

**IRISH AID IDEAS
PROGRAMME - STRAND II
APPLICATION FORM**

 www.irishaid.ie

2016 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 IDEAS PROGRAMME: STRAND II

The Irish Aid IDEAS Programme 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 Vietnam through the training and development of key individuals, generally drawn from the public services.

The programme offers a number of study fellowship awards annually to candidates to further their education in Ireland at Masters' or post-graduate Diploma level.

Irish Aid invites applications from the staff of partner organisations working in collaboration with the Irish Aid programme in Vietnam which includes government ministries, universities and research institutes. Only candidates nominated by an Irish Aid partner organisation (i.e. higher education institutions and officials at relevant government agencies) to participate in the IDEAS Strand II programme are eligible to apply.

Irish Aid particularly welcomes candidates from ethnic minorities, candidates living with a disability or candidates from disadvantaged groups in Vietnam.

Fellowship recipients are committed, on completion of their training, to return home to resume work and put their acquired skills into practice for the benefit of the wider community.

IRISH COUNCIL FOR INTERNATIONAL STUDENTS

The Irish Council for International Students (ICOS) – www.icosirl.ie – provides support for the management and administration of the Irish Aid IDEAS Programme, 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, applicants must:

- be a citizen of Vietnam and be residing in Vietnam;
- 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;
- have met any relevant procedural requirements of the Government of Vietnam;
- have achieved the necessary standard to be accepted onto a Postgraduate Diploma or Masters' course in a Higher Education Institute in Ireland;
- have a minimum of two years relevant work experience in development;

Irish Aid IDEAS Programme

- have identified relevant college courses in a Higher Education Institute in Ireland;
- be able to demonstrate a strong commitment to the development of their home country;
- be able to take up the fellowship in the academic year for which it is offered; and
- 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.

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

- undergo a medical examination prior to confirmation of the fellowship award;
- be able to satisfy immigration requirements for international student entry to Ireland; and
- sign a 'Form of Undertaking' that they will return to their organisation for a minimum period of two years following completion of their fellowship in order to contribute to their country's development.

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 three 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; and
- sign the application declaration in Section 9.

The closing date for receipt of applications to the Embassy of Ireland in Hanoi is **31 December, 2015**

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); and
- d) **How I believe my proposed study will contribute to future development in Vietnam** (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.

SELECTION PROCESS

The closing date for receipt of applications to the Embassy of Ireland in Hanoi is the **31 December, 2015**.

Applicants who successfully complete Stage 1 will be notified by the end of March, 2016 and will proceed to Stage 2.

Course Application

Candidates for Stage 2 will be contacted by ICOS in April, 2016 regarding submission of course applications.

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, 2016.

If a candidate does not fulfil college application requirements by the specified date, their fellowship application will not go forward to the final selection stage.

Further Information

Information on the Irish Aid IDEAS Programme, including the application process and a directory of eligible postgraduate courses, is available from the Embassy of Ireland in Hanoi. General information on Irish Aid Fellowships and studying in Ireland can be accessed from the ICOS website - www.icosirl.ie. All academic courses in Ireland commence in the period August to October each year.

Please retain these introductory pages for reference when submitting your application

IDEAS Strand II – 2016 Application Form

Closing Date: 31 December 2015

This form is designed to be completed in Microsoft Word before printing. If you need to complete by hand, please write in BLOCK CAPITAL LETTERS in black ink.

Please ensure that you return the completed Employer Endorsement Form with your Application Form.

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

When submitting this form, the introductory pages (i.e. the cover and pages i-iii) should be removed and retained for reference.

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

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

SECTION ONE: PERSONAL INFORMATION

1. 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:

Name that you like to be 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. **Clearly** write an email address for an account which is checked regularly. It is vital that you can be contacted by email regarding your application. If you use more than one email address, you are asked to list a second email address below.

Email:

Alternate Email:

7. Do you have a passport? * Yes No

If yes, please give details as follows:

Type (Normal/Diplomatic, etc.):

Date of issue : / / (Day/Month/Year) Date of expiry : / /

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

8. Have you ever been convicted of a criminal offence? Yes No

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 of 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 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 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*, please 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"/> Multilateral Agency | <input type="checkbox"/> International NGO |
| <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 to study at an institute of higher education in Ireland, you are required to meet the minimum IELTS English language proficiency score of 6.5. No exceptions are made.

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 is more than 24 months old.

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 courses. You are required to specify a particular course and college in each case, not give a general course type.

You can only nominate courses listed in the Irish Aid Directory of Eligible Postgraduate Courses issued for your programme. This is available from the Embassy of Ireland in Hanoi. **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.

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, 2016.

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

First Course Choice

Title and Level of Course:

Name of Educational Institute:

Course Code: (if available)

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

Full-Time or Part-Time *

Second Course Choice

Title and Level of Course:

Name of Educational Institute:

Course Code: (if available)

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

Full-Time

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 masters' programme.

Name:

Organisation/Institute:

Address (please include city and country):

Telephone Number:

Fax Number:

Email Address:

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 the 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 the boxes below to indicate that all documents are 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.*
- The Employer Endorsement Form along with a signed reference letter from your employer on official letterhead, supporting your Irish Aid IDEAS II fellowship application for your proposed study (see Employer Endorsement Form).
- A certified copy of the completion or graduation certificate for each tertiary qualification that you have completed (in English).
- A certified copy of the academic transcript for all tertiary qualifications and the grading schedule for each qualification (in English).
- Signed letters from your two academic referees on official letterhead (Q27)
- A certified copy of your birth certificate (in English)
- A certified copy of the identity page of your passport

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 date of commencement of study.

NOTES ON DOCUMENTATION:

SECTION NINE: DECLARATION

I am in good health and, if accepted, for the Irish Aid IDEAS Strand II Programme will undertake the necessary medical examinations and provide the required medical certificates.

I understand the purpose for which the Irish Aid IDEAS Strand II Programme is 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 an agreed period 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)