



# **Walsh Scholarships Programme**

## ***Terms and Conditions***

**19 April 2024**

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**Teagasc reserves the right to revise the Terms and Conditions of this Programme at any time.**

## **1. INTRODUCTION TO TEAGASC**

Teagasc – the Irish Agriculture and Food Development Authority – is the national body providing integrated research, advisory and training services to the agriculture and food industry and rural communities. It was established in September 1988 under the Agriculture (Research, Training and Advice) Act, 1988.

The Teagasc Walsh Scholarships Programme is a postgraduate research training programme for graduates to undertake postgraduate research in agriculture, food, environmental science, agri-food economics, rural development, horticulture and other related disciplines. Teagasc provides scholars with the opportunity to carry out their research with established research teams under the supervision of Teagasc and academic staff. The objective of the Walsh Scholarships Programme is to support the training and professional development of Scholars in association with Irish and international Higher Education Institutes (HEI). The funding is provided to the student through the HEI where the Scholar is registered.

## **2. OVERVIEW OF AWARDS**

2.1 The scholarships are called Walsh Scholarships to commemorate the late Dr Tom Walsh, a national leader in developing agricultural and food research in Ireland and the first director of both the Agricultural Research Institute and the National Advisory and Training Service, which were merged to form Teagasc in 1988.

2.2 All Scholars will be registered as full-time students at a Higher Education Institute (HEI) nationally or internationally..

2.3 Funding will be awarded to the student who will complete the scholarship. The current rate is a stipend of €25,000 per annum, plus a contribution to fees up to a maximum of €6,000 per annum. Any fees in excess of this amount will be addressed by the HEI.

The funding for the student will be paid by Teagasc monthly, in advance, to the HEI for payment to the student.

2.4 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.

## **3. GENERAL CONDITIONS OF AWARD**

3.1 Teagasc reserves the right to make amendments to these Terms and Conditions without prior notice.

3.2 Walsh Scholars are supervised jointly by full-time academic staff in third-level

- colleges/institutes (“the Academic Supervisor”) and by a Teagasc Research Officer (“the Teagasc Supervisor”).
- 3.3 The duration of the award will normally be three or four years for a PhD or for a maximum duration of 2 years for an MSc.
  - 3.4 If a suitable Scholar has not been selected within a period of twelve months from the date of notification of the award, the Scholarship award will lapse and a new application will be required if the supervisors wish to be considered for an award.
  - 3.5 Walsh Scholars must register as a full-time postgraduate student in the HEI of their Academic Supervisor prior to receiving their funding. Scholarship funding will not be paid to the HEI until the Scholar has a student registration number. Walsh Scholars are full-time students and are not employees of Teagasc or the HEI.
  - 3.6 At a minimum, the Academic supervisor must provide the following details to the Walsh Scholarships Administrator prior to the student commencing their scholarship: name of student, registration details, college reference or account number, start date and a signed copy of the Walsh Scholar proposal approval letter.
  - 3.7 Supervisors must submit a short progress report through our online grant management system in May each year. The progress reports must be submitted on time and include, but not be limited to, research progress and outputs of the Scholar. The timely submission of these reports is a condition of the continuation of the Scholarship.
  - 3.8 All outputs including advertisements, presentations, technology updates etc. must contain an acknowledgement of the funding received from Teagasc or any other funding source, e.g. Teagasc.
  - 3.9 The Academic Supervisor must submit an electronic copy of the final thesis to the Walsh Scholarships Administrator upon completion of the Walsh Scholar’s studies.
  - 3.10 The Scholarship funding is payable monthly directly to HEI at which a Walsh Scholar is registered.
  - 3.11 The award does not include other costs such as consumables, travel, etc.

#### **4. SELECTION OF WALSH SCHOLARS**

- 4.1 The Academic and Teagasc Supervisors invite eligible students to apply for the Scholarship. This process should be open to all suitably qualified students and selection is made by both supervisors. An interview board (comprising of academic and Teagasc staff) may be convened to make the selection.

- 4.2 Eligible students applying for a Scholarship must have a first or upper second-class honours primary degree, or the equivalent, degree. A Master's degree may be considered to take precedence over the results of the primary degree.
- 4.3 Walsh Scholars must be formally accepted by the HEI in line with its admission policy and must be registered for a full-time postgraduate degree programme in the HEI for the Scholarship to commence.
- 4.4 Suitably qualified students from any country may hold a Walsh Scholarship. They must satisfy the State's regulations on immigration if not an EU citizen.

## **5. SUPERVISION AND TRAINING**

- 5.1 A primary objective of the Walsh Scholarships Programme is the training and professional development of the postgraduate, high quality supervision is essential, and this is the joint responsibility of the academic and Teagasc supervisors. The supervisors should meet and discuss progress regularly with the student (at least six times per year).
- 5.2 Where a Scholar is on a structured degree programme, the Head of Department (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 and meets institutional requirements for a structured programme, including coursework requirements.
- 5.3 Teagasc will organise relevant skills training courses for its Walsh Scholars, which students are expected to attend.
- 5.4 All new Walsh Scholars must attend the Teagasc Induction Programme which will be organised centrally on an annual basis.
- 5.5 The Scholar and the supervisors are required to create a written project plan that describes a comprehensive study plan for the duration of the Scholarship and should include a training and career development plan with a view to developing a viable career beyond the Scholarship period.
- 5.6 A record must be kept of training and career development activities completed by the Scholar and these must be reported in progress reports submitted to Teagasc.
- 5.7 In cases where Walsh Scholars conduct their fieldwork off-campus and remotely from a Teagasc centre, formal arrangements should be made for at least quarterly face-to-face meetings between student and supervisors supplemented with online meetings.

- 5.8 Walsh Scholars must engage full-time in research during the funding term, however if supported by their supervisors, Teagasc will agree to allow Scholars to take on additional activities (teaching duties, education provision and other support activities). These activities should be part of Scholars' Career Development Plan.

## **6. FINANCIAL ADMINISTRATION AND AUDIT**

- 6.1 The value of the Scholarship award will be determined by the Teagasc Authority.
- 6.2
- 6.3 The contribution to HEI fees will be capped at €6,000. Any differential between the fee contribution and the actual fees must be addressed by the HEI and should not have a financial impact the Scholar. This applies to EU and Non-EU Walsh Scholars.
- 6.4 Subject to the compliance of the Scholar and HEI with these terms and conditions, and to the receipt by Teagasc of satisfactory progress reports, the Scholarship payments will be paid to the Scholar's HEI, monthly in advance, with the first instalment to be made as soon as the scholar commences. It is the HEI's responsibility to administer the Scholarship payments to the scholar in a timely manner.
- 6.5 The HEI is responsible and accountable for the proper use of the Scholarship fund. No funds may be used by the HEI to cover overhead or administrative costs.
- 6.6 In the event of the student fees being paid by an organisation other than Teagasc, this amount will be deducted from the Scholarship before payment is made or shall be refunded to Teagasc in the event of the Scholarship having been paid in full.
- 6.7 Teagasc reserves the right to ask for confirmation from the External Auditors of the HEI of the following:
- that the annual accounts of the HEI are up to date and have been approved by the Auditors without qualification;
  - that the management letter from the Auditors raised no matters that did or could significantly affect the administration of research Scholarships awarded by Teagasc;
  - that monies received under the Scholarship have been used for the purpose for which they were awarded.
- 6.8 Teagasc reserves the right to commission audits of the participating HEI for financial or other compliance. The HEI undertakes to fully facilitate these reviews. All awards may be subject to an external research audit and financial audit.
- 6.9 Teagasc accepts no responsibility, financial, ethical, legal or otherwise, for expenditure or liabilities arising out of work funded by the award. The HEI must fully indemnify Teagasc against all such expenditure or liabilities and against any

actions, proceedings, costs, damages, expense claims and demands arising 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 in relation to intellectual property.

- 6.10 All Walsh Scholars must comply with the Irish laws and regulation on taxation. Compliance with Irish laws and regulations on taxation will be a matter for the Walsh Scholar, the HEI and the Office of the Revenue Commissioners.
- 6.11 The HEI must ensure that all unspent funds are returned to Teagasc within sixty (60) days of the end of an award holder's funding term or early withdrawal from their award, or before the end of the calendar year if this occurs first.

## **7. REVIEW OF PROGRESS**

- 7.1 Supervisors must submit a progress report (online grants management system) to the appropriate Teagasc Head of Programme by 31 May each year. The progress reports must include, but not be limited to, research progress and outputs of the Scholar. The Teagasc Head of Programme must approve the reports in order to ensure continuation of the Scholarship.
- 7.2 It will be the responsibility of the supervisors to make sure that all progress reports are submitted on time through the online grant management system. Such reports are a condition of continuation of the scholarship.
- 7.3 Failure to supply these reports will result in payment of the award being suspended until such a time as they are received.
- 7.4 If the Teagasc Head of Programme receives an unsatisfactory progress report on a Scholar, he/she must discuss this with the supervisors and the Scholar and agree an action plan for resolution with a time deadline and also inform the Walsh Scholarships Administrator.
- 7.5 If a Scholar's progress continues to be unsatisfactory over a period of time, despite attempts at remedial action, Teagasc may terminate or suspend the Scholarship.
- 7.6 The Scholar must contact the Walsh Scholarships Administrator if he/she has any concerns about the Scholarship.
- 7.7 Walsh Scholars are required to provide follow-up contact details for the purpose of researcher career tracking as part of their final completion form. Teagasc will periodically carry out a destination survey of those who have received and completed Walsh Scholarships, and the Walsh Scholars shall agree to cooperate in responding to this. Where Scholar's contact details change post-completion of their award, the Scholar is asked to provide updated details.

## **8. SCHOLARSHIP SUSPENSION/ DEFERRAL/TERMINATION/UPGRADE**

- 8.1 Scholarships may not be deferred, other than for maternity or parental leave or in exceptional circumstances (e.g. illness). Scholars are advised that agreement to defer Scholarships will be entirely at the discretion of Teagasc, whose decision on the matter will be final and any approved deferral may not be for more than twelve months. The Scholarship will not be paid during such periods.
- 8.2 Where there is an agreed suspension of the Scholarship, Teagasc can consider a request for a no-cost extension beyond the period originally agreed for funding.



- 8.3 Should a Walsh 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 Teagasc within two weeks of such a situation coming to his/her attention. In such situations, Teagasc will have regard to the usual conventions of the Scholar's HEI. However, given the basis on which Scholarships are awarded, Teagasc reserves the right to withdraw or suspend the Scholarship.
- 8.4 Teagasc recognises that for personal, professional or other reasons a Scholar may wish to terminate his/her Scholarship. This should not be done without *prior* consultation, since Teagasc will require evidence of academic progress to the date of departure. In the event of that progress being inadequate, Teagasc may pursue the Scholar and/or the HEI for reimbursement of amounts expended.
- 8.5 A request for an upgrade from an MSc to a PhD programme must be made via Teagasc online grants management system by the academic and Teagasc supervisors. Requests for upgrades will be considered in the following instances:
- Where a student provisionally registered for an MSc is approved by both his/her HEI and Teagasc supervisors to convert to a PhD, and
  - Where progress on what was originally an MSc project is deemed by HEI and Teagasc supervisors to merit upgrade to a PhD.
- 8.6 In the case where what was originally a PhD Scholarship has been changed to an MSc, a second (MSc) student may be substituted on the same project, provided that the duration of the unexpired portion of the original PhD approval is not exceeded.
- 8.7 Another student may replace a student who leaves during the course of a Scholarship for the unexpired period of the Scholarship. In cases where a PhD student leaves within six months of first registering, the replacement (PhD) student will be funded for up to a maximum of three years in the case of a traditional PhD project or four years for a Structured PhD project.
- 8.8 Extensions to the approved duration of Scholarships will only be considered where unforeseen circumstances of substantial consequence arise. Extensions should be made via Teagasc online grants management system by the academic and Teagasc supervisors and where agreed, will normally be limited to no more than three months at a time.

## **9. COMPLETION OF SCHOLARSHIP**

- 9.1 Where a Walsh Scholar finishes his/her project before the specified end date of the funding, they must inform the HEI and Walsh Scholar Administrator in writing and stipend payment will be stopped immediately.
- 9.2 Walsh Scholars and Academic Supervisors are required to inform Teagasc in writing of the successful completion of Scholar after conferring.

## **10. INTELLECTUAL PROPERTY**

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- 1.1 Walsh Scholarships are funded by Teagasc, Irish state funding (e.g. DAFM) or other external funding sources and involve collaborations between Teagasc and HEI’s (Parties). A scholarship is awarded to a Walsh Scholar, (full-time postgraduate student) who shall be expected to assign their IP rights to Teagasc or the HEI (unless contrary to HEI IP policy).
- 1.2 Any collaboration agreement between the Parties in relation to the Scholarship, shall be in line with National IP Protocol (and is typically negotiated by the Lead Party). This should include the Parties reservation of rights relating to their background intellectual property used for the Project, as well as assignment of Walsh Scholar IP. Any hosting arrangements for the Walsh Scholar shall be aligned to such agreement.
- 1.3 In the case of Teagasc funded Scholarships, the Walsh Scholar will be expected to comply with Teagasc IP Policy (2024), by assigning their IP rights to Teagasc (unless agreed otherwise with the HEI). If not agreed through a collaboration agreement, this shall be agreed between the Parties upon creation of IP.
- 1.4 In the case of an externally funded Scholarship, the Parties shall agree in good faith (through a collaboration agreement, and/or upon creation of IP) the assignment of the Walsh Scholars IP rights (between Teagasc and HEI), taking into account funding source obligations and where the Walsh Scholar is primarily based.
- 1.5 Notwithstanding the Walsh Scholars’ assignment of their IP rights, any discussions on IP arising from such Scholarships will be openly discussed between the Parties, to ascertain ownership of such IP. In the case of agreement of joint ownership of IP, a joint ownership management agreement shall be put in place, as soon as possible.

## **11. OPEN ACCESS**

- 11.1 Walsh Scholars are expected to adhere to **National Framework on the Transition to an Open Research Environment** relating to the placement of research publications in open access repositories, which is available [here](#). It is accepted that there will be recognised instances in which this might not be feasible; in these cases, the Walsh Scholar should contact their supervisors for advice.

## **12. SEX/GENDER DIMENSION**

- 12.1 Teagasc supports gender equality in the research and innovation system. All Walsh Scholars are required to give careful consideration to whether there is a potential sex or gender dimension that may arise in the course of their research.

- 12.2 Where the Walsh Scholar is involved in the organisation of conference, networking or dissemination panels connected with their research project, due regard should be given to gender balance within any such panel(s).

### **13. ACKNOWLEDGEMENT OF FUNDING**

- 13.1 All publicity, including interviews, email signatures, letterheads, office signs, public lectures, publications, monographs, print materials, online materials, press releases, television and radio advertisements, websites, film, and video/audio recordings associated with or arising from the research undertaken by the Walsh Scholar must contain acknowledgement of funding received from Teagasc. Where possible, the Teagasc and/or Walsh Scholar logo should be included in any such acknowledgement.
- 13.2 In the case of another funding partner, all publicity must also contain acknowledgement of funding received from the relevant funder.

### **14. DIGNITY POLICY AND HEALTH & SAFETY**

- 14.1 Every Walsh Scholar and researcher should be aware that all forms of bullying, harassment, and sexual harassment are unacceptable and every Walsh Scholar and member of staff has a duty to behave in an acceptable and respectful manner. The Teagasc Dignity-at-work-policy is available [here](#).
- 14.2 HEIs have the responsibility to deal with any complaints or issues speedily, in line with agreed grievance procedures.
- 14.3 All Teagasc staff are entitled to be treated with courtesy and respect at all times and the same pertains to Walsh Scholars carrying out their studies at a Teagasc centre. Accordingly, Scholars are encouraged to report any instances of infractions to management. In cases where staff or Scholars experience abusive or inappropriate behaviour, Teagasc reserves the right to report any such behaviour to the relevant personnel in the HEI or other organisation connected with the individual.
- 14.4 As required by Health and Safety legislation and best practice, Walsh Scholars are required to complete health and safety training online in advance of the commencement date:
- (a) Online training specific to their functional area, which includes a general induction, a student specific induction and a lab basic fundamentals course;
  - (b) Manual Handling Theory and Practice and
  - (c) Display Screen Assessments.
- Teagasc full induction policy and procedure – [click here](#).

## **15. DATA PROTECTION**

- 15.1 In accordance with GDPR Teagasc will hold Walsh Scholar personal data as part of the Walsh Scholarships Programme. This data will not be used for any other purpose or shared. Please see our [Data Protection Policy](#)