

Faculty of Humanities and Social Sciences

Scholarship Policy, Procedures, Terms and Conditions

This document includes the following:

1. FHSS Policy on Scholarships
2. Procedures for Implementation of Scholarships
3. Scholarship Terms and Conditions of FHSS-funded scholarships
4. Related Documents and Webpages
5. Appendices
 - I. Terms and Conditions Template Letters for FHSS funded scholarships
 - II. Guidelines on Teaching & Related Professional Development for Research Students in Receipt of Faculty Scholarships

Purpose and Scope

This document establishes the protocols for awarding student scholarships in the Schools of the Faculty of Humanities and Social Sciences. While discipline-specific protocols may be operationalised locally, each School operates within the following broad framework to ensure that the protocols are fair and transparent in all instances.

1. FHSS Policy on Scholarships

The Faculty seeks to facilitate internally and externally funded scholarships at undergraduate, postgraduate taught and postgraduate research levels to:

- support University initiatives, in particular the university's research strategy, acknowledge outstanding achievements,
- support the Faculty strategy in relation to educational opportunity and widening participation, and
- build research capacity through high-quality postgraduate recruitment.

The Faculty will provide support and engage with external providers where appropriate. The value and terms and conditions of internally funded scholarships will be determined at Faculty level subject to budgetary conditions and strategic requirements.

2. Procedures for Implementation of Scholarships

There are a number of different types of scholarships awarded by the Faculty and the University. Below is an indicative list:

1. Branded scholarships,
2. Once off monetary award,
3. Accommodation scholarship,
4. UG/PGT Fees Only scholarships, including Alumni Scholarship,
5. Postgraduate Research Fees Only, and
6. Postgraduate Research Fees and Stipend.

2.1 Undergraduate and Postgraduate Taught Scholarships

The value and nature of scholarships awarded to undergraduate and postgraduate taught students may be determined by external funders, the University, the Faculty or the School. The awarding body will determine the criteria for eligibility and award. The selection, evaluation and awarding of these scholarships is normally coordinated at School level.

Details of the scholarships are normally communicated to the School and/or Faculty office in order to initiate relevant processes to facilitate payment, e.g. fees.

2.2 Research Scholarships


Faculty scholarships are awarded on a competitive basis, details of which are outlined below.

Funding

The Executive Dean determines the number and duration of Faculty-funded scholarships available each year, including full, fees-only and part-time fees-only scholarships, subject to budgetary constraints. Schools cannot award any category of Faculty-funded scholarships over and above the agreed number and duration communicated by the Executive Dean annually. It is Faculty policy that Faculty-funded full-time research scholarships should not be less than €25,000 per annum (plus full fees)¹. Health insurance costs are, however, to be paid by the international students by themselves. The School will reimburse receipted expenses for non-EU full-time students associated with the entry visa and the IRP costs, normally in the region of €400.

Full-time scholarships should normally be for four years of registration and are subject to the satisfactory progress of the student as recorded in the university's annual review process (Form PGR2) and the successful progression from PhD Track to PhD Register (Form PGR3). All Faculty-funded scholarship students are obliged to apply for Irish Research Council (IRC) funding at the earliest opportunity and by no later than the start of the second year of their research studies. If an IRC application is successful, the Faculty Scholarship will no longer be paid. If an IRC application is successful, the Faculty scholarship will no longer be paid, except in exceptional circumstances where there is a shortfall in the 48 months that is normally paid via the Faculty scholarship. The candidate and supervisor should first look at any shortfall of expenditure in the

¹ The Faculty reserves the right to review and amend this amount as necessary.



IRC budget for reallocation as a stipend payment. Only then will additional payments from the Faculty be considered. These will be limited to a maximum of two months' payments.

PhD students may be funded through external mechanisms, e.g., the Irish Research Council, Horizon Europe Doctoral Networks, and Science Foundation Ireland. In the case that this funding is limited to less than four years of stipend, the Faculty must be notified at the start of the student's doctoral studies so that budgetary arrangements are put in place to cover the scholarship costs for the final year of studies. The supplementary scholarship shall be the same rate as the Faculty-funded scholarships. It is expected that the School/Institute and the PI will use overheads or similar funding to ensure a fourth and subsequent year is adequately covered for each student before consideration for a Faculty supplementary scholarship.

Timeline

Scholarships are normally advertised in the Spring, and applicants are notified of the outcome in the Summer.

It is highly desirable for students to be in situ at DCU in early September to avail of Graduate Training Elements and to ensure alignment with the fees calendar from September to August each year. If students commence later, for visa or other reasons, and subsequently enter into Year 5, the Faculty will not be able to fund the fifth year of fees.

Advertisement

Scholarships are advertised on the DCU website, various disciplinary networks and social media channels and appropriate external career sites (e.g. jobs.ac.uk). The advertisements outline the relevant criteria and published closing date.

Eligibility and Application Procedure

DCU academic eligibility criteria apply for consideration for admission to DCU postgraduate research programmes², and the application process³ is in parallel with this scholarship procedure.

Scholarship Application Procedure

Interested applicants must first agree on a research proposal with a member of academic staff attached to the School or Faculty. Information on academic staff, their research interests and their contact email addresses can be found on the School webpages at www.dcu.ie.

Potential applicants are normally requested to apply for a scholarship only if a member of academic staff from the School in question has supported their application.


Applicants are invited to submit their applications along with relevant material. This is defined at School level, but usual components include: Research proposal; CV; Transcripts for completed UG / PG studies; Letter(s) of recommendation; and personal statement⁴.

Research proposal

² <https://www.dcu.ie/registry/making-postgraduate-research-application>

³ <https://www.dcu.ie/registry/frequently-asked-questions-registry#q3>

⁴ <https://www.dcu.ie/registry/personal-statement-guidelines>



Indicative content: research proposals are usually no more than 5,000 words. Components included in the proposal may be drawn from but are not limited to: a preliminary literature review, locating the work in the appropriate field(s); clearly defined research questions; proposed methodology; indicative contribution of the research to disciplinary knowledge; a bibliography (not included in the word count).

Scholarship Evaluation Process

Each proposal is evaluated against criteria established by individual Schools to ensure fairness and transparency. Shortlisted applicants may be invited to interview. Successful applicants are then required to apply formally for admission as a student at DCU via the [Student Application Portal](#).

Sample Criteria

Criteria for assessment (mandatory – below is a set of criteria for illustrative purposes)

Initial assessment based on five criteria below:

1. Quality of the application overall (experience, statement of motivation, references, well-written, etc.)
2. Quality of the research proposal (strong research question, relevant literature / theoretical frameworks, etc.)
3. Merit of the proposed research methodology
4. Compatibility of proposed topic / field of scholarship with the School's and University's strategic research priorities
5. Suitability for research student teaching and related professional development

The interview process (optional– below is illustrative where applicable) The interview panel usually consists of the Head of School or nominee, Research Convenor and prospective primary supervisor and should aim for gender balance. The interview follows a pre-established template with each applicant having the opportunity to respond to the same question-structure.


Sample interview criteria to include:

1. Knowledge of topic / ability to speak competently to proposal;
2. Communication skills;
3. Prior publications / conference contributions and commitment to publish during studies
4. Suitability for research student teaching and related professional; development
5. Professional experience / ability to complete projects / meet deadlines; and
5. Motivation for taking on the challenge of a PhD project and awareness of what is involved.

7. Awareness of what is involved in living as a PhD student in Ireland. A scoring template is completed for each applicant and forms the basis for final review and decision.

Communication with applicants

Applicants, whether successful or unsuccessful, are advised by the Chair of the interview panel of the outcome in writing within eight weeks of the deadline for applications. More detailed feedback



can be provided when requested.

Personal Data

All personal data associated with this selection process is stored and disposed of in accordance with the relevant DCU protocols.⁵

Scholarship Terms and Conditions letter

All new research students receiving a scholarship must be provided with a terms and conditions letter immediately after accepting the formal offer from DCU. See Appendix I for a template letter which must be used in all cases where a Faculty-funded scholarship is being offered.

Professional Development

DCU requires research students to engage in professional development activities, including targeted training within the School, at the Faculty and University level, and teaching and tutorial support. In recognition of the various career pathways that PhD awardees pursue, these activities include career development above and beyond careers in academia. DCU guidelines on best practice for PhD student teaching and the Faculty's **Guidelines for research student teaching and related professional development** in Appendix II, require that the amount of time a full-time research student contributes to academic activities for the purposes of professional development must not exceed 144 hours a year, or on average no more than 6 hours per week over a 12-week semester. This 6-hour allocation includes all contact and non-contact activity. As part of the scholarship award, students are required, when asked by the Head of School, to participate in these activities. However, there is no guarantee that teaching can be offered to each and every student. In line with the University's Research Strategy, PhD students are expected to publish their research work in peer-reviewed journals during their doctoral studies.

Payment

Scholarship stipend payments are arranged under a tax concession scheme approved by the Revenue Commissioners. Recipients of stipends cannot be in full-time employment.

The Faculty and the Graduate Studies Office administer scholarship payments under the Scholarship Authorisation Form (SAF) system, and all scholarship requests must be processed via the designated administrative officer in the Faculty Office.

Payment to research students for any other academic work, including teaching, must be processed through the Core Pay system in line with PAYE taxation rules. In such instances, a contract of employment from the DCU HR Department is required. Depending on the work involved, the following rates of pay are applicable to postgraduate research students contracted to work on a part-time basis:

- Tutor rate: €33.15
- Postgraduate tutor hourly rate: €36.37
- Undergraduate tutor hourly rate: €14.56
- Demonstrator rate: €23.04

⁵ <https://www.dcu.ie/ocoo/data-protection-policies-guides-protocols-and-templates>

- Student Helper (Minimum Wage) hourly rate: €13.50⁶

All contracts are initiated at School level, authorised by Head of School in advance, and within approved School PTT budgets.

PhD students who assist with marking exam scripts will be paid separately for this activity as per the normal rates and processes.

3. Scholarship Terms and Conditions of FHSS funded scholarships

The Faculty-funded Scholarship normally includes an annual tax-free stipend of **€25,000** and payment of the annual fees to the University not more than **48** months on the understanding that recipients are a full-time student during that period. For full-time non-EU students, the School will also reimburse expenses associated with the entry visa and the IRP cost. Health insurance costs are, however, to be paid by the international students themselves. The Faculty reserves the right to review these conditions as necessary.

As a full-time research student, a desk space and access to computer facilities will be provided for the period of the Scholarship pending availability as per the [Faculty Postgraduate Research Student Desk Allocation and Occupancy Policy](#).


The Graduate Research Studies Office administers a Conference and Travel Grant from the DCU Research Committee for a single award (currently €500) to each registered research student to attend a relevant academic conference. Further information and terms and conditions are available at: <https://www.dcu.ie/graduatestudies/scholarships-opportunities>.

New registered students are expected to participate in University Orientation for Postgraduate Research Students and to commence research work at an agreed date. The annual fees will be paid directly by the Faculty to DCU Fees Office. At the beginning of each new academic year students must register as a continuing student.

The purpose of the Scholarship is to allow students to research and write a Doctoral Thesis on a full-time basis. Normally, therefore you are expected to attend the University during office hours (9.15-5.15) Monday to Friday, unless otherwise agreed with your supervisor. Holidays can be taken at any time in each year but must be agreed in advance with the supervisor(s), bearing in mind a student's individual funding terms and any teaching or research commitments. The normal holiday leave should be no more than 4 weeks in one calendar year. For international students who may be a great distance from home, it may mean that annual leave is either not availed of or very difficult, and they may wish to take a single period of leave as opposed to a few shorter periods. Such arrangements should be discussed and agreed with the relevant supervisor(s) in advance.

It is expected that students will engage in training deemed necessary or appropriate to their studies including attending Graduate Training Elements, delivering tutorials/demonstrations,

⁶ As per [DCU Salary Scales](#)



providing research assistance or other such activities. All PhD students are expected to take the compulsory, online Research Integrity module in Year 1 of their studies and any GDPR training available. From time to time, the School will also expect participation in research events related to publicising the Scholarship, its outputs and impact. Details of Graduate Training Elements (GTE) on offer in the academic year along with other useful information is available on the [Doctoral Studies Hub](#). GTE options must be agreed with your supervisor annually prior to registration.

Scholarships are awarded on the understanding that students reside in the Republic of Ireland. Contact details must be kept up to date and students must log into their DCU student email account on a regular basis to stay abreast of announcements and notifications. The Faculty has an online [Doctoral Studies Hub](#) that profiles our PhD, Post-Doc and Alumni Community, provides links to relevant university pages, and has a FAQ section that has been developed by our existing PhD students. Incoming students are strongly encouraged to visit the Doctoral Studies Hub regularly.

Students must be registered with the University before stipend payments can commence. Registry liaises directly with the students about registration. Students awarded stipends as part of their scholarship must complete a Bank Details Form and a Tax Exemption Form and return them to the Graduate Studies Office as soon as possible before the start month of your stipend. Scholarship stipends are paid in retrospective monthly installments directly into the specified bank account on the last Thursday of each month.

All Faculty-funded scholarship students are expected to apply for Irish Research Council (IRC) Funding at the earliest opportunity and by no later than the start of the second year of their research studies. The Associate Dean for Research will be in touch regarding information sessions on the process.

PhD students are expected to consider publishing aspects of their research, where appropriate, during their time as registered students. Such publications are subject to [DCU's Code of Practice on Authorship](#). All proposed publications arising from the student's research work must have the approval of the supervisor prior to publication. It is a condition of the award that DCU is acknowledged, through the inclusion of the DCU logo/text reference as appropriate, in all conference papers, presentations, posters and publications resulting from research work carried out while you are a DCU student. Details on the appropriate use of the logo can be found in the Public Affairs & Media Relations section of the DCU website. The funding source(s) should be acknowledged through the use of an appropriate text as follows: "This research was funded by the DCU Faculty of Humanities and Social Sciences PhD Scholarship Programme." Where publications appear after the date of graduation, the DCU affiliation must be used, and the Faculty funding must also be acknowledged.

Students must be familiar with the University rules and regulations, including, but not limited to, [Academic Regulations for Postgraduate Degrees and Thesis](#), [DCU Code of Good Research Practice](#), all of which can be accessed via the DCU website. Any breach of DCU rules and regulations may result in the termination of the scholarship. A scholarship may also be terminated if the student fails to satisfactorily progress as per the DCU Academic Regulations for Postgraduate Degrees and Thesis.

This scholarship offer is valid for a limited period and is applicable for commencement in the coming academic year only. Students are expected to commence their studies at the start of

Semester 1 in this academic year. Stipends cannot be paid until the student has a verified residence in Ireland. If delays occur due to visa processing or other exceptional issues, the supervisor must be alerted immediately. It is generally expected that all students would be in situ in Ireland no later than the start of Semester 2. If students are not in situ at DCU by the beginning of Semester 2 in the specified academic year, the scholarship is deemed null and void. If a scholarship holder cannot set up residency in Ireland during the period specified above, they will have to reapply to any scholarship competitions that may run for the next academic year but should also note that there is no guarantee of a second award. Note that fees are paid for a maximum of four years (or shorter duration if it's a short-term fees only/part-time fees scholarship - to be specified at time of offer). The supervisor is responsible for ensuring that the scholarship holder is aware of all terms and conditions of the scholarship and has read this policy document.

The scholars must signify acceptance of the scholarship offer and their agreement to the above terms and conditions by signing a duplicate of the offer letter and return it to the Named School Assistant in the relevant School Office by a specified deadline. Failure to do so by the deadline provided will be taken as a refusal of the offer.

4. Related documents and webpages

- [FHSS Doctoral Hub](#)
- [FHSS Postgraduate Research Student Desk Allocation and Occupancy Policy.⁷](#)
- [DCU Research related policies](#)
- [DCU Academic Regulations for Postgraduate Degrees and Thesis](#)
- [DCU Code of Good Research Practice](#)
- [DCU Student Application Portal](#)
- [DCU Making a Postgraduate Research Application](#)
- [DCU Data Protection Policies](#)
- [DCU Personal Statement Guidelines](#)
- [GSO Graduate Research Guide 2024-2025](#)
- [DCU Code of Practice on Authorship](#)
- [DCU Undergraduate scholarships](#)
- [DCU Pay Scales](#)


5. Procedure Review

This document policy will be reviewed by the Faculty Management Board as necessary and by no later than March 2026.

Version Control

Document Name	HSS Scholarship Policy, Procedures, Terms & Conditions	
Version Reference	3.5	
Document Owner	Humanities & Social Sciences Faculty Research Committee	

⁷ This policy is currently under review and changes will be communicated to affected parties in due course.

Approved by	Humanities & Social Sciences Faculty Management Board	
Date	15 January 2025	

END

Appendix I: Template Offer Letters

I.I FULL SCHOLARSHIP - STIPEND AND FEES

Dear **INSERT**,

We are pleased to inform you that you have been awarded a **INSERT**-year Postgraduate Research Scholarship within the School of **INSERT**, funded by **INSERT** [School / unit / funding agency name], commencing **INSERT** [date], under the supervision of **INSERT** [supervisor(s) name(s)].

The Scholarship amounts to a total value of €121,300, which includes:

- A tax-exempt stipend of 25,000 x 4 years maximum, i.e. 100,000
- Full PhD fees x 4 years (currently at 5,200 per annum and likely to increase), i.e. 20,800
- A 500 euros allowance for attendance at a conference, paid by the Graduate Studies Office

Being a full-time PhD candidate at DCU provides you with the following additional contributions:

- The opportunity to receive payment for tuition at University agreed rates (subject to School needs) and to avail of continuous professional development in the process
- Free access to a computer, desk and PhD commons area
- A range of continuous professional development opportunities through Graduate Training Elements, including, for example, a module on navigating the academic publication landscape, among many more
- A range of continuous professional development opportunities through training courses offered by the Graduate Studies Office

The Scholarship is provided on the understanding that you are a full-time student during that period, resident in Ireland, and subject to your satisfactory progress on an annual basis. For non-EU students the School will also reimburse expenses associated with the entry visa and the IRP cost. Health insurance costs are, however, to be paid by the international student. Candidates are advised to inform themselves of these health insurance costs prior to accepting the offer.


The DCU Faculty of Humanities and Social Sciences and School of **[INSERT NAME]** really value our PhD student community. We believe that DCU offers an excellent environment to immerse oneself in the four years of career development that is involved in a PhD project. Our investment in each student is significant and we therefore need to also provide details of the conditions of this scholarship offer, as follows.

The Purpose of the Scholarship

The purpose of the Scholarship is to allow you to research and write your Doctoral Thesis on a full-time basis, while also availing of future career development opportunities. Please note that the first duty of every research student is to successfully complete their research project within the funded timeframe. Therefore, you are expected to attend the University during office hours (9.15-5.15) Monday to Friday, unless otherwise agreed with your supervisor. Holidays can be taken at any time in each year but must be agreed in advance with the supervisor(s), bearing in mind a student's individual funding terms and any teaching or research commitments. The normal holiday leave should be no more than 4 weeks in one calendar year. For international students who may be a great distance from home, it may mean that annual leave is either not availed of or very difficult and they may wish to take a single period of leave as opposed to a few shorter periods. Such arrangements should be discussed and agreed with the relevant supervisor(s) in advance.

Additional Requirements

In addition to your research, you will be required to engage in teaching and training activities deemed necessary or appropriate to your studies including attending Graduate Training Elements, delivering



tutorials/demonstrations, providing research assistance or other such activities to be agreed. All PhD students must take the compulsory, online Research Integrity module in Year 1 of their studies and any GDPR training available. From time to time, the School will also expect your participation in research events related to publicising your Scholarship, its outputs and impact. Details of Graduate Training Elements (GTE) on offer in the academic year along with other useful information is available on the [Doctoral Studies Hub](#) site. You must discuss your GTE options with your supervisor during the annual review process and prior to registration on a yearly basis.

As a full-time research student, you will also be provided with desk space and access to computer facilities for the period of your Scholarship, pending availability. Depending on availability, this may require hot desking, as per the Faculty Desk Occupancy Policy. The Graduate Research Studies Office administers a Conference and Travel Grant from the DCU Research Committee for a single award (currently €500) to each registered research student to attend a relevant academic conference. Further information and terms and conditions are available [here](#).

You are expected to participate in University Orientation for Postgraduate Research Students on **INSERT** [date], and to commence your research work with us on **INSERT** [date]. Your annual fees will be paid directly by the Faculty to DCU Fees Office. Please note that at the beginning of each new academic year, you must register as a continuing student.

Residency

The scholarship is awarded on the understanding that you are a resident of the Republic of Ireland. Stipends cannot be paid until you have a verified address in Ireland. Candidates are advised that approximately 4-6 weeks are required for setting up bank accounts and taking care of the relevant paperwork including the paperwork for stipend payments, which is done on a monthly basis. **Therefore, candidates should ensure that they have sufficient funds to sustain themselves for approximately two months on arrival.**

Contact Details

In order for us to maintain contact with you, you must notify the Registry of any change of address or contact phone number. You are also required to log into your DCU student email account on a regular basis to stay abreast of announcements and notifications. The Faculty has an online Doctoral Studies Hub that profiles our PhD, Post-Doc and Alumni Community, provides links to relevant university pages, and has a FAQ section that has been developed by our existing PhD students. Incoming students are strongly encouraged to visit the Doctoral Studies Hub regularly.


You are required to register with the University, as per communication sent to you by Registry before stipend payments can begin. Scholarship stipends are paid in retrospective monthly installments directly into your bank account on the last Thursday of each month. To receive your scholarship payments you must complete the enclosed Bank Details Form and Tax Exemption Form and return them to the Graduate Studies Office c/o Jonny Hobson (jonny.hobson@dcu.ie) as soon as possible before the start month of your stipend.

Your Obligation to Apply to the IRC

All Faculty-funded scholarship students must apply for Irish Research Council (IRC) Funding at the earliest opportunity and by no later than the start of the second year of their research studies. Candidates can apply twice to the IRC. If the first attempt is unsuccessful, the candidate is obliged to apply a second time. Failure to apply could result in a withdrawal of Faculty funding. The Associate Dean for Research will be in touch regarding information sessions on the process.

Publishing Considerations

For career development purposes, and not only for academic careers, PhD students are strongly encouraged to consider publishing aspects of their research, where appropriate, during their time as registered students. Such publications are subject to DCU's Code of Practice on Authorship. All proposed publications arising from your research work must have the approval of your supervisor prior to publication. Please note that it is a condition of this award that DCU is acknowledged, through the inclusion of the DCU logo/text reference as appropriate, in all conference papers, presentations, posters and publications resulting from research work carried out while you



are a DCU student. Details on appropriate use of the logo can be found in the Public Affairs & Media Relations section of the DCU website. Your funding source(s) should be acknowledged through the use of an appropriate text as follows: “This research was funded by the DCU Faculty of Humanities and Social Sciences PhD Scholarship Programme.” Where publications appear after the date of graduation the DCU affiliation must be used, and the Faculty funding must also be acknowledged.

University Regulations

Please familiarise yourself with University rules and regulations, including [Academic Regulations for Postgraduate Degrees and Thesis](#), [DCU Code of Good Research Practice](#), all of which can be accessed via the DCU website. Any breach of these may result in the termination of your scholarship. Furthermore, your scholarship may be terminated should you fail to satisfactorily progress as per the Academic Regulations for Postgraduate Degrees and Thesis.

Time Limitations

This scholarship offer is valid for a limited period and is applicable for commencement in the coming academic year (**specify year**) only. Students are expected to commence their studies at the start of Semester 1 in this academic year. If delays occur due to visa processing or other *exceptional* issues, the supervisor must be alerted immediately. It is generally expected that all students would be in situ in Ireland no later than the start of Semester 2. If students are not in situ at DCU by the beginning of Semester 2 in the specified academic year, the scholarship is deemed null and void. If a scholarship holder cannot set up residency in Ireland during the period specified above, they will have to reapply to any scholarship competitions that may run for the next academic year but should also note that there is no guarantee of a second opportunity or award. Note that fees are paid for a maximum of four years (**or shorter duration if it's a short-term fees only/part-time fees scholarship - to be specified at time of offer**).

To signify your acceptance of this scholarship offer and your agreement to the above terms and conditions, please sign and return the enclosed duplicate of this letter to the [**Named School Assistant**], [**School Office**] by the deadline of [XXX]. Failure to do so will be taken as a refusal of the offer.

Cost of Living and Accommodation

It is necessary to highlight at the moment that the cost of living is rising in almost every country, including Ireland. We have recently increased our stipend levels significantly in recognition of this fact. However, PhD students may also take on part-time employment, subject to limitations on earnings (for more on working as a student in Ireland see [here](#)).

In addition, it is challenging for students to find accommodation right now. Details on accommodation websites can be found on the Faculty's Doctoral Studies Hub. We recommend that you commence the accommodation search as soon as possible and have some contingency plans in place for the first few months. Please inform yourself about the cost of living and accommodation possibilities prior to acceptance of this offer. Please also note that it is not possible to support any dependents with this stipend and dependents may not be allowed to work (depending on visa stipulations for each country).

We really look forward to welcoming you to our research community and wish you every success in your studies.

Yours sincerely,

INSERT [Head of School / unit]

I.II FULL-TIME FEES ONLY SCHOLARSHIP

Dear **INSERT**,

We are pleased to inform you that you have been awarded a four-year Postgraduate Research Fees Scholarship within the _____ funded by the Faculty of Humanities and Social Sciences and under the supervision of _____ who will lead your supervisory panel.

The Scholarship amounts to a total value of €21,300 over four years, which includes:

- Full PhD fees x 4 years (currently at 5,200 per annum and likely to increase) (i.e. 20,800)
- A 500 euros allowance for attendance at a conference, paid by the Graduate Studies Office

Being a full-time PhD candidate at DCU provides you with the following additional contributions:

- The opportunity to receive payment for tuition at University agreed rates (subject to School needs) and to avail of continuous professional development in the process
- Free access to a computer, desk and PhD commons area
- A range of continuous professional development opportunities through Graduate Training Elements
- A range of continuous professional development opportunities through training courses offered by the Graduate Studies Office

The Scholarship includes payment of your annual fees to the University for a period of **[INSERT PERIOD OF TIME AGREED IN ADVANCE WITH ED]** on the understanding that you are a full-time student during that period and subject to your satisfactory progress. For non-EU students the School will also reimburse expenses associated with the entry visa and the IRP cost. Health insurance costs are, however, to be paid by the international student. Candidates are advised to inform themselves of these health insurance costs prior to accepting the offer.


The DCU Faculty of Humanities and Social Sciences and School of **[INSERT NAME]** really value our PhD student community. We believe that DCU offers an excellent environment to immerse oneself in the four years of career development that is involved in a PhD project. Our investment in each student is significant and we therefore need to also provide details of the conditions of this scholarship offer, as follows.

The Purpose of the Scholarship

The purpose of the Scholarship is to allow you to research and write your Doctoral Thesis on a full-time basis, while also availing of future career development opportunities. Please note that the first duty of every research student is to successfully complete their research project within the funded timeframe. Therefore, you are expected to attend the University during office hours (9.15-5.15) Monday to Friday, unless otherwise agreed with your supervisor. Holidays can be taken at any time in each year but must be agreed in advance with the supervisor(s), bearing in mind a student's individual funding terms and any teaching or research commitments. The normal holiday leave should be no more than 4 weeks in one calendar year. For international students who may be a great distance from home, it may mean that annual leave is either not availed of or very difficult, and they may wish to take a single period of leave as opposed to a few shorter periods. Such arrangements should be discussed and agreed with the relevant supervisor(s) in advance.

Additional Requirements

In addition to your research, you will be required to engage in training deemed necessary or appropriate to your studies including attending Graduate Training Elements, delivering tutorials/demonstrations, providing research assistance or other such activities to be agreed. All PhD students are expected to take the compulsory, online Research Integrity module in Year 1 of their studies and any GDPR training available. From time to time, the



School will also expect your participation in research events related to publicising your Scholarship, its outputs and impact. Details of Graduate Training Elements (GTE) on offer in the academic year along with other useful information is available on the [Doctoral Studies Hub](#) site. You must discuss your GTE options with your supervisor prior to registration on a yearly basis.

As a full-time research student, you will also be provided with desk space and access to computer facilities for the period of your Scholarship, pending availability. The Graduate Research Studies Office administers a Conference and Travel Grant from the DCU Research Committee for a single award (currently €500) to each registered research student to attend a relevant academic conference. Further information and terms and conditions are available [here](#).

You are expected to participate in University Orientation for Postgraduate Research Students on **INSERT** [date], and to commence your research work with us on **INSERT** [date]. Your annual fees will be paid directly by the Faculty to DCU Fees Office. Please note that at the beginning of each new academic year you must register as a continuing student.

Residency

The scholarship is awarded on the understanding that you are a resident of the Republic of Ireland.

Contact Details

In order for us to maintain contact with you, you must notify the Registry of any change of address or contact phone number. You are also required to log into your DCU student email account on a regular basis to stay abreast of announcements and notifications. The Faculty has an online Doctoral Studies Hub that profiles our PhD, Post-Doc and Alumni Community, provides links to relevant university pages, and has a FAQ section that has been developed by our existing PhD students. Incoming students are strongly encouraged to visit the Doctoral Studies Hub regularly.

Applying to the IRC

You may consider applying for Irish Research Council (IRC) Funding. The Associate Dean for Research will be in touch regarding information sessions on the process.

Publishing Considerations


For career development purposes, and not only for academic careers, PhD students are strongly advised to consider publishing aspects of their research, where appropriate, during their time as registered students. Such publications are subject to DCU's Code of Practice on Authorship. All proposed publications arising from your research work must have the approval of your supervisor prior to publication. Please note that it is a condition of this award that DCU is acknowledged, through the inclusion of the DCU logo/text reference as appropriate, in all conference papers, presentations, posters and publications resulting from research work carried out while you are a DCU student. Details on appropriate use of the logo can be found in the Public Affairs & Media Relations section of the DCU website. Your funding source(s) should be acknowledged through the use of an appropriate text as follows: "This research was funded by the DCU Faculty of Humanities and Social Sciences PhD Scholarship Programme." Where publications appear after the date of graduation the DCU affiliation must be used, and the Faculty funding must also be acknowledged.

University Regulations

Please familiarise yourself with University rules and regulations, including [Academic Regulations for Postgraduate Degrees and Thesis](#), [DCU Code of Good Research Practice](#), all of which can be accessed via the DCU website. Any breach of these may result in the termination of your scholarship. Furthermore, your scholarship may be terminated should you fail to satisfactorily progress as per the Academic Regulations for Postgraduate Degrees and Thesis.

Time Limitations

This scholarship offer is valid for a limited period and is applicable for commencement in the coming academic year (**specify year**) only. Students are expected to commence their studies at the start of Semester 1 in this



academic year. If delays occur due to visa processing or other exceptional issues, the supervisor must be alerted immediately. It is generally expected that all students would be in situ in Ireland no later than the start of Semester 2. If students are not in situ at DCU by the beginning of Semester 2 in the specified academic year, the scholarship is deemed null and void. If a scholarship holder cannot set up residency in Ireland during the period specified above, they will have to reapply to any scholarship competitions that may run for the next academic year but should also note that there is no guarantee of a second award. Note that fees are paid for a maximum of four years **(or shorter duration if it's a short-term fees only/part-time fees scholarship - to be specified at time of offer)**.

To signify your acceptance of this scholarship offer and your agreement to the above terms and conditions, please sign and return the enclosed duplicate of this letter to the [Named School Assistant], [School Office] by the deadline of [XXX]. Failure to do so will be taken as a refusal of the offer.

Cost of Living and Accommodation

It is necessary to highlight at the moment that the cost of living is rising in almost every country, including Ireland. We have recently increased our stipend levels significantly in recognition of this fact. However, PhD students may also take on part-time employment, subject to limitations on earnings (for more on working as a student in Ireland see [here](#)).

In addition, it is challenging for students to find accommodation right now. Details on accommodation websites can be found on the Faculty's Doctoral Studies Hub. We recommend that you commence the accommodation search as soon as possible and have some contingency plans in place for the first few months. Please inform yourself about the cost of living and accommodation possibilities prior to acceptance of this offer. Please also note that it is not possible to support any dependents with this stipend and dependents may not be allowed to work (depending on visa stipulations for each country).

We really look forward to welcoming you to our research community and wish you every success in your studies.

Yours sincerely,

INSERT [Head of School / unit]

I.III PART-TIME FEES ONLY SCHOLARSHIP

Dear **INSERT**,

We are pleased to inform you that you have been awarded a **INSERT**-year Post-Graduate Research Part time Fees Scholarship within the School of **INSERT**, funded by **INSERT** [School / unit / funding agency name], commencing **INSERT** [date], under the supervision of **INSERT** [supervisor(s) name(s)].

The Scholarship includes payment of your annual fees to the University for a period of [**INSERT PERIOD OF TIME AGREED IN ADVANCE WITH ED**] subject to your satisfactory progress. Health insurance costs are, however, to be paid by the international student him or herself. You are required to register with the University, as per communication sent to you by Registry.

You are expected to participate in University Orientation for Postgraduate Research Students on **INSERT** [date], and to commence your research work with us on **INSERT** [date]. Your annual fees will be paid directly by the Faculty to DCU Fees Office. Please note that at the beginning of each new academic year you must register as a continuing student.

The Purpose of the Scholarship

The purpose of the Scholarship is to allow you to research and write your Doctoral Thesis. In addition to your research, it is expected that you will engage in training deemed necessary or appropriate to your studies including attending Graduate Training Elements, delivering tutorials/demonstrations, providing research assistance or other such activities to be agreed. All PhD students are expected to take the compulsory, online Research Integrity module in Year 1 of their studies and any GDPR training available. From time to time, the school will also expect your participation in research events related to publicising your Scholarship, its outputs and impact. Details of Graduate Training Elements (GTE) on offer in the academic year along with other useful information is available on the [Doctoral Studies Hub](#) site. You must discuss your GTE options with your supervisor prior to registration on a yearly basis.

Contact Details


The scholarship is awarded on the understanding that you are a resident of the Republic of Ireland. In order for us to maintain contact with you, you must notify the Registry of any change of address or contact phone number. You are also required to log into your DCU student email account on a regular basis to stay abreast of announcements and notifications. The Faculty has an online Doctoral Studies Hub that profiles our PhD, Post-Doc and Alumni Community, provides links to relevant university pages, and has a FAQ section that has been developed by our existing PhD students. Incoming students are strongly encouraged to visit the Doctoral Studies Hub regularly.

Publishing Considerations

For career development purposes, and not only for academic careers, PhD students are strongly advised to consider publishing aspects of their research, where appropriate, during their time as registered students. Such publications are subject to DCU's Code of Practice on Authorship. All proposed publications arising from your research work must have the approval of your supervisor prior to publication. Please note that it is a condition of this award that DCU is acknowledged, through the inclusion of the DCU logo/text reference as appropriate, in all conference papers, presentations, posters and publications resulting from research work carried out while you are a DCU student. Details on appropriate use of the logo can be found in the Public Affairs & Media Relations section of the DCU website. Your funding source(s) should be acknowledged through the use of an appropriate text as follows: "This research was funded by the DCU Faculty of Humanities and Social Sciences PhD Scholarship Programme." Where publications appear after the date of graduation the DCU affiliation must be used and the Faculty funding must also be acknowledged.

University Regulations

Please familiarise yourself with University rules and regulations, including [Academic Regulations for](#)



[Postgraduate Degrees and Thesis](#), [DCU Code of Good Research Practice](#), all of which can be accessed via the DCU website. Any breach of these may result in the termination of your scholarship. Furthermore, your scholarship may be terminated should you fail to satisfactorily progress as per the Academic Regulations for Postgraduate Degrees and Thesis.

Time Limitations

This scholarship offer is valid for a limited period and is applicable for commencement in the coming academic year (specify year) only. Students are expected to commence their studies at the start of Semester 1 in this academic year. If delays occur due to visa processing or other exceptional issues, the supervisor must be alerted immediately. It is generally expected that all students would be in situ in Ireland no later than the start of Semester 2. If students are not in situ at DCU by the beginning of Semester 2 in the specified academic year, the scholarship is deemed null and void. If a scholarship holder cannot set up residency in Ireland during the period specified above, they will have to reapply to any scholarship competitions that may run for the next academic year but should also note that there is no guarantee of a second award. Note that fees are paid for a maximum of four years **(or shorter duration if it's a short-term fees only/part-time fees scholarship - to be specified at time of offer)**.

Cost of Living and Accommodation

It is necessary to highlight at the moment that the cost of living is rising in almost every country, including Ireland. We have recently increased our stipend levels significantly in recognition of this fact. However, PhD students may also take on part-time employment, subject to limitations on earnings (for more on working as a student in Ireland see [here](#)).

In addition, it is challenging for students to find accommodation right now. Details on accommodation websites can be found on the Faculty's Doctoral Studies Hub. We recommend that you commence the accommodation search as soon as possible and have some contingency plans in place for the first few months. Please inform yourself about the cost of living and accommodation possibilities prior to acceptance of this offer. Please also note that it is not possible to support any dependents with this stipend and dependents may not be allowed to work (depending on visa stipulations for each country).

To signify your acceptance of this scholarship offer and your agreement to the above terms and conditions, please sign and return the enclosed duplicate of this letter to the XX Named School Assistant, XX School Office by the deadline of XXX. Failure to do so will be taken as a refusal of the offer.

We look forward to welcoming you to our research community and wish you every success in your studies.

Yours sincerely,

INSERT [Head of School / unit]

Appendix II: Guidelines on Teaching and Related Professional Development for Research Students in Receipt of Faculty Scholarships

This document outlines guidelines for best practice in the provision of teaching and related continuous professional development for research students registered in the Faculty of Humanities and Social Sciences and in receipt of Faculty scholarships.

The first duty of every research student is to successfully complete their research project.

Teaching, supervision, education provision and related support activities are an essential means for the structuring and dissemination of knowledge and should be considered valuable for the career of every research student.

1. Assigned activities should be consistent with the research plan and other related training needs as agreed by the research student and members of their supervisory panel.
2. If a student is undertaking coursework in their first year, that should be taken account of when assigning other duties, to ensure they can make appropriate progress.
3. Assigned additional duties should be in line with the University's policy on research rules on contribution to academic activity and should not disadvantage researchers, particularly those at the start of their careers, from undertaking their core research.
4. Where students have additional duties to perform, as a requirement of external funding arrangements, those duties need to be given priority before other professional development duties are assigned.
5. DCU's Graduate Research Studies Board in July 2015 agreed a University-wide regulation that the maximum level of duties for full-time students should not exceed 144 hours per annum (or 6 hours per week over two 24-week semesters) - this time should cover all contact and non-contact work, making due allowance for preparation time, corrections and feedback required for different types of teaching duties.
6. The Head of School/Unit has responsibility for oversight of the nature of teaching activities and related workload undertaken by research students' registered with their School/Unit.
7. Workload must be agreed in advance of the start of the academic session by the Head of School/Unit, the student's supervisor and the research student, but can be reviewed should circumstances change during the academic year.
8. The Head of School/Unit will ensure that the research student receives adequate support and supervision for the teaching activities undertaken.
9. A record of the hours and nature of the research student's total workload must be maintained by each School and included in the annual PGR2 form.
10. Unless they have relevant teaching experience - to be determined locally at School level -, research students are required to undertake the Graduate Teaching and Learning programme provided by DCU during their first year of registration. If places are not available on that module, or if it clashes with required modules on a structured PhD, the School must make other appropriate arrangements for preparation of the student for teaching duties. It is the responsibility of the Head of School to ensure that all PhD students are adequately supported for any teaching responsibilities assigned.
11. Research students with teaching activities must work under the direction and guidance of - and in full collaboration with - the module co-ordinator responsible.
12. Depending on the teaching needs of a School or Programme, and the prior experience of a student and their professional development needs, the scope of research students' teaching activities would normally include:

- Tutorial and seminar teaching (face-to-face or online);
- Supporting and/or contributing to lecture delivery, including facilitating group activities during lectures, assisting the lecturer with the use of learning technologies before or during a lecture, occasional delivery of lecture (see details below);
- Demonstrating in practical settings;
- Marking student assessments, providing feedback, assisting in conduct of assessment.

In exceptional circumstances, as an opportunity for CPD, a PhD student may be invited to deliver lecture content. This is appropriate if:

- The PhD student has extensive experience, above and beyond the normal PhD experience, in a lecture topic. For example, the PhD student may have prior professional experience pertaining to the topic;
- The PhD student is supervised by the module coordinator and is given appropriate support for content creation and delivery;
- A module coordinator, who is normally a full-time academic member of staff, retains full responsibility for the lecture content and delivery;


PhD students would not normally be asked to contribute more than 2-3 lectures in an entire lecture-based module.

Delivering a full module is not normally part of the responsibility assigned to a stipended PhD student; if a student is invited to deliver more than what is specific above, it must be remunerated at the part-time lecturer rate (see stipulations under “Payment” in the HSS Scholarship Policy & Procedures document.)

13. Depending on the other support needs of a School, and the prior experience of a student and their professional development needs, the scope of research students’ non-teaching activities could include:

- Working as a research assistant with a member of staff on another project
- Assisting with the organization of an academic conference or other events
- Research dissemination projects.

14. Students will be paid via contract using the equivalent to the part-time tutor rate. Similarly, partially funded students will be paid via contract on a pro-rata basis to be determined by the Head of School.

Document Name	Guidelines for Research Student Teaching and Related Professional Development	
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