

**Literacy Development Centre  
Bursary Programme 2014  
Guidelines for Applicants**

The Literacy Development Centre in Waterford Institute of Technology is inviting applications for a new bursary programme aimed at research into the adult literacy and numeracy, adult education and further education.

The 2014 bursary programme will offer two research bursaries for candidates interested in completing an MA by research in the field of adult literacy and numeracy/adult and/or further education. The bursary includes postgraduate fees of €8,000 and an allowance for expenses. Each bursary is valued at €10,000.

Candidates will be short listed for interview based on completion of the *Postgraduate Study by Research Application Form*, the provision of the relevant documentation regarding academic qualifications and the quality of the research proposal submitted.

A short list of candidates will be invited to present their research proposal to the selection committee and a final decision will be made by the selection committee.

Closing date for applications is March 3<sup>rd</sup>, 2014.

**Applications for Literacy Development Centre Bursary Programmes for MA by research must be sent directly to:**

**Literacy Development Centre  
Waterford Institute of Technology  
WIT College Street Campus  
Waterford  
T: 051-302834  
[www.wit.ie/lcdc](http://www.wit.ie/lcdc)**

## **Regulations for Literacy Development Centre Bursary Programme**

The Literacy Development Centre is pleased to invite applications for two bursary programmes for research in the field of adult literacy and numeracy/adult education/further education offered for competition in 2014.

The bursaries will be awarded on the basis of an open competition advertised nationally.

Two bursaries with a value of €10,000 each will be awarded in 2014.

### **1. Bursary Programme**

Two bursaries will be allocated within the Literacy Development Centre in WIT.

### **2. Terms of the bursary programme**

A bursary is tenable for up to four years.

### **3. Value of the bursary programme**

The value of a full bursary is €10,000 (this includes fees for each year of study and an allowance of €2,000 for expenses incurred during the course of programme).

### **4. Objective**

The main objective of the bursary programme is:

To encourage the most able candidates to pursue research in adult literacy and numeracy/adult and further education

### **5. Eligibility Criteria**

To be eligible to enter for a Research Bursary candidates must be holders of an honours bachelor degree (NFQ8 or equivalent) in a discipline relevant to their research.

Full-time members of staff of the Literacy Development Centre or the National Adult Literacy Agency are not eligible to apply for these awards.

### **6. General Conditions of Tenure of the Research Bursary**

#### **6.1 Conduct of research**

A bursary will be held upon the condition that the recipient applies themselves to research in the subject area in which they obtain a bursary during each year of their tenure.

#### **6.2 Six-Monthly reports**

Holders of bursaries are required to submit a report to the Literacy Development Centre, every six months in conjunction with their Research Supervisor under whom they are studying, confirming that they are satisfactorily pursuing the research work of their bursary.

#### **6.3 Bursary recipient who has other funding**

Where the recipient of a bursary is also in receipt of funding from another source(s) in this or any other university or institution, details should be included with the application, or, where appropriate, made known in advance of the interview. Where the value of such other

funding is substantial, this may be taken into account by the selection committee (representatives of WIT and NALA) when awarding the bursary and a lower amount may be awarded.

#### **6.4 Postponement of the bursary**

In special circumstances, the selection committee may consider an application from the recipient of a bursary for the postponement of the tenure of his/her studentship, for a period of not more than one year.

#### **6.5 Power to withdraw and right of appeal**

The selection committee shall have power to withdraw the award of a bursary if, in the opinion of the committee, the recipient was guilty of any misconduct in connection with any examination for, or used unfair means to obtain the award of any such bursary, or otherwise fails to adhere to the General Conditions as outlined above. In such circumstances, the holder of the bursary shall have a right of appeal to the WIT Registrar who shall refer the appeal to an independent third party.

### **7. Selection Process**

A selection committee comprising two representatives from WIT and two representatives from NALA will be convened to administer the competitions for the bursary.

The committee will assess the research proposal of each candidate. The committee will shortlist candidates based on the quality of the research proposal, relevance to the field and academic integrity.

Following the interviews, the selection committee will finalise their recommendations for the awarding of two bursaries. The decision of the selection committee will be final.

### **8. Application Procedure**

Application forms are available to download at [www.wit.ie/ldc](http://www.wit.ie/ldc) and should be submitted along with the following documentation:

- ✓ **Completed application form which includes the research proposal**  
The field for the research proposal should give details of:
  - (i) proposed topic of the research;
  - (ii) proposed nature, scope and methodology of the research;
  - (iii) relevance and importance of the study;
  - (iv) preliminary literature review;
  - (v) where the research will be carried out, and should specify other investigators involved in the research, where relevant;
  - (vi) the proposed duration of the research.The research proposal should be no more than **1000 words**.
  
- ✓ **Curriculum Vitae:** to include academic and other relevant achievements to date.

- ✓ **Certified Academic Transcripts:** to be submitted for each degree and diploma awarded.
- ✓ **Reports of two Academic Referees:** to be completed by the referee(s) and returned to the candidate in a sealed envelope. The referee(s) should sign their name on the sealed flap of the envelope. It is the responsibility of the candidate to ensure that the references are submitted to WIT with their applications by the closing date. Following an independent evaluation of each application, a shortlisting process will apply and shortlisted candidates will be invited to attend for interview

### **9. Lodgement of Documents**

Applications and associated documentation should be submitted in hard-copy to:

Literacy Development Centre,  
WIT,  
College Street Campus,  
Waterford.

**The application should be clearly marked Research Bursary.**

An electronic copy of the Research Proposal (MS Word format) should also be emailed to:  
[yjphelan@wit.ie](mailto:yjphelan@wit.ie)

The **closing date** for receipt of applications is **Monday 3<sup>rd</sup> March 2014**.

**Please note that applications and references may be submitted electronically but these should be supported by hard copies in each case.**