



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

IRISH RESEARCH COUNCIL EMPLOYMENT BASED POSTGRADUATE PROGRAMME

2013

TERMS AND CONDITIONS



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1. DEFINITIONS

- 1.1. **Academic Supervisor** shall mean the person or persons responsible for supporting and guiding the academic quality of the Scholarship.
- 1.2. **Council** shall mean The Irish Research Council (see www.research.ie).
- 1.3. **Employment Mentor** shall mean the person or persons designated by the Employment Partner as being responsible for supporting and guiding the Scholar relating to the Employment Partner's involvement in the Scholarship.
- 1.4. **Employment Partner** shall mean either a business, a company, a social, cultural, not-for-profit, governmental or non-government organisation with a physical operational base located in Ireland that will employ the scholar for the duration of the award.
- 1.5. **Funding Term** shall mean the period between the official start date and agreed end date of the Scholarship.
- 1.6. **Higher Education Institution or (HEI)** For the purposes of this Scholarship, a higher education institution in Ireland must be: within the meaning of Section 1 of the Higher Education Authority Act, 1971; and/or approved for the purposes of the Free Fees initiative; and/or in receipt of some other form of public funding from the Department of Education and Skills. A list of eligible Irish HEIs is provided on www.research.ie.
- 1.7. **Research Project** shall mean the research work proposed by the Scholar and approved by the Irish Research Council.
- 1.8. **Scholar** shall mean the person awarded a Scholarship.
- 1.9. **Scholarship** shall mean the Irish Research Council Employment Based Postgraduate Programme Research Scholarship as outlined in the Letter of Offer.
- 1.10. **Scholarship Fund** shall mean the funding for the Scholarship.
- 1.11. **Strategic Funding Partner** shall mean a national agency or government department that is partnering with the Irish Research Council to support the co-educational Employment Based Research Programme.

2. INTRODUCTION TO THE COUNCIL

- 2.1. The **mission of the Council is to enable and sustain a vibrant and creative research community in Ireland.** The Council funds excellent scholars across all disciplines and encourages interdisciplinary research and engagement with enterprise. The Council facilitates the career development of scholars by funding those at an early stage of their research career to associate with established research teams who have achieved international recognition for their work. The primary strategic objective of the Council centres on building an expertise-driven research system to enhance Ireland's creative and innovation capacity and skills base in a rapidly changing global environment where knowledge is key to economic, social and cultural development. The Council is further committed to facilitating the integration of Irish scholars in all disciplines within the European Research Area.
- 2.2. In building an expertise-driven research system, the Employment Based Postgraduate Programme provides students in all disciplines an opportunity to work in a co-educational environment involving a HEI and an Employment Partner.

- 2.3. In this regard, the Employment Based Postgraduate Programme is a key national mechanism through which to deliver on a number of particular objectives outlined in the government’s Action Plan for Jobs (APJ) and the National Research Prioritization (NRP) Exercise. For this reason a number of national research funders are partnering with the Council on this programme. See Appendix I for more details.

3. DESCRIPTION OF SCHOLARSHIP

- 3.1. The Scholarship offers opportunities for suitably qualified individuals to pursue a postgraduate degree in any discipline, at a HEI within Ireland while employed by an Employment Partner.
- 3.2. The aim of the Scholarship is to:
- 3.2.1. educate scholars at either Masters or PhD level whilst simultaneously providing the scholar with an insight into the professional aspects of working in a range of research and innovation environments; and
 - 3.2.2. facilitate research collaboration, knowledge transfer and networking between scholars at Irish HEIs and Irish based employers.
- 3.3. The Scholar will hold an ‘**Irish Research Council Employment Based Postgraduate Research Scholarship**’.
- 3.4. The Scholarship supports research across all disciplines.
- 3.5. Funding under this programme is awarded to the individual Scholar.
- 3.6. The duration of funding to be given for the Scholarship is dependent on the type of degree being pursued.

Degree type	Duration of full degree
Research Masters Degree (where the Scholar is not registered for structured course work)	12 months
Structured Research Masters Degree (where the Scholar is registered for structured course work)	24 months
Traditional Doctoral Degree (where the Scholar is not registered for structured course work)	36 months
Structured Doctoral Degree (where the Scholar is registered for structured course work)	48 months

- 3.7. Allowances as to the duration of the award may be made for those who have taken approved leave from their degree programmes or who have temporarily withdrawn from them for duly

certified medical reasons. These circumstances must be brought to the attention of the Council as soon as is practicable after they become known to the Scholar.

- 3.8. The Scholarship must commence no earlier than the date the Council approves the award and in the calendar year the Council approves the award.
- 3.9. The office of the Vice-President/Dean of Research/Head of Development, as applicable, will be required to endorse an application on behalf of their institution and must confirm the Scholar's participation on the specified type of degree being pursued.
- 3.10. Where a scholar is on a structured degree programme the Dean of Graduate Studies (or her/his equivalent) will be required to confirm that the scholar's programme includes the development of discipline-specific knowledge, research skills and generic/transferable skills in line with the national definition in Appendix II and meets institutional requirements for a structured programme, including coursework requirements. This requirement may be the subject of audit by Council and with reference to Clause 9.8 below, the Council reserves the right to suspend or terminate a Scholarship if this requirement is breached.

4. SCHOLARS

- 4.1. Scholars are selected in accordance with the Council's Postgraduate Scholarship application and assessment process.
- 4.2. Scholars must fulfil the following criteria:
 - 4.2.1. at the time of application have been a new entrant to the degree for which they are to receive Council funding.

and in the case of
 - 4.2.2. Research Masters Scholarships, not currently holding or having previously held a Council Postgraduate Scholarship;
 - 4.2.3. Doctoral Degree Scholarships, not currently holding or having previously held any Council Postgraduate Scholarship other than those which would enable them to obtain a Research Masters Degree;
- 4.3. Scholars must be formally accepted by the HEI in line with its admissions policy and must be registered as a postgraduate student at the HEI for the award to commence.
- 4.4. Scholars must be full-time students and during the Funding Term must exclusively spend all of his/her working time on the Research Project at Masters or PhD education level and Training & Career Development activities, as per the Training & Career Development plan in Clause 6.3.
- 4.5. The Scholar must spend between 30% and 50% of his/her time based in the HEI.
- 4.6. Time spent in the HEI should include (but is not limited to):

- 4.6.1. structured coursework; and
 - 4.6.2. research project requirements (where for example access to specialized equipment is not available in the Employment Partner).
- 4.7. Scholars from any country may hold a Council Postgraduate Scholarship. However, Scholars must:
- 4.7.1. maintain her/his principal residence in Ireland during the period of the Scholarship;
 - 4.7.2. satisfy the State's regulations on immigration and have the support of their HEI and Employment Partner with respect to these regulations and requirements if not a national of a member state of the European Union (EU).
- 4.8. For all Scholarships, arrangements with respect to immigration will be a matter for settlement between the Scholar, his/her HEI, the Employment Partner, and the relevant immigration authorities of the State.
- 4.9. Acceptance of the award is subject to these Terms and Conditions and the Guide for Applicants which, in conjunction with the Letter of Offer and completed and signed Acceptance Form, constitute the basis on which the award is held and/or renewed.
- 4.10. Scholarships are held subject to these Terms and Conditions. If any of these are breached by a Scholar, Council will suspend or terminate the Scholarship and/or may require reimbursement of such payments as have already been made to the Scholar.

5. SCHOLARSHIP STRUCTURE

Value of Scholarship

- 5.1. The maximum amount of the Scholarship Fund provided by the Council will be €24,000 in any approved year for the duration of the Scholarship.
- 5.2. The HEI will retain one-third of the Scholarship Fund (e.g. where the Council awards a maximum fund of €24,000, the HEI would retain €8,000 of the funding provided by the Council) which will be allocated to cover:
 - 5.2.1. Contribution to fees (including non-EU) to the HEI, up to a maximum of €5,750 (any differential must be paid by the Scholar and/or HEI and/or Employment Partner) per annum;
 - 5.2.2. Eligible direct research support expenses to enable the Scholar to carry out the research project, including essential research supplies such as small consumables; books and journals; pay as you go access to national research infrastructure; software and hardware critical for the research¹ - to be obtained in the first year of the award; archival research

¹ Apart from this exception, Scholarship funds must not be used to purchase capital items.

costs; conference travel and participation; generic and/or specialist disciplinary skills training; publishing and write-up costs. The exact amount of eligible direct research expenses is subject to sufficient justification being made in the grant proposal up to a maximum of €2,250 per annum. Only vouched expenses incurred in actually carrying out the Research Project will be funded.

- 5.3. The maximum amount of the Scholarship Fund that can be spent in any year of the Scholarship is €24,000, plus any unspent balance of eligible direct research support expenses carried over from the previous year of the Scholarship. Apart from this exception, funds may not be carried forward from one year to the next.
- 5.4. No funds provided by the Council as part of the Scholarship Fund may be used by the HEI to cover overhead or administrative costs.
- 5.5. Funding will be provided only for the Research Project as presented in the application form and if any departures from this become apparent during the development of the Research Project the consent of the Council must be sought.
- 5.3. Expenses that occur outside the Funding Term are not eligible under the Scholarship.
- 5.4. While Scholarship funding is awarded to the individual Scholar, the award will be administered through the appropriate office within the HEI.

Fees

- 5.5. Scholars who hold a fee waiver from their HEI, or where no fee is required, or where fees are paid in full or in part by a third party, must inform the Council and the appropriate offices in their HEI and will not be eligible for the fee portion of the Scholarship.

Employment Partner Contribution

- 5.6. The HEI will provide two-thirds of the Scholarship Fund to the Employment Partner as a contribution towards the employment of the Scholar (e.g. where the Council awards a maximum Scholarship fund of €24,000, the HEI would provide €16,000 per year to the Employment Partner towards the employment of the Scholar).
- 5.7. Subject to Clause 5.10 the Employment Partner must employ the Scholar (either temporarily or permanently) for the duration of the award as a full-time employee on the normal terms and conditions for salaried employees.
- 5.8. Payments received by the Employment Partner can only be used to cover employment/salary costs.
- 5.9. A formal employment contract must be drawn up between the Employment Partner and the Scholar and agreed for the entire period of the award. Such an employment contract must:

- 5.9.1. comply with all Irish employment laws and regulations;
 - 5.9.2. ensure that the Scholar's work tasks and time at the Employment Partner must be devoted exclusively to work associated with the Scholarship only and thus be part of the Scholar's education; and
 - 5.9.3. not contain any restraint of trade or non compete clauses limiting the possibility of employment elsewhere.
- 5.10. The Scholar's salary will be negotiated between Scholar and the Employment Partner and must not be less than €24,000 or the salary for graduate entry to the Employment Partner, whichever is the greater. This amount is inclusive of the Council's two-third contribution.
 - 5.11. Compliance with Irish laws and regulations on taxation will be a matter for resolution between the Scholar, the Employment Partner and the Irish Revenue Commissioners.
 - 5.12. The Employment Partner will operate PAYE/PRSI/USC withholding on the salary paid by it to the Scholar and the relevant tax must be remitted to the Revenue Commissioners in line with the normal payroll procedures.
 - 5.13. For the avoidance of doubt, all sums payable by the HEI to the Employment Partner shall be deemed to be inclusive of any VAT exigible under the VAT Consolidation Act 2010 and associated regulations.

6. CONDITIONS OF THE SCHOLARSHIP

Location of Scholarship

- 6.1. Scholarships must be held at an eligible HEI within Ireland.
- 6.2. While it is expected that the Scholar will pursue his/her Research Project to completion while registered at the HEI originally nominated and while employed by the Employment Partner originally nominated, it is recognised that there may be very exceptional circumstances in which a change of Academic Supervisor, HEI or Employment Partner may be requested. In such circumstances the Scholar, the Academic Supervisor and the Employment Mentor must present a written submission to the Council and present the case for the change requested. The Council will examine each such submission on its merits and will respond with a decision as to the continuation of funding in the new circumstances.

Training & Career Development Plan

- 6.3. The Scholar, Academic Supervisor, and the Enterprise Mentor are required to create a Training & Career Development Plan as a method for developing a comprehensive work plan for the life of the Scholarship and with a view to a viable career beyond the Scholarship period.

- 6.4. A record must be kept of Training & Career Development activities completed by the Scholar and these must be reported in progress reports submitted to the Council.

Knowledge Transfer

- 6.5. The Council encourages the commercialisation of research output as outlined in the National Intellectual Property Protocol *'Putting public research to work for Ireland: Policies and procedures to help industry make good use of Ireland's public research institutions'*²
- 6.6. In line with the National Intellectual Property Protocol identified in Clause 6.4, foreground Intellectual Property (IP) generated will be owned by the higher education institution. A Non-Exclusive Royalty Free (NERF) licence is permitted if the HEI is of the view that the interest of the state is best advanced through the utilisation of this option. In order to qualify for a NERF licence, the Employment Partner must be providing the minimum funding, employment support, education and training as set down in these terms and conditions. Preferential terms for the Employment Partner may be negotiated if the HEI is of the view that the best interests of the state are advanced.
- 6.7. The Council requires that background IP is captured clearly prior to initiation of the project, that there is clarity on who has access to background IP and declarations made on basis of same. Good practice through the maintenance of notebooks and records must be adhered to.
- 6.8. The Council does not make any claim to intellectual property arising from the Scholarship.
- 6.9. The HEI must establish rules and procedures for protecting and managing any intellectual property arising during the Scholarship. These rules and procedures must be in accordance with national guidelines.
- 6.10. A research agreement (including, reference to Intellectual Property Rights and confidentiality) must be in place between the HEI and the Employment Partner before the Scholarship can commence. The terms of any such agreement must not conflict with those outlined in this document.
- 6.11. A copy of any research agreement between the HEI and the Employment Partner must be made available to the Council.

Open Access Policy

- 6.12. The Council has established and will promote the following policy relating to the placement of research publications and outputs in Open Access Repositories. (It is accepted that there will be recognised instances in which the following might not be feasible – in this instance the Scholar should contact their Academic Supervisor and Enterprise Mentor, for advice):
 - 6.12.1. All Scholars must lodge their publications and other research outputs, resulting in whole or in part from Council-funded research, in an Open Access repository and should make

²http://www.djei.ie/publications/science/2012/Intellectual_Property_Protocol_Putting_Public_Research_to_Work_for_Ireland.pdf

such publications publicly discoverable, openly accessible and re-usable as soon as is possible.

- 6.12.2. All peer reviewed journal articles and conference publications should be deposited as soon as possible, ideally at the time of acceptance by the journal/conference and no later than the date of formal publication.
- 6.12.3. Other research outputs such as monographs, books, book chapters, research theses and reports should be deposited where possible.
- 6.12.4. The repository should ideally be a local institutional repository to which the appropriate rights must be granted to replicate to other repositories. However, suitable repositories are those, both local and other, that provide free public access to, and make provision for long-term preservation of, published research findings.
- 6.12.5. Repositories should release the metadata immediately upon deposit. Open Access to the full text paper should be made immediately upon deposit or once access restrictions, as required by certain publishers, have expired.
- 6.12.6. Scholars should agree terms of deposit with publishers. Clarity should be sought on copyright, licensing and embargo policies and agreed policies with publishers must be respected. Access restrictions to full text articles may be applied as required by certain publishers, however these restrictions should not normally exceed six months after publication for scientific, technical and health science research publications and twelve months for arts, humanities and social sciences research outputs. However the Council recognises that this may not be a feasible option in all cases, and in such a case, an expected embargo of up to 24 months may be facilitated in the arts, humanities and social sciences, but this will be subject to on-going review.

More information on the Open Access Policy is available on the Council's website at www.research.ie.

Ethical Approval

- 6.13. The Council is committed to the maintenance of high ethical standards in the research that it funds through this Scholarship.
- 6.14. The HEI must have in place clear ethical guidelines and assurance procedures designed to manage research under its direction.
- 6.15. All Scholars are required to give careful consideration to ethical issues which may arise in the course of their research.
- 6.16. If ethical issues arise in their research, Scholars are required to submit a written statement to the Council to the effect that full consideration has been given to the ethical implications of the research proposal.

- 6.17. This statement must further demonstrate the Scholar's proposed resolution of the ethical issue arising.
- 6.18. Where a Scholar's research proposal requires approval by the University Ethics Committee, or the equivalent body in her/his HEI, written evidence of such ethical approval is required by the Council before the Scholarship can commence or within three months of the start date.
- 6.19. Scholars should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectorial or institutional Codes of Ethics.
- 6.20. The Scholar must make sure that their research complies with all national and international regulation requirements governing the use of sensitive materials or processes, for example (and not intended to be a complete list): radioactive isotopes, ionising radiation, laboratory animals or other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances and research on human subjects and human embryos.
- 6.21. If access to archival material in private custodianship, or archival material with restricted access is required for the project, written evidence of appropriate permission to consult such material must be furnished to the Council.

Sex-Gender Dimension

- 6.22. The Council funds excellent research and excellent research fully considers the potential biological sex and social gender elements of the research content to maximise the impact and societal benefit of research. Not including the sex-gender dimension into the methodology, content and impact assessment of research can lead to poor research and missed opportunities. In order "that any assumptions made or issues addressed are based on the best available evidence and information", the sex-gender dimension has to be fully considered³.
- 6.23. All Scholars are required to give careful consideration to any sex-gender dimensions which may arise in the course of their research.
- 6.24. If applicable to their research, Scholars are required to submit a written statement to the Council to the effect that full consideration has been given to the sex-gender dimensions and implications of the Research Project. This statement must further demonstrate the Scholar's proposed resolution of the sex-gender dimension issues arising.

Research Integrity

- 6.25. The HEI and Employment Partner must ensure that the highest quality of research conduct is maintained. The HEI must ensure that systems are in place to manage research misconduct (e.g. plagiarism, falsification of data, improper selectivity of data). The systems must be clearly publicised, together with agreed procedures for investigating allegations of research misconduct.

³ <http://genderedinnovations.stanford.edu/methods/concepts.html>

Quality Assurance

- 6.26. The HEI is responsible for the local implementation of the QQI/ IUQB National Guidelines of Good Practice in the Organisation of PhD Programmes in Irish Universities and for endorsing the appointment of a principal Academic Supervisor to support and guide the Scholar's work, to provide initial induction and to administer the Scholar's fund on their behalf.
- 6.27. The Scholar must be familiar with national guidelines such as the Irish Universities Quality Board's '*Good Practice in the Organisation of PhD Programmes in Irish Higher Education*,' http://www.iuqb.ie/info/good_practice_guidesac4.html?article=a5b735f2-8618-4af8-8713-9bee30a780fd, and HETAC's '*Research Degree Programme Policy and Criteria*' http://www.hetac.ie/docs/E.1.7-1.0_Research_Degree_Programme_Policy_And_Criteria_2010.pdf.

Acknowledgement of Council Scholarship Support

- 6.28. All proposed publications arising from the Research Project must have the approval of the Academic Supervisor and the Employment Mentor prior to publication.
- 6.29. All parties must comply with confidentiality as outlined in the research agreement referred in Clause 6.10.
- 6.30. All publicity, including public lectures, interviews, email signatures, letterheads, office signs, publications, monographs, print materials, online materials, press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by the Scholar while in receipt of a Council Scholarship must contain acknowledgement of funding received from the Council and its Strategic Funding Partner if relevant.
- 6.31. All publicity (as listed above) must also contain acknowledgement of funding received from the Employment Partner.

7. Finance

Payment of Scholarship

- 7.1. Subject to the compliance of the Scholar, HEI and Employment Partner with these terms and conditions and to the receipt by the Council of satisfactory reports on the progress of the Scholarship, the Scholarship will be paid to the Scholar's HEI, quarterly in advance, with the first instalment to be made as soon as the Scholarship commences.
- 7.2. All amounts payable in respect of the award of postgraduate Scholarships are made directly to the Scholar's HEI. The Council does not transfer any monies directly to the Scholar.

- 7.3. The HEI will then co-ordinate the payment of the award to the Scholar and the Employment Partner. It is the responsibility of the Scholar and Employment Partner to contact the relevant Postgraduate Grants office at the HEI with regard to administration at the HEI level.
- 7.4. The Scholar, in collaboration with their Academic Supervisor and Employment Mentor, is responsible for appropriate financial planning and spending under Clause 5.2.2 during the Funding Term of the Scholarship.
- 7.5. Payment of a Postgraduate Scholarship is wholly subject to receipt of funding by the Council from the Department of Education and Skills.
- 7.6. In the event of such funding being reduced or discontinued, neither the Department of Education and Skills, nor the Council will be under any liability to provide funding or to compensate a Scholar for any reduction or cessation of such funding.

Financial Accountability

- 7.7. The HEI is responsible for and accountable for the proper use of the Scholarship Fund.
- 7.8. The Council reserves the right to ask for confirmation from External Auditors of the HEI of the following:
 - 7.8.1. that the annual accounts of the HEI are up to date and have been approved by the Auditors without qualification;
 - 7.8.2. that the management letter from the Auditors raised no matters that did or could significantly affect the administration of Scholarships awarded by the Council;
 - 7.8.3. that monies received under the Scholarship have been used for the purpose for which they were awarded.
- 7.9. The Council also reserves the right to commission audits of the participating HEI for financial or other compliance. The HEI undertakes to fully facilitate these reviews.
- 7.10. The Council accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of work funded by Scholarships and the HEI must fully indemnify the Council against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising from them including, in particular, but without limitation, any claims for compensation for which the HEI may be liable as an employer or otherwise, or any claims by any person in relation to any intellectual property.
- 7.11. The HEI will return all unspent funds to the Council at the end of the Funding Term.

8. Review of Progress

- 8.1. The Council attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the Scholarship.

- 8.2. The Scholar, the Academic Supervisor and the Employment Mentor will be required to submit bi-annual progress reports at specified dates to the Council during the lifetime of the Scholarship. A comprehensive report will be submitted annually, with a shorter report submitted midway through the year.
- 8.3. It will be the responsibility of the Scholar to make sure that all progress reports are submitted on time. The timely submission of these reports is a condition of the continuation of the Scholarship.
- 8.4. The format for these reports is available from the Council, and will include but will not be limited to:
 - 8.4.1. Financial update;
 - 8.4.2. Career development progress;
 - 8.4.3. Research progress and outputs (including outreach activities).
- 8.5. These reports must be accompanied by a confidential evaluation of the progress of the Scholarship from the Scholar, the Academic Supervisor and the Employment Mentor. A template will be available from the Council.
- 8.6. Such reports, combined with other evidence of attainment, such as formal institutional approval, are a condition of continuation/renewal of funding.
- 8.7. If the Scholar does not submit progress reports on time or if the Council receives an unsatisfactory progress report or evaluation, the Scholar will be informed of the unsatisfactory report. The Scholar will be allowed to resubmit an amended report. The Council reserves the right to convene a Review Committee to evaluate the Scholarship to date, in accordance with the deliverables outlined in the original proposal to the Council (including the research plan and proposed outputs, and training and career development plan).
- 8.8. If asked to do so, the Scholar, Academic Supervisor and Employment Mentor must attend meetings with the Council to provide an account of the progress or outcomes of the Scholarship.
- 8.9. If a Review Committee is convened by the Council, this committee can draw as necessary on disciplinary inputs from experts who have acted as evaluators. The Council will provide feedback to the Scholar indicating either:
 - 8.9.1. Report satisfactory in all respects and Scholarship confirmed.
 - 8.9.2. Report deficient in some areas and specific actions for resolution indicated with a time deadline.
 - 8.9.3. Report indicates evidence of unsatisfactory progress and the Scholarship may be suspended or terminated.

- 8.10. The Council reserves the right to suspend or terminate the Scholarship where necessary and without prejudice.
- 8.11. All Scholars may be subject to an external research audit and financial audit.
- 8.12. It will be the responsibility of the Scholar's Academic Supervisor and Employment Mentor to ensure that if the Scholar leaves her/his Employment Partner or HEI, or is not dedicating sufficient time or effort to the Scholarship, the Council is informed immediately.
- 8.13. The Scholar must contact the appropriate office in their HEI if they have any concerns about their Scholarship. If concerns continue, the Scholar must contact the Council directly.
- 8.14. It is the responsibility of the Scholar to inform the Council in writing of any change of address, telephone, or e-mail within two weeks of such a change. For ease of contact, Scholars are requested to use a single email address for all correspondence from application to award and for the duration of the Scholarship.
- 8.15. Scholars are required to inform the Council of the successful completion of their postgraduate degree.
- 8.16. The Council will carry out a destination survey of those who receive Scholarships, following completion of the Scholarship.
- 8.17. Prior to the end of the Scholarship, Scholars are required to provide follow-up contact details for the purpose of destination tracking. The Scholar must agree to being contacted at a series of time periods post the Scholarship, so that the Council can gather follow-up information on the Scholars funded by the Council.

9. Deferral and Termination

Deferral of Scholarship

- 9.1. Scholarships may not be deferred, other than for eligible career breaks (e.g. maternity or parental leave) or in exceptional circumstances (e.g. illness). The decision is at the discretion of the Council whose decision on the matter will be final.
- 9.2. Where there is an agreed suspension of the Scholarship, the Council can consider Scholars' requests for no-cost extensions beyond the Funding term.

Termination of Scholarship

- 9.3. Scholars who submit their thesis for examination before the last date allowable under the Funding Term must stop drawing any remaining funds from their Scholarship account.
- 9.4. Should a Scholar be unable for any reason (including medical reasons) to pursue his/her project in accordance with these Terms and Conditions, the Scholar, Academic Supervisor and Enterprise Mentor must as soon as possible, inform the Council and the research office or its equivalent in

the HEI. The Scholar must do this no later than two weeks of such a situation coming to her/his attention. In such situations, Council will have regard to the usual conventions of the Scholar's HEI. However, given the basis on which Scholarships are awarded, the Council reserves the right to withdraw or suspend the Scholarship.

- 9.5. The Council recognises that for personal, professional or other reasons, a Scholar may wish to terminate her/his Scholarship prematurely. This action should not be taken without *prior* consultation with Council.
- 9.6. Where the Scholar intends to prematurely terminate the Scholarship, the Council will require evidence of academic progress to the date of departure. In the event that the Council deems the Scholar's progress inadequate, the Council may pursue the Scholar or the HEI or both for reimbursement of the amounts expended.
- 9.7. If the Scholar terminates a Scholarship, the Council is not responsible for continuing to pay funds to the HEI. The Council may seek to recover some or all the funds allocated or used.
- 9.8. The Council reserves the right to suspend or terminate the Scholarship and/or require reimbursement by the HEI as the recipient of the Scholarship fund of some or all payments as have already been made to the Scholar if any of the terms and conditions as outlined in this document have been breached.

10. Responsibilities of the Host Organisation(s)

Higher Education Institution (HEI)

- 10.1. The HEI must accept full accountability for managing, monitoring and assuring the quality of all research work funded under the Scholarship and management of the Scholarship Fund.
- 10.2. The HEI must ensure an Academic Supervisor is appointed with responsibility for supporting and guiding the Scholar and ensuring the academic quality of the research fully meets the academic requirements of the award of a postgraduate degree. This Supervisor would normally be a Principal Investigator, or other suitably qualified person. Regular contact should be maintained between the Academic Supervisor and the Scholar throughout the duration of the Scholarship.
- 10.3. The HEI is responsible for providing the facilities and access to the equipment needed for the Scholar to carry out the HEI element of the Research Project, ensuring that all items of equipment and materials provided for the Scholarship are adequately maintained and are available in line with the HEI policy for accessibility to equipment and services in the institution.
- 10.4. The HEI must obtain and comply with all necessary and statutory permissions laid down by local and national authorities in relation to protecting the environment, preventing pollution and ensuring wider societal health and safety protection.

Employment Partner

- 10.5. The Employment Partner must:

- 10.5.1. have the capacity to provide professional guidance and to provide access to experimental facilities or data;
- 10.5.2. have a professional working environment capable of supporting the Research Project;
- 10.5.3. nominate an Employment Mentor to work with the Scholar and her/his Academic Supervisor. This Employment Mentor must be capable of supervising the Scholar with regard to the Employment Partner's related aspects of the Research Project and contribute to the Scholar's professional development in the Employment environment. Regular contact should be maintained between the Employment Mentor and the Scholar throughout the duration of the Scholarship.
- 10.5.4. ensure that the Research Project is embedded in the Employment Partner's organisation;
- 10.5.5. be in a position to financially support the Research Project for the full agreed Funding Term of the Scholarship.
- 10.5.6. along with the HEI, accept full accountability for the management and monitoring the Research Project.
- 10.5.7. obtain all necessary permissions prescribed by Local and /or National Authorities and will comply with all requirements of such permissions together with all statutory requirements which may be necessary, to include but without prejudice to the generality of the foregoing: the protection of the environment, the prevention of pollution and ensuring wider societal health and safety protection.

11. General Scholarship Conditions

- 11.1. These Terms and Conditions will be governed by and construed in accordance with the Laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish Courts.
- 11.2. The Council will strive to adopt procedures that are consistent with the policies of the Irish Government in relation to the development of the Information Society and accordingly properly authenticated electronic communications will be treated as legally equivalent to paper submission.
- 11.3. The Council, HEI and Employment Partner must follow good practice on data protection, management and security. The Council cannot be held legally liable for interference by any third party.
- 11.4. It is a condition of acceptance of a Scholarship that Scholars grant permission to the Council to share data about the application with government departments and other national funding agencies for statistical and policy formation purposes.
- 11.5. The Council reserves the right to revise the Terms and Conditions of this Scholarship at any time.

Appendix I

Strategic Funding Partners Statement of Themes

Introduction

In line with the Action Plan for Jobs (APJ)⁴, the co-educational Employment Based Postgraduate Programme is a priority for the Irish Research Council (the Council).

Following from a successful collaboration under the pilot scheme in 2012, the **Department of Food and the Marine (DAFM)** will continue its strategic partnership with the Council for 2013. This will enable the DAFM to deliver on their APJ objectives, specifically, the development of a targeted initiative to support the development of capacity in a number of areas critical to the Bio economy.

Also in 2013, a number of other national agencies are partnering with the Council and supporting the co-educational Employment Based Research Programme as a mechanism to deliver on the objectives of the government's National Research Prioritization (NRP)⁵. The latter NRP underpins and contributes to the delivery of the APJ through (a) the identification of 14 priority areas that are to deliver sustainable economic return through their contribution to enterprise development, employment growth, job retention and tangible improvements in quality of life and (b) the setting out of specific recommendations so as to enhance innovation capacity across the economy.

Our new strategic funding partners are **Sustainable Energy Ireland (SEAI), Teagasc and Science Foundation Ireland (SFI)**. In addition, **Enterprise Ireland** will act as a new strategic promotion partner and will promote the Employment Based Postgraduate Programme to employers across the economy.

Themes

In supporting the programme, specific themes have been identified under which applications would be particularly welcome by both the DAFM and SFI. These themes have been identified following an analysis of funding portfolios and identification of NRP areas where there are gaps in capacity. Themes identified are:

DAFM - Agriculture, Food, Forestry or the general Bio economy fields aligned to NRPE Priority Areas H and I, and DAFM relevant parts of F, L & M⁶.

SFI - Medical Devices; Manufacturing Competitiveness; Innovation in Business and Services; and Connected Health.

Note: For the 2013 call, strategic funding partners will not predetermine in which areas support may be provided, but rather will await the outcome of the assessment process to see the distribution and quality of the applications received.

⁴ <http://www.djei.ie/publications/2013APJ.pdf>

⁵ http://www.djei.ie/science/technology/rpmaps/A_Framework_for_Monitoring_Public_Investment_in_STI.pdf

⁶ <http://www.djei.ie/science/technology/rpmaps.htm>

Appendix II

The following are key characteristics of a structured PhD programme in Irish higher-education institutions. Such programmes may involve inter-institutional collaboration.

- The core component of a structured PhD programme is the advancement of knowledge through original research; at the same time the structured PhD is designed to meet the needs of an employment market that is wider than academia;
- A high quality research experience, training and output consistent with international norms and best practice;
- A structured PhD programme, in support of the original research activity, must include the following elements:
 - a formalised integrated programme of education, training and personal and professional development activities,
 - the development of discipline-specific knowledge, research skills and generic / transferable skills,
 - declared outcomes and graduate attributes in line with national and international best practice;
- Supervision by a principal supervisor(s), normally with a supporting panel approved by the institution;
- Progress to completion is formally monitored against published criteria and supported by formal institutional arrangements in line with national and international best practice;
- Successful completion and examination of the research thesis is the basis for the award of the PhD degree. Professional doctorates are not excluded from the consideration of a structured PhD definition – alternative forms of theses are also acceptable;
- Appropriate placements, rotations and assignments across wide sectors of the economy are encouraged for inclusion as part of the structured PhD programme.