



An Chomhairle um Thaighde sna Dána agus sna hEolaíochtaí Sóisialta
Irish Research Council for the Humanities and Social Sciences

GOVERNMENT OF IRELAND POSTGRADUATE SCHOLARSHIPS
IN THE HUMANITIES AND SOCIAL SCIENCES

&

DEPARTMENT OF FOREIGN AFFAIRS POSTGRADUATE
SCHOLARSHIPS IN CONFLICT RESOLUTION

Terms and Conditions

Assessment Procedures

2010/2011



Irish Research Council for the Humanities and Social Sciences.

The Irish Research Council for the Humanities and Social Sciences (IRCHSS) funds leading-edge research in the Humanities and Social Sciences, including Law and Business Studies. The primary strategic objective centres on building an expertise-driven research system to enhance Ireland's innovation capacity and skills base in a rapidly-changing global environment where knowledge is key to economic, social and cultural development. IRCHSS is further committed to facilitating the integration of Irish researchers in the humanities and social sciences within the European Research Area.

The IRCHSS Government of Ireland Postgraduate Scholarship Scheme is intended to support research masters and Ph.D. candidates pursuing or intending to pursue research in the Humanities and Social Sciences including Business and Law (<http://www.irchss.ie/>).

The Conflict Resolution Unit of the Department of Foreign Affairs (DFA) has commissioned the IRCHSS to fund and manage a small number of Ph.D. scholarships in thematic areas related to Conflict Resolution (<http://www.dfa.ie/>).

A competitive award process for all Scholarships will be administered by IRCHSS. Scholarships are valued at up to €16,000 per annum. They will be awarded initially for one year, but subject to terms and conditions, are renewable for up to two additional years. The cost of EU academic fees will also be covered for the period of the Scholarship (see paragraph 18). Applicants may only re-apply to the scheme with the same project on one subsequent occasion (with effect from 21 October 2009).

IMPORTANT PRELIMINARY CONDITIONS / ADVICE

Applicants should carefully read these Terms and Conditions before completing and submitting applications. Candidates are asked to complete the appropriate current application form and provide the necessary accompanying material. Applications which are deemed to be ineligible under the Terms and Conditions of this Scheme will not be considered for funding.

Applications to this Scheme will **not** be assessed:

- Unless they are made on the correct Application Form;
- Unless the Application Form is completed in full;
- If additional materials other than those requested are attached to the Application Form or if sections of the Application Form are appended rather than included in the form;
- If they are incomplete (e.g. do not have all documents requested);
- If they do not include one original signed version;
- If they are late and have been received with a postmark subsequent to the advertised closing date, in this case 11th January 2010. (Postal marks will be taken to constitute definitive evidence of the date of postage, hand-delivered applications will not be accepted)
- If the applicant has not submitted an electronic copy on or before the advertised closing date (submitted to applications@irchss.ie in advance of 4pm 11th January 2010);
- If they exceed the word limit;
- If they are not collated;
- If they are handwritten.

Frequently Asked Questions are available at: <http://www.irchss.ie/faq.htm>. Queries not addressed on the FAQ list may be sent to info@irchss.ie. The question and answer will then be posted on the website at the link above. Please note the IRCHSS will not enter into individual written or telephone correspondence and, in particular, will not be in a position to review any eligibility issues with applicants following the application submission.

Application deadline: 4pm Monday 11th January 2010

Terms and Conditions/Assessment Procedures

N.B. Applicants should carefully study these Terms and Conditions before submitting their applications.

Applications will be accepted in either the Irish or the English Language.

1. This Scheme will offer opportunities for suitably qualified women and men to pursue one of the following postgraduate degrees at a recognised higher education institution in Ireland:
 - a masters degree by research
 - a doctoral degree by research
 - an integrated masters/doctoral programme leading to the award of a doctorate.

Applications to pursue taught degrees, or degrees where a thesis/accumulated papers are valued at 60% or less of the final mark of the degree, are not eligible.

2. Applications will be accepted from suitably qualified applicants who are either citizens of Ireland or citizens of a Member State of the European Union who have been ordinarily resident within a Member State of the EU for a continuous period of not less than three years prior to the closing date. For the purpose of eligibility under this Scheme, ‘ordinary residence’ shall be deemed to refer to the applicant’s place of legal and permanent residence.

The period of ordinary residence for EU citizens will not be deemed as having been interrupted if an absence from that residence has been caused by: training or employment of the applicant or the applicant’s spouse or parents; the full time education of the applicant or his/her spouse; an absence or absences for cultural or personal reasons; provided that in no circumstances whatsoever will an application be deemed eligible if the applicant has for whatever reason resided outside the EU for longer than one year of the preceding three years.

3. Scholarships must be held at a recognised higher-education institution in the Republic of Ireland. A recognised higher-education institution must be within the meaning of Section One of the Higher Education Authority Act, 1971 *and/or* be in receipt of public funding and be approved by the Minister for Education and Science for the purposes of the Free Fees Initiative www.irchss.ie/schemes/scheme01/IRCHSS_Postgraduate_Scholarships_Eligible_Institutions.pdf
4. Applicants must have a first or upper second-class honours primary degree, or the equivalent. IRCHSS may make a provisional offer of a Scholarship on the receipt of a certified copy of academic transcripts. If examination results are not known at the time of application, IRCHSS may make a provisional offer of a Scholarship on condition that the applicant’s undergraduate degree result is a first- or upper second-class honours or the equivalent. Masters degree results may be considered to take precedence over the results of the primary degree. The IRCHSS decision on these matters is final.

5. Those who already hold a doctoral degree, or who hope to attain a doctoral degree for a project other than one which might be presented to this Scheme, are not eligible.
6. Applicants who are not already registered for one of the degrees listed in paragraph 1 must:
 - have been provisionally accepted by a head of department/school (or his/her authorised deputy) by, at the latest, 1 August 2010, and
 - have been formally accepted by the relevant department/school by, at the latest, 1 October 2010.

It will be the personal responsibility of successful applicants to inform IRCHSS of these matters before the relevant dates.

7. Candidates must maintain their principal residence in Ireland during the term of the Scholarship (see paragraph 23).
8. This scheme supports research in the historical, analytical, theoretical and empirical study of subjects which normally fall within the Humanities and Social Sciences, including Law and Business Studies. Applications to this scheme may relate **only** to the eligible subject areas defined at the following link:
www.irchss.ie/schemes/IRCHSS_Subject_areas.pdf.

Applications to the Conflict Resolution strand of this programme will be accepted for research in the analytical, theoretical, empirical and historical aspects of conflict resolution, with particular emphasis on the major themes relevant to the Conflict Resolution Unit of the Department of Foreign Affairs, as outlined in the Statement of Themes available at
www.irchss.ie/schemes/scheme01/Statement_of_Themes_for_DFA_Scholarships.pdf

9. Successful applicants to this Scheme will be designated as ‘Government of Ireland Research Scholars in the Humanities and Social Sciences’ and ‘The Department of Foreign Affairs Scholars in Conflict Resolution’ (hereafter referred to as ‘Scholars’). The recognised higher education institution where the Scholarship is to be held is hereafter referred to as the ‘host institution’.
10. Applications may be submitted in either English or Irish. In order to facilitate evaluation by the International Assessment Board in English, applicants submitting Irish language applications are invited to submit an English language translation of their application. Should an English translation not be provided by an applicant, IRCHSS will provide a translation to the International Assessment Board.

11. IRCHSS is committed to the maintenance of high ethical standards in the research it funds through this Scheme. All applicants are required to give careful consideration to ethical issues which may arise in the course of their research. If ethical issues arise in their research, applicants will be required to submit a written statement, to IRCHSS, to the effect that full consideration has been given to the ethical implications of the research proposal. This statement must further demonstrate the applicant's proposed resolution of the ethical issues arising. Where an applicant's research proposal requires approval by the University Ethics Committee or the equivalent body in his/her institution, written evidence of such ethical approval will have to be received by IRCHSS in the event of a successful outcome prior to confirmation of the award. If a research project requires access to archival material in private custodianship or archival material with restricted access, written evidence of appropriate permission to consult such material must be furnished to IRCHSS.
12. Applicants must complete in full the appropriate current application form for the Scheme with:
 - one signed and sealed confidential letter of reference. Applicants are required to nominate one academic referee of their own choosing in support of their project proposal. The referee is requested to forward an original signed and sealed[†] reference to the applicant. This confidential reference should be submitted by the applicant as part of their proposal. The reference provided must be original and completed on the official referee form available at www.irchss.ie/schemes/scheme01/Postgrad_reference_form2010-11.doc[§].

Please note only items presented in the Application Form and references will be evaluated by the International Assessment Board. Please do not provide additional sheets/appendices etc. These additional items will deem an entire application ineligible.

Please note, only successful scholars will be required to submit one non-returnable certified copy of their year-by-year academic record. These transcripts must be appropriately stamped or endorsed. Should these transcripts not confirm the details provided on the application form awards will be revoked.

13. *Either* the applicant's supervisor *or* his/her authorised deputy must endorse the application form and confirm the type of postgraduate degree that the applicant will pursue/is pursuing. Applicants are advised that applications which are not appropriately stamped or endorsed or do not contain the stipulated application materials will automatically be disallowed.
14. Applications to the Scheme will be evaluated by an International Board of Assessors from outside the Irish system. It will be the task of this Board to rank the applications

[†] An 'original signed and sealed reference' is a duly completed reference form bearing the original signature of the referee. Neither photocopies nor electronic copies of references will be accepted.

[‡] The provision this reference is an integral part of a fully completed application and is the sole responsibility of any applicant to this scheme. Applicants are advised to allow sufficient time for their nominated referee to complete and return a duly completed official reference form to the applicant in advance of the closing date.

[§] The provision this reference is an integral part of a fully completed application and is the sole responsibility of any applicant to this scheme. Applicants are advised to allow sufficient time for their nominated referee to complete and return a duly completed official reference form to the applicant in advance of the closing date.

on the basis of the materials supplied, to arrive at an overall judgement of standard and to make final recommendations as to whether a project should be funded.

Applications will be evaluated according to the following criteria:

- i. In respect of an applicant who, in October 2010, will be **new to** one of the degree programmes listed in paragraph 1 above, the application will initially be evaluated under the following headings:

- i. Description of topic (no more than 1000 words):
 - Aims and objectives
 - Central research questions
- ii. Methodology, including, for example (no more than 600 words):
 - Investigative and analytic methods
 - Theoretical frameworks
- iii. Research plan (no more than 400 words):
 - Schedule for the completion of tasks/phases of the project and efficient management and performance of research.
- iv. Description of the relationship of the project to existing research (no more than 600 words).
 - How the project will make a new contribution to knowledge.
 - (Do not provide bibliographical lists or footnotes).
- v. Description of any specialist knowledge/data (e.g. language competence, technical skills, use of specialist software, etc.) required to undertake the project (no more than 400 words).
 - Describe plans for acquiring this knowledge/data if it is not already in place.
 - Describe how data required for this project will be accessed.
- vi. Reason for choosing the institution and supervisor for the project (no more than 400 words).
 - Please provide details if the project will be part of the work of an established research team.
- vii. *The applicant's record and academic achievements (as determined by the assessors on the basis of the application material provided).*

- ii. In respect of an applicant who is **already registered** as a postgraduate student in one of the degree programmes listed in paragraph 1, the application will be evaluated under the following headings:

- i. Description of topic (no more than 1000 words):
 - Aims and objectives
 - Central research questions
- ii. Methodology, including, for example (no more than 600 words):
 - Investigative and analytic methods
 - Theoretical frameworks
- iii. Research plan (no more than 400 words):
 - Schedule for the completion of tasks/phases of the project and efficient management and performance of research.
- iv. Description of the relationship of the project to existing research (no more than 600 words).
 - How the project will make a new contribution to knowledge.
 - (Do not provide bibliographical lists or footnotes).

- v. Description of any specialist knowledge/data (e.g. language competence, technical skills, use of specialist software, etc.) required to undertake the project (no more than 400 words).
 - Describe plans for acquiring this knowledge/data if it is not already in place.
 - Describe how data required for this project will be accessed.
- vi. Reason for choosing the institution and supervisor for the project (no more than 400 words).
 - Please provide details if the project will be part of the work of an established research team.
- vii. Assess your progress to date (no more than 500 words).
- viii. Description of dissemination plans, (i.e. conference papers and publications) planned if this application is successful and where relevant (maximum 200 words).
- ix. Description of modifications made to the proposal if the proposal has been previously submitted under an IRCHSS scheme (no more than 200 words).
- x. *The applicant's record and academic achievements (as determined by the assessors on the basis of the application material provided).*

Applicants must not exceed the stated word limit of the categories. Applicants may include footnotes; however, they are advised that these must be included within the overall word count.

A bibliography (*of no more than two-pages in length*) should be included as Section 15 of the application.

15. The primary responsibility of the International Board of Assessors is to determine a qualitative ranking for the applications. The Board will rank the applications on the basis of the materials supplied, arrive at an overall judgement of standard and make final recommendations to IRCHSS.
16. The Scholarship is valued at up to €16,000 per annum and may be held in conjunction with other awards, provided that such other awards will not exceed a total value of €16,000 in any given year during the period of the Scholarship and provided that:
 - before 1 September 2010, the Scholar will inform the source of any other such award in writing of his/her award under this Scheme, if he/she hopes to hold, or currently holds, funding from such another source;
 - should Scholars apply for further funding to another source, they will state as part of that application, whether or not requested to do so, that they hold a Government of Ireland Scholarship;
 - the source of such other funding agrees in writing that a Government of Ireland Scholarship may be held in conjunction with the funds it provides;
 - copies of all such correspondence are furnished to the IRCHSS office not later than 1 September 2010, and, if applicable, 1 September of any subsequent year.

IRCHSS will not involve itself in the decisions of other funding agencies in this regard.

17. The terms of the preceding paragraph do not preclude a Scholar from applying for, or benefiting from, funding which has been awarded to support a research project, in

which the Scholar will participate during the term of his/her Scholarship, provided that the Scholar does not derive additional personal remuneration from such a source. In such circumstances, however, Scholars must advise IRCHSS of their involvement in such projects, when and if, this applies.

18. The cost of EU academic fees will be covered for the duration of the scholarship provided such fees are not met from another exchequer or EU source. IRCHSS reserves the right to set an upper limit amount for fees.
19. Scholarships may not be held or continued at an institution other than that specified in the application form, or held to provide funding for a project other than as set out in the application form. Former Government of Ireland Scholarship holders are automatically deemed ineligible to reapply to this Scheme. Research proposals which have been previously funded, either in fact or substance, under this or any IRCHSS Scheme, are not eligible for consideration for further funding.

Scholarships will be awarded only to those who are full-time students and who will engage full-time in research during the period of the Scholarship. They will be awarded for periods of one, two, or three years, according to the original date of the applicant's registration for the relevant degree with reference to 1 October 2010 and based on satisfactory progress.

- i. The IRCHSS definition of an integrated masters/doctoral programme is that of four years' duration and therefore, will fund no more than three of these four years, depending on the date of the first registration for such a degree. No more than two of these four years should be/should have been devoted to the masters' phase of the programme. Applicants who are applying to the current Scheme and who are pursuing such a degree must have been registered for the degree for no longer than three years prior to October 2010. Successful applicants under this Scheme must transfer, if they have not already done so, to the doctoral phase of their programme within two years of their registration as postgraduate students. Failure to do so will lead automatically to the termination of a Scholarship. Scholars may not receive more than a total of three years' funding (see Appendix 1).
- ii. Scholars who are pursuing stand-alone masters degrees by research may be funded (depending on the date of their first registration for such degrees) for one or two years, provided that they have been registered for such a degree for no longer than one year prior to October 2010. Scholars who subsequently register for a stand-alone doctorate may apply on a competitive basis to IRCHSS to extend the term of the funding for a further period of one or two years, but so that in no circumstances, may Scholars receive more than a total of three years' funding. Any decision to grant such extensions will be entirely at the discretion of IRCHSS and will be subject to the availability of funding (see Appendix 1).
- iii. Scholars who are pursuing stand-alone doctoral degrees may be given one, two or three years' funding. The duration of awards to such Scholars will depend on the date of their first registration as follows: those who registered in September/by 1 October 2007 may receive not more than one year's funding; those who registered in September/October 2008 may receive up to two years'

funding and those who registered in September/October 2009 may receive up to three years' funding. Applicants who registered prior to September/October 2007 will not be considered for funding under this rubric. Scholars may not receive more than a total of three years' funding (see Appendix 1).

Allowances may be made in the above conditions for those who have taken maternity leave from their degree programmes or who have temporarily withdrawn from them for duly certified medical reasons. However, these circumstances must be brought to the attention of IRCHSS at the time of application and must be authenticated by the applicant and if requested, independent verification furnished.

If an applicant feels that his/her case should be an exception to the above rubric, he/she should make a written submission to the IRCHSS. Such submissions, together with all relevant supporting documentation, must be enclosed with the application. The IRCHSS decision on such matters will be final and submissions will, in any event, be considered only in exceptional circumstances.

20. In the case of Scholars who have been awarded either two or three-years' funding, the first year shall be devoted exclusively to research. Scholars undertake not to engage in any other type of paid employment during this first year.
21. During the second and third years, Scholarships may be held in conjunction with tutorial or demonstration work which is relevant to the Scholar's research, provided that this:
 - does not exceed three hours teaching in any given week;
 - is undertaken in the host institution;
 - has the written support of the Scholar's supervisor and that the IRCHSS Director has been informed before such teaching assignments have been agreed.

Payment for such teaching work will not affect the level of the Scholar's IRCHSS award.

22. In exceptional circumstances, a Scholar may engage in other employment as an alternative to the tutorial or demonstration work which is relevant to the Scholar's research, provided that this work:
 - does not exceed three hours in any given week;
 - is consistent with the standards of knowledge, skills and competencies of Level 9 of the National Framework for Qualifications in Ireland (see <http://www.nfq.ie/>) and that the Scholar provides a written statement to IRCHSS in this regard;
 - has the written support of the Scholar's supervisor and the IRCHSS Director.
 - in the case of Scholars who receive funding for one year only, any teaching/other work must be undertaken on the same conditions as outlined in the preceding paragraph.

Department of Foreign Affairs Scholars in Conflict Resolution are required to provide consultation to the Conflict Resolution Unit in the Department of Foreign Affairs of Ireland. These activities will not exceed twelve hours in any given month. The consultation may include, *inter alia*, presentations, briefings and research papers.

23. Scholars are expected to maintain an actual presence within their respective departments/schools during the period of their Scholarships and to reside within a reasonable travelling distance of the host institution. However, IRCHSS recognises that some Scholars may benefit from spending part of the term of the Scholarship away from their host institution for the purposes of research or training. Where such absences take place during the regular teaching term of the Scholar's institution, Scholars must have the prior approval of IRCHSS and the written support of their supervisor. IRCHSS will not be liable for any fees or expenses arising.
24. IRCHSS attaches considerable importance to procedures for monitoring and renewing its Scholarships. Scholars will be required to submit two written progress reports to the IRCHSS before 20 January and 30 June, respectively, following the initial date of the Scholar's award. These reports shall be accompanied by a confidential and comprehensive evaluation from the Scholar's supervisor on the progress of the research. It will be the Scholar's responsibility to ensure that these reports are submitted before the stated dates.

The timely submission (not later than the stated dates) of these reports by the Scholar and the supervisor are an absolute condition of holding and renewing the Scholarship. These reports will be considered by the Postgraduate Review Committee which will make a report to IRCHSS.

IRCHSS stresses that if it receives an unsatisfactory report on a Scholar's progress, or if the reports are not submitted on time, the Scholarship may be terminated and the Scholar may be required to refund monies that have been paid to him/her.

IRCHSS will carry out a destination survey of those who receive scholarships, following the completion of the funding for the scholarship.

25. Scholars are required to inform IRCHSS of the successful completion of their PhD programme.
26. It will be the responsibility of the Scholar's supervisor to ensure that if the Scholar leaves his/her host institution, or is not dedicating sufficient time or effort to the project, IRCHSS will be informed immediately.
27. Scholarships may not be deferred.
28. Should a Scholar be unable for any reason (including medical reasons) to pursue his/her studies in accordance with the Terms and Conditions of the Scholarship, he/she must inform the Director within two weeks of such a situation coming to his/her attention. In such situations, IRCHSS will have regard to the usual conventions of the Scholar's institution. However, given the basis on which Scholarships are awarded, IRCHSS reserves the right to withdraw or suspend the Scholarship.
29. IRCHSS recognises that for personal or professional reasons, a Scholar may wish to terminate his/her Scholarship. This should not be done without prior consultation with IRCHSS as it may involve reimbursement by the Scholar to IRCHSS if the Scholar is unable to justify the funding received by him/her up to the date of termination.

30. All publicity, including public lectures, publications, monographs, print materials and press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by a Scholar while in receipt of a Scholarship must contain acknowledgment of funding received from the 'Irish Research Council for the Humanities and Social Sciences'. In the case of the Department of Foreign Affairs Scholars in Conflict Resolution, acknowledgement must be given to the 'Department of Foreign Affairs'.
31. IRCHSS reserves the right to revise the Terms and Conditions of this Scheme.
32. It is the responsibility of the Scholar to promptly inform IRCHSS in writing of any change of address, telephone, or e-mail. Successful applicants will be required to sign a form of consent under the Data Protection Act 1988 in relation to records on data concerning their registration status and academic record.
33. Applications will not be assessed if they:
 - are incomplete, or
 - have been received with a postmark subsequent to the advertised closing date.
34. Government of Ireland Research Scholarships are held subject to these Terms and Conditions. If any of the above terms and conditions are breached by a Scholar, IRCHSS will suspend or terminate the Research Scholarship and/or will require the Scholar to reimburse IRCHSS for such payments as have already been made to the Scholar.
35. The award of a Government of Ireland Research Scholarship is subject to receipt of funding by IRCHSS from the Department of Education and Science and/or Department of Foreign Affairs of Ireland. In the event of such funding being reduced or being discontinued, neither the Department (s) nor IRCHSS will be under any liability to provide funding or to compensate a Scholar for any reduction or cessation of such funding.

Notes:

Applicants are requested to please consult the **Frequently Asked Questions** section on the website (www.irchss.ie/faq.htm) in advance of submitting queries to the IRCHSS in relation to the application process and/or Terms and Conditions.

The process of assessing this scheme will not be concluded before June 2010, at which point applicants will be informed by letter of the outcome. The secretariat will not discuss the results of the scheme over the telephone.

Applications which are either late or incomplete will automatically be disqualified.

Please return all completed documents to the IRCHSS office at the address below. **One original copy** of the application form **must be submitted by letter post**, postmarked on or before Monday 11th January 2010, and should be clearly marked 'Postgraduate Scholarship Application'.

An **electronic copy** of the application form (as one complete document file) **must** also be sent to applications@irchss.ie by 4pm (GMT) on Monday 11th January 2010. Failure to submit an electronic copy will result in immediate disqualification.

The electronic copy need not include the stamps and signatures as required when submitting the original paper copy.

The address for postal submissions is:

**Postgraduate Scholarship,
Irish Research Council for the Humanities & Social Sciences,
Brooklawn House,
Shelbourne Road,
Ballsbridge,
Dublin 4.**

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Appendix 1

Scholarship Duration

Scholars may not receive more than a total of three years' funding. Depending on the programme and mode of study, and the date of first registration, indicative duration of individual scholarships is as follows:

Integrated masters/doctoral programme

Commenced	Transferred	Scholarship Duration
October 2007	≤ 2009	ONE Year
October 2008	≤ 2010	TWO Years
October 2009	≤ 2011	THREE Years
October 2010	≤ 2013	THREE Years

Registrations prior to 2007 are ineligible.

Stand-alone masters degrees

Commenced	Scholarship Duration
October 2009	ONE Year
October 2010	TWO Years

Registrations prior to 2009 are ineligible.

Stand-alone doctoral degrees

Commenced	Scholarship Duration
October 2007	ONE Year
October 2008	ONE/TWO Years
October 2009	ONE/TWO/THREE Years
October 2010	THREE Years

Registrations prior to 2007 are ineligible.