts will be required from applicants selected for awards. Offers will be conditional on providing originals or certified copies of official diplomas and transcripts. Should an applicant fail to provide these upon request, the award offer will be withdrawn.

Incomplete applications not accompanied by two references, supervisor's confirmation of support or transcripts as outlined above will be deemed ineligible and will be excluded from assessment. Late submissions will not be accepted.

Applicants wishing to be considered for the award of a John & Pat Hume- Equality, Diversity & Inclusion Doctoral Award under WISH or MAP are required to complete a designated EDI section of the application form. The information contained in this section will not be shared with the department or faculty assessment panels, but will be used by the Vice President of Research in collaboration with the EDI Office/MAP to identify applicants eligible for the WISH and MAP awards.

## 9. JOHN & PAT HUME DOCTORAL AWARDS: ASSESSMENT PROCESS

### **John & Pat Hume Doctoral Awards**

All applications for award under this scheme will firstly be assessed against the following criteria:

***Quality of the applicant.*** This criterion includes excellence in academic and research achievements as well as applicants' non-academic accomplishments, in line with the university's mission and strategic plan. References will be considered as evidence for the applicant's suitability for a career in research.

***Quality of the project proposal.*** This criterion includes aims and objectives of the proposed research, proposed methodology, feasibility of the proposal and plans for dissemination.

***Fit of the proposed research and the applicant with the department's expertise and research areas.*** The application form asks for a statement outlining the reasons why the applicant chose Maynooth University and their proposed supervisor. Relevance to the university's research priorities will be also considered.

Applications must meet a minimum quality threshold in order to be deemed eligible for award of a scholarship.

Each Faculty will establish an assessment panel which will determine by agreed procedures a ranked list of those applications recommended for award of a scholarship by the Faculty. The two criteria –quality of the applicant, quality of the project proposal– will be equally weighted in the assessment. Faculties will also determine a reserve list of further eligible applicants. Applicants shortlisted for the Hume Fellow Scholarship may be invited for an interview, either in person or via videoconference.

The decisions of the Faculty panels will be final.

### **John & Pat Hume: Equality, Diversity and Inclusion Doctoral Awards**

The Vice President of Research in collaboration with the EDI Office/MAP will use the Hume-EDI section of the application form to identify applicants eligible for the WISH and MAP awards. Only applications that meet the minimum quality threshold will be eligible for award of a scholarship.

All applications for EDI doctoral awards will be considered and ranked by the relevant Faculty panel.

The ranking of the relevant Faculty panel will be taken into consideration for all EDI applicants. The final decision on all WISH and MAP awards will be taken by the EDI Office/MAP and the Vice President of Research.

The Research Development Office will coordinate the assessment process and will inform applicants of the outcome.

#### **a. Notification of Awards**

Final rankings will be decided before the end of June 2022. Applicants whose eligibility for MU John & Pat Hume doctoral awards are subject to pending final results will receive conditional offers, to be confirmed (or withdrawn) when official final results become available.

Where an award offer is either withdrawn (as per above), or not accepted by the applicant, the Research Development Office will automatically offer the award to the next ranked applicant as per the relevant faculty ranking.

## 10. DEFERRALS AND SUSPENSIONS

John & Pat Hume doctoral awards may not be deferred or suspended other than for eligible career breaks (e.g. maternity or parental leave) or in exceptional circumstances (e.g. illness) and with the permission of the Vice President of Research. Requests for deferrals/suspensions are considered on a case-by-case basis. Only deferral/suspension requests made in advance of the period of absence will be considered and can be granted for a maximum of one year.

Award holders requesting deferral or suspension must email the Vice President of Research at [humephdscholarship@mu.ie](mailto:humephdscholarship@mu.ie) explaining why a deferral or suspension is needed, for what duration, and what progress has been made to date. The supervisor shall email the Vice President of Research at [humephdscholarship@mu.ie](mailto:humephdscholarship@mu.ie) to support the deferral/suspension.

If the deferral/suspension occurs without prior written approval by the Vice President of Research, the award will be revoked and cannot be reinstated.

## 11. MISCELLANEOUS

John & Pat Hume doctoral award holders who withdraw from their studies will be ineligible to apply for the award again. An award must be first taken up within the academic year of the award. The latest date for first registration is 1st February of that academic year.

Award holders may, with the permission of their research supervisor, spend part of the academic year engaged in research at other institutions in Ireland or abroad.

It is the responsibility of the supervisor to inform the head of department and Vice President of Research at [humephdscholarship@mu.ie](mailto:humephdscholarship@mu.ie) if an award holder is not devoting sufficient time or effort to the research). In such cases, the award may be terminated and the recipient may be required to repay monies advanced.

Award holders must acknowledge Maynooth University's support in all relevant publications, disseminations and outreach activities.

All award holders must make a declaration of all sources of awards, scholarships, and grants when accepting an award. This declaration must be countersigned by the head of department and supervisor.

The University reserves the right to suspend or terminate a John & Pat Hume doctoral award and/or require reimbursement by the award holder of payments made to the award holder if in the opinion of the university there has been a material breach of the terms and conditions as outlined in this document.

Maynooth University reserves the right to amend these Terms and Conditions at any time.

## 12. EQUALITY AND DIVERSITY

Maynooth University values the enrichment that comes from a diverse community and seeks to promote equality, prevent discrimination and protect the human rights of each individual. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.

We aim to reflect the diversity of the community we serve and welcome applications from all individuals, in particular from people underrepresented in our institution.



## 13. CLOSING DATE

Completed and signed applications should be submitted via the online application system **no later than 12am, midnight (GMT) on Friday, 8th April 2022** Late applications will not be accepted.

## 14. ENQUIRIES

Enquiries regarding eligibility, the application process and any other aspect of the competition should be sent by email to [humephscholarship@mu.ie](mailto:humephscholarship@mu.ie). Responses to enquiries submitted by email will be published in a FAQ list on the website.

Maynooth University Research Development Office

Email: [humephscholarship@mu.ie](mailto:humephscholarship@mu.ie)