

**IRISH AID FELLOWSHIP
TRAINING PROGRAMME
APPLICATION FORM**



www.irishaid.ie

2017 ENTRY

IRISH AID

The government of Ireland's official programme of assistance to developing countries is managed by Irish Aid, a division within the Department of Foreign Affairs and Trade. The aid programme focuses on the fight against poverty and hunger in some of the world's least developed countries, particularly in sub-Saharan Africa. The programme works in partnership with governments and communities in the developing world in their attempts to alleviate poverty through helping them meet basic needs and through strengthening their capacity to help themselves. It provides assistance to over 90 countries worldwide, including nine partner countries, where there is a commitment to long term strategic assistance.

IRISH AID FELLOWSHIP TRAINING PROGRAMME (IAFTP)

The IAFTP is part of Irish Aid's broad programme of support to capacity building in developing countries. The programme aims to address capacity deficits that hinder the attainment of long-term development goals in Irish Aid partner countries through the training and development of key individuals, generally drawn from the public service and NGO sectors.

Irish Aid invites applications from the staff of partner organisations working in collaboration with the Irish Aid programme in-country. These include government ministries and those in the non-governmental sector including civil society groups. Only applicants nominated by an Irish Aid partner organisation which has been invited to participate in the scheme are eligible.

Fellowships are awarded to enable applicants to further their education in areas relevant to the priorities of Irish Aid country strategies in partner countries. Study may be at master's degree or postgraduate diploma level, in Ireland or in region. Those selected for awards are normally mid-career professionals.

Applicants who receive a fellowship must return to their employer to work in an equivalent position in the organisation for a minimum period of two years upon completion of their studies.

IRISH COUNCIL FOR INTERNATIONAL STUDENTS

The Irish Council for International Students (ICOS) – www.icosirl.ie – provides support for the management and administration of the IAFTP, including handling applications on behalf of Irish Aid and providing various support services for fellowship holders. ICOS is an independent non-profit organisation that promotes best practice in relation to the recruitment, access and support of international students in Irish education.

ELIGIBILITY REQUIREMENTS

To be eligible for the IAFTP, applicants must:

- be a citizen of one of Irish Aid's partner countries (i.e. Ethiopia, Lesotho, Malawi, Mozambique, Sierra Leone, Tanzania, Uganda, Vietnam and Zambia), or of Cambodia, Liberia, Palestine, Myanmar, Rwanda or Zimbabwe.
- be resident in that country.
- be currently employed by an Irish Aid partner organisation and nominated by that organisation to apply.
- have achieved the necessary academic standard to be accepted onto a Master's degree course in a higher education institution in Ireland or within their own region.
- have a minimum of **three** years' relevant employment experience. Candidates with less than the three years relevant employment experience will not be considered for a fellowship.
- be able to demonstrate a strong commitment to the development of their home country.
- have identified relevant college courses in a higher education institution in Ireland or within their own region.

Please retain these introductory pages for reference when submitting your application

- be applying to commence a new qualification and not be seeking funding for a course they have already commenced or which will begin before fellowship awards have been notified.
- be able to take up the fellowship in the academic year 2017/2018.
- provide a letter from their employer granting study leave for the duration of the fellowship and guaranteeing that they will be able to return to an equivalent position in the organisation at the end of the fellowship period.

To be eligible for study in Ireland (and certain other countries), applicants must:

- be able to demonstrate their skills in academic English with an appropriate score on a recognised test (IELTS 6.5 or higher). See below for further information.

An applicant will not be considered further in either of the following circumstances:

- They already hold a master's qualification
- They have applied for the IAFTP on two or more previous occasions without being awarded a fellowship. (Cases where an applicant withdrew from the process previously may be considered if there were exceptional or unforeseen circumstances for withdrawal in that instance).

APPLICATION REQUIREMENTS

Applications with unanswered questions or missing documentation will be deemed incomplete and will not be considered for a fellowship. Therefore, it is essential that you:

- fill out all required sections in this application form.
- include two recent passport-size photographs.
- include a statement of intent, using the headings below.
- include all relevant supporting documents and complete the checklist in Section 8.
- sign the application declaration in Section 9.

The closing date for receipt of applications to the embassy of Ireland in participating countries is **30 November 2016**.

Statement of Intent

You are required to provide a *typed* statement of intent which follows the headings below:

- a) **The key achievements in my career to date** (approximately 400 words)
- b) **Why I want to pursue my nominated course(s)** (approximately 400 words)
- c) **How I will use my new skills and knowledge when I return to work** (approximately 200 words)
- d) **How I believe my proposed study will contribute to future development in my country** (approximately 200 words)

You should ensure that your name appears on each page of your statement.

Please note that the quality of your statement of intent will be a key factor in how your application will be graded by the selection panel.

Please retain these introductory pages for reference when submitting your application

SELECTION PROCESS

Selection Round 1 / English Testing

The embassy will conduct an *initial* shortlisting of applicants. Applicants who meet the necessary criteria will be required to sit an **IELTS academic English test, if applicable to their proposed study location**. Tests are to be taken in January or February 2017. Arrangements, including payment of the test fee, will be organised by the embassy of Ireland. (Applicants who already hold a suitable IELTS certificate should submit this with their form).

TIP: If you are required to take an IELTS test, you are advised to work through the practice materials at www.ielts.org and attend a preparation session, if available. You should note that even people who regularly speak English can find the test a challenge. In a recent application year, approximately two-thirds of applicants tested did not get the necessary score to be considered further.

Selection Round 2 / Course Applications

The fellowship selection committee will meet in Ireland in April 2017 to conduct a second shortlisting round of those applications put forward by embassies. Those individuals who will be progressing as candidates will be contacted by ICOS with information on applying for their chosen college course(s). Application fees for colleges in Ireland will be paid by ICOS *provided applications are made after notification from ICOS*. Application fees paid prior to notification by ICOS will not be reimbursed. Applicants are advised not to apply for courses in Ireland until such time as they are notified by ICOS to proceed, when full application guidance will be provided. The applicant is responsible for ensuring that they submit their application to the college, including all relevant supporting documentation, and for keeping ICOS updated with the progress of their application. Applicants should note that decisions on Irish university course places may not be made by institutions until late June 2017.

Fellowship Awards

A provisional list of awards will be drawn up in June 2017. Only candidates who successfully gain a course place and provide documentation to ICOS confirming this will be eligible for a fellowship award. **No candidate is guaranteed an award, even if all fellowship criteria are met.**

If offered an Irish Aid fellowship, candidates will be required to:

- undergo a medical examination prior to confirmation of the fellowship award;
- satisfy Irish immigration requirements (if studying in Ireland);
- sign a 'Form of Undertaking' to return to their organisation for a minimum period of two years following completion of their fellowship.

Further Information

Information on the IAFTP, including the application process and a directory of eligible postgraduate courses, is available from the embassy of Ireland in participating countries. General information on the Fellowship Training Programme can also be accessed from the Fellowship website - www.irishaidfellowships.ie. General information on studying in Ireland is available at www.icosirl.ie

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*Please
attach two recent
passport-size
photographs of
yourself here.*

*(Attach using glue
not staples or tape.
If your photos are
together in a strip,
you do not need to
separate them)*

Fellowship Training Programme – 2017 Application Form
Closing Date: 30 November 2016

This form is designed to be completed in Microsoft Word before being printed and signed. If you need to complete by hand, please use black ink and BLOCK CAPITAL LETTERS.

Your application will be photocopied. Pages should be stapled together in the top left corner. Please do not use spiral or other binding. Use single-sided format.

Please ensure that you return the completed Employer Endorsement Form with your Application Form and all additional documents listed in Section 8.

Additional application information is available at www.irishaidfellowships.ie

SECTION ONE: PERSONAL INFORMATION

1a. Please write your **full name** in the order it would appear in an official document. This must match the name recorded in your passport if you have one.

Full Name:

1b. Name that you are known by (i.e. your first name or given name):

2. Male Female

3. Date of Birth / / (Day / Month / Year)

4. Place of Birth

5. Nationality

6. **Please give an email address for an account which is checked regularly.** It is vital that you can be contacted by email regarding your application. If writing in an email address it should be clear and legible. If you use more than one email address you are asked to list a second email address below.

Email:

Alternate Email:

7a. Do you have a passport? Yes No (Go to Q8)

b. Country issuing passport:

c. Date of expiry : / / * (Day/Month/Year)

* For study in Ireland, your passport should be valid for the duration of your study period.

d. If you hold a passport for another country or a diplomatic passport, please give details:

8. Have you ever been convicted of a criminal offence? Yes No (Go to Q9)

If the answer is Yes, please provide details of the offence for which you were convicted, including the nature of the offence and the sentence received.

9. Please provide a street address (not a PO Box) where you can be contacted when a decision on your application is made (usually your home address) and also a PO Box address if you have one.

a) Home Address (please include city and country):

b) PO Box Address, if applicable (please include city and country) Please indicate if you wish to use this address for correspondence purposes:

c) Contact phone numbers: (Please give at least two numbers if possible, e.g. work, mobile, landline)

Your main telephone number:

Other telephone number (1):

Other telephone number (2):

SECTION TWO: SUPPLEMENTARY INFORMATION

10. Family Details

Status: Married Single

Number of children (if any):

Any other dependents:

11. Name someone who can be contacted in an emergency.

Name:

Relationship to you (e.g. spouse, father, mother, sibling):

Home Address (please include city and country):

What telephone numbers can be used to contact them? (Please give at least two numbers if possible)

Main telephone number:

Other telephone number:

Clearly write an email address for an account which they check regularly.

Email:

SECTION THREE: EDUCATION, QUALIFICATIONS AND SCHOLARSHIPS

12. You must provide a **certified** copy of the academic transcripts and completion certificate for each higher education qualification you have completed (see note in Section Eight regarding certified documents). Include a certified copy of the grade assessment schedule for each qualification.

Qualification	Educational Institution	Dates From – To (Month/Year)	Location	Final Grade Achieved

13. Please give details of any relevant professional qualifications awarded including dates, awarding body and type of award received.

14. Please give details of any educational or vocational training courses attended (other than those mentioned in Q12/13), including dates, training body and certification received, if applicable.

15. Have you previously received a higher education scholarship or award funded by any government or international organisation?

Yes No

If you answered *Yes*, write the name of the scholarship, the year(s) on scholarship and the name of the qualification or course undertaken.

i.

ii.

16. Have you ever previously applied for an Irish Aid Fellowship?

Yes No

If yes, please list year(s) in which you previously applied and if you were successful:

17. Have you applied, or are you intending to apply, for another scholarship at the same time as this application?

Yes No

If you answered *Yes*, provide the full name of the sponsor and the scholarship.

Sponsor:

Scholarship:

SECTION FOUR : EMPLOYMENT DETAILS

18. Please provide the following information in relation to your current employment:

Employing Organisation:

Address (please include city and country):

Telephone:

Fax:

E-mail:

19. What type of organisation do you work for?

- | | |
|---|--|
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Community/Non-Government Organisation (NGO) |
| <input type="checkbox"/> Central Government | <input type="checkbox"/> Faith-based Organisation |
| <input type="checkbox"/> Other public sector organisation | <input type="checkbox"/> International NGO |
| <input type="checkbox"/> Multilateral Agency | <input type="checkbox"/> Other (please state): |

20. Date you started with this organisation: / / (Day/Month/Year)

Title of current post:

Date you started in this post: / / (Day/Month/Year)

List in chronological order the previous positions held in this organisation and dates (please provide month and year of commencement of position):

21. Briefly describe the work of your organisation:

22. Please provide details of your current responsibilities:

23. What will be your likely future position and responsibility after completion of the course?

24. Please provide information, on your previous employment, if applicable.

Name of Organisation	Address	Dates From-To (Month and Year)	Location	Position Held Tasks and Responsibilities

SECTION FIVE : ENGLISH LANGUAGE COMPETENCY

25. Have you completed an **IELTS** (International English Language Testing System) academic test?*

No Yes

I have attached the **original copy** of my IELTS result to this application form.

Date of test: / / (Day/Month/Year)

Overall IELTS (academic stream) score:

Listening band: Reading band: Writing band: Speaking band:

* If applying for a fellowship to study at a higher education institute in Ireland, you will be required to demonstrate the Irish Aid FTP minimum IELTS English language proficiency level. This is an overall IELTS score of 6.5. No exceptions are made.

Please note that entry to some courses may require an overall IELTS score above 6.5 and/or a minimum score in specific bands. Applicants should always refer to the course information for further details.

Shortlisted applicants will be invited to sit an IELTS English language test if they do not already hold a certificate at the required level or their certificate would be more than 24 months old at the time of beginning studies.

For additional information see p iii.

SECTION SIX: PROPOSED COURSE(S)

26. In this section, you should list the programme title and college for your first and second choice taught Masters courses. You are required to specify a particular course and college in each case, not give a general course type.

For study in Ireland, you must select courses from the Irish Aid Directory of Eligible Postgraduate Courses (available for download at www.irishaidfellowships.ie). **You should ensure that you hold the specified qualifications and academic grades for the academic courses you intend applying for.** These can be found in the directory and on the relevant college website. It is your responsibility to ensure your academic qualifications are of sufficient standard for your chosen course.

For any regional course which is not already listed in the directory, you should attach details of the programme, e.g. an information leaflet or printout from the college website outlining the modules and requirements.

Please choose your courses carefully. You will not normally be permitted to revise your choices after submission, unless a programme does not run.

Courses must begin no earlier than July 2017.

Note: Masters degrees by *research* are not eligible for the programme.

First Course Choice

Name of Educational Institute:

Full title of Course:

Course Code: (if available)

Course start date: / (Month/Year) Course Duration:

Full-Time or Part-Time *

Second Course Choice

Name of Educational Institute:

Full title of Course:

Course Code: (if available)

Course start date: / (Month/Year) Course Duration:

Full-Time or Part-Time *

* For study in Ireland, only full-time courses are eligible

SECTION SEVEN: ACADEMIC REFEREES

27. Please provide details of the **two academic referees** who are supporting your application. **You should submit their reference letters on official letterhead with this form.** They may also be contacted for further information.

Academic referees should normally be lecturers who have taught a candidate at degree or postgraduate diploma level, are familiar with their academic work at that level and are in a position to offer relevant comment regarding a candidate's suitability for their proposed programme(s).

Referee Name:

Organisation/Institute:

Address (please include city and country):

Telephone Number:

Fax Number:

Email Address:

Referee Name:

Organisation/Institute:

Address (please include city and country):

Telephone Number:

Fax Number:

Email Address:

SECTION EIGHT: DOCUMENTATION CHECKLIST

All relevant documents listed below must be included with your application, **in the sequence shown**.

Supporting documents must be **certified true copies of original documents** with the official stamp and signature of a justice of the peace, solicitor, notary public, an official from an embassy of Ireland, or another authorised official. Photocopies of certified documents are *not acceptable* but a certified photocopy of a document with an original certification is acceptable. It is recommended that you obtain a minimum of **three** certified copies of all of your documents as you will need to provide certified copies for your course applications. Where original documents are not in English, you must provide certified true copies of official English translations.

You should mark each box below with 'X' to indicate that the document is present. If you do not possess a particular document (e.g. birth certificate) you should explain in the notes section below.

You are advised to make electronic scans of all documents submitted with your application.

Essential

- Statement of Intent *using the four section headings listed* (see page ii)
- A current (dated) curriculum vitae - a brief history of your education, work experiences and skills, including exact dates e.g. month/year in which you started and completed your studies, work experiences. *Maximum 2 pages.*
- A certified copy of the completion or graduation certificate for each higher education qualification that you have completed (in English).
- A certified copy of the academic transcript for all higher education qualifications and the grading schedule for each qualification (in English).
- Letters from your two academic referees (Q27)
- A certified copy of your birth certificate (in English)
- A certified copy of the identity page of your passport
- The Employer Endorsement Form along with a reference letter from your employer on official letterhead, supporting your Irish Aid fellowship application for your proposed course of study (see Employer Endorsement Form for additional information).

If applicable:

- A certified copy of official evidence of any name change (in English).
- An original IELTS academic English test certificate. Photocopies will not be accepted. Test results must be no more than 24 months old by the commencement of study.
- Information on any proposed regional course not already listed in the Directory (see Q26)

Do not include copies of certificates from short courses or for non-degree level programmes.

NOTES ON DOCUMENTATION:

SECTION NINE: DECLARATION

I am in good health and if accepted for the Irish Aid Fellowship Training Programme will undertake the necessary medical examinations and provide the required medical certificates.

I give my permission for information and documents submitted as part of my application to be shared with (i) the managing agency for Irish Aid Fellowships, (ii) the consultant for Irish Aid's fellowship selection process, and (iii) appropriate staff of my nominated Higher Education Institutions, as required, regarding any course applications and place offers.

I understand the purpose for which Irish Aid fellowships are awarded, the necessity to abide by the conditions specified, and I accept the requirements to return to my country and to work for my current employer for a minimum of two years on completion of my studies.

I certify that all the information I have given is true, complete and accurate to the best of my knowledge.

Signature:

Date: / / (Day/Month/Year)