**PhD Write-Up Bursaries 2024**

**Background**

1. A limited number of write-up bursaries are being offered to address the problems being encountered by full-time PhD students who are near to completing their softbound theses for examination yet who find themselves, for whatever reason, without funding. There is no quota for awards in any of the Colleges.
2. These write-up bursaries will be tenable for up to a three-month period and will be worth €1,200 per month.
3. An additional stipend of €500 (bonus) will be paid in November 2024 to those who submit by the end of September 2024 deadline, Monday, 30th September 16:00, which is also conditional on being officially registered and PhD fees in order.

**Eligibility**

1. Students who received a PhD write up bursary previously will be deemed ineligible.
2. Students who are in receipt of funding of any kind between June – August 2024 will be deemed ineligible.
*\*The only exception is where a student is in receipt of HEA Costed Extension funding up to June/July 2024. If the application is successful, student will be entitled to receive bursary for month(s) not covered by HEA Costed Extension.*
3. Only full-time students will be eligible to apply for a write-up bursary.
4. Applications from students will be considered if:
\* in the Colleges of Arts, Social Sciences and Celtic Studies or Business, Public Policy and Law, they have a full draft of their thesis completed.
\* in the Colleges of Science and Engineering, Medicine, Nursing and Health Sciences, they have a full draft of the methodology and materials and all the results chapters.
5. Confirmation that the draft as outlined in 7 above, must be communicated in writing by the student’s Supervisor and a member of Graduate Research Committee (GRC) as part of the application.
6. Students, as a result of the assistance provided by their write-up bursaries, will submit their softbound theses for examination **on or before 30 September 2024.**

**Award criteria**

1. To be awarded a write-up bursary, a detailed completion plan must be submitted which establishes specific goals towards completion over the period of the bursary. The quality and credibility of the completion plan will be a significant determinant in ranking applications.
2. Preference may be given to those who have not been in receipt of funding for the previous nine months.

**Conditions of Appointment**

1. The period of tenure of the write-up bursaries will be June to August 2024.
2. During the period of the write-up bursary, the bursary holder may not engage in any other paid work.
3. Awardees must have an Irish bank account and PPS number.
4. The payment of any subsequent monthly instalments of the bursary (maximum three months) will be contingent on the progress being made by the bursary holder, such progress to be assessed by the PhD Supervisor, and to be communicated in writing to the Graduate Studies Office (email: graduatestudies@universityofgalway.ie ) with Progress Report from Supervisor in subject header.
5. Awardees **mu**st attend the online workshop ‘**First Draft to Finished’** which we expect to take place in early June 2024. Date to be confirmed.
6. Awardees who submit their softbound theses for examination before the end of the bursary period awarded to them, must notify the Graduate Studies office immediately, via email to: graduatestudies@universityofgalway.ie and any further **stipend payments** due will be cancelled. This will not affect the additional stipend of €500 (bonus), paid in November 2024 to those who submit by the end of September 2024 deadline (subject to meeting all requirements, noting point 3).

**Closing date for applications**

1. **Complete Applications** (including application form and Form B) must be received by the **College Office**, **by Friday, 19 April 2024 before 5pm.**

**APPLICATION FORM**

(To be typed (MS Word version), signed, and printed, or printed (PDF version) and completed in Block Capitals using black ink)

|  |  |  |
| --- | --- | --- |
| **1.** | **Surname of Applicant** (as per University Registration)**:** |  |
| **2.** | **First Name(s)** |  |
| **3.** | **Student I.D. No.:** |  |
| **4.** | **Phone No.:** |  | **Mobile No.**  |  |
| **5.** | **Email address:** |  |
| **6.** | **Postal Address:** |  |
| **7.** | **Year of Study:**  |  |
| **8.** | **School / Discipline or Research Centre:** |  |
| **9.** | **Title of Thesis** |  |
| **10.** | **PhD Supervisor(s):**  |
| **11.** | **Are you a full or part-time student?**  |
| **12.** | **Are you currently in receipt of any Funding?** | **Yes** **[ ]  No** **[ ]**  |
| **13.** | **Funding to date** *Give details of how you have funded your PhD to date. Full disclosure on your funding must be submitted, as incomplete information will render the application ineligible for consideration.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year**(e.g. 2020/21) | **Name of Funder** *(list if more than one funder in any year)* | **Amount Received for Fees** | **Amount Received as a Stipend** |
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**Clearly indicate the date when you were last in receipt of funding.** |
| **14.** | **Reason(s) for Application*****Please set out your reasons for applying for a University Write Up Bursary*** |
| **15.** | **Please provide a detailed completion plan (no more than three pages) that sets forth your specific goals, month by month, over the three-month period of the write-up bursary. This plan should be supplied on an additional page (or pages) to be appended to this form.** |
| **16.** | **Your supervisor and a member of your Graduate Research Committee (GRC) must complete Form B and it must be emailed by the Supervisor to the relevant college contact, as detailed below.** |
| **17.** | **Signature of Applicant:** |  |
|  | **Closing Date / Time** | **Friday, 19th April 2024 before 5.00 pm**  |

**This form and the supporting documentation must be returned by email to relevant College Contact:**

|  |  |
| --- | --- |
| Deirdre Finan, College of Arts, Social Sciences and Celtic Studies | deirdre.finan@universityofgalway.ie  |
| Olivia Noone or Sinéad Hernon, College of Business Public Policy and Law | CBPPL@universityofgalway.ie |
| Cathal O Flatharta, College of Medicine, Nursing and Health Sciences | cathal.oflatharta@universityofgalway.ie |
| Cora Costello, College of Science & Engineering  | cora.costello@universityofgalway.ie |

**PhD Write-Up Bursaries –2024**

**FORM B**

Please confirm that you have inspected:

in the Colleges of Arts, Social Sciences & Celtic Studies or Business,

Public Policy & Law, a full draft of the thesis Yes
 in the Colleges of Medicine, Nursing & Health

Sciences, and Science and Engineering, a full draft of the methodology and materials and

all the results chapters Yes

**Please comment on the applicant’s Completion plan:**

**When is it likely that this student will submit their thesis?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of support**

|  |  |
| --- | --- |
| **Supervisor** | **Member of GRC** |
| **Signature:** | **Signature:** |
| **Name:** | **Name:** |
| **Date:** | **Date:** |

***Form B must be signed by the Supervisor and GRC Member and emailed by the Supervisor to the relevant College Contact, as detailed above, by Friday 19 April 2024 before 5 pm.***