



Irish Aid

Rialtas na hÉireann

Government of Ireland

Ireland Fellows Programme –
Courtney Fellowship 2023/24

STAGE 1
Guidance Note for
Applicants

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STAGE 1 Guidance Note

Please read through this document carefully and in its entirety prior to completing the application form.

1 The benefits of studying in Ireland

Ireland has been a member of the European Union since 1973. Situated on the western edge of Europe, Ireland is a small, globally connected island nation with a population of five million people. While Ireland has its own language and distinct cultural identity, English is the universal spoken language.

Ireland is a friendly, safe, deeply welcoming country, steeped in a rich heritage and culture.

A focus on education has been at the core of Irish government policy since the foundation of the State in 1922. Ireland has a longstanding international reputation for high-quality education, built on a solid foundation of commitment to excellence. Ireland's higher education system is in the top-twenty worldwide, offering globally recognised expertise, and at 65%, Ireland has one of the highest educational participation rates at third level in the world. Studying at postgraduate level in Ireland offers a unique opportunity to join programmes that are driving innovation and changing lives worldwide.

Education has been a driver of Ireland's economic transformation. Ireland is an open economy and our location, combined with our highly educated workforce, has served to attract significant inward investment over recent decades. Today, Ireland is a leader in the technology, biotechnology and pharmaceutical sectors, with many leading international companies choosing Ireland for the location of their European headquarters. With some of the world's biggest and best companies locating their key strategic research facilities here, Ireland offers an unparalleled ecosystem that sees academic researchers working hand-in-hand with home-grown start-up companies. These work in partnership with some of the most innovative multinationals on the planet, through shared research projects and programmes, often supported by the Irish government.

For more information on studying in Ireland, please see: <https://www.educationinireland.com>

It takes independent thinkers and doers to succeed in today's world – and it takes a pioneering, creative and agile country to produce them. That country is Ireland: [Why Should I Study In Ireland? - Education in Ireland](#)

The Education In Ireland Student Ambassador Programme - Meet some of our students and read their latest blog posts: [Home | Study in Ireland | Education in Ireland Blog](#)

Hear from Ireland Fellows Programme awardees about their experiences and the benefits they gained studying in Ireland: [Ireland Fellows Programme \(irishaidfellowships.ie\)](http://irishaidfellowships.ie)

2 Ireland Fellows Programme – Courtney Fellowship

The Ireland Fellows Programme enables early to mid-career professionals from eligible countries, with leadership potential, to benefit from a prestigious, world-class, quality education contributing to capacity building. It offers selected students the opportunity to undertake a fully funded one-year master's level programme at a higher education institution (HEI) in Ireland. The award covers programme fees, flights, accommodation and living costs. Eligible master's level programmes in Ireland commence in August or September each year and, depending on the programme, will run for between 10 and 16 months. The Ireland Fellows Programme promotes gender equality, equal opportunity, and welcomes diversity.

The aims of the Programme are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

The Programme is intended to support graduates on their return home, through the skills they develop, to contribute to capacity building in their home countries and to become one of the next generation of leaders in their respective fields. It is also envisaged that they will contribute to building enduring positive personal and professional relationships with Ireland, promoting institutional linkages.

The Courtney Fellowship was set up in 2004 to commemorate the late Archbishop Michael Courtney, the Irish-born Papal Nuncio to Burundi, who was murdered in 2003. Each year it provides sponsorship for a student from Burundi to study in Ireland for the [MPhil in International Peace Studies at Trinity College Dublin](#).

The Ireland Fellows Programme is fully funded by the Irish Government and is offered under the auspices of the Department of Foreign Affairs (DFA). The Programme aligns with the Irish Government's commitments under [Global Ireland](#) and the national implementation plan for the [Sustainable Development Goals \(SDGs\)](#), [The Global Island: Ireland's Foreign Policy for a Changing World](#), [A Better World: Ireland's Policy for International Development](#), and [Ireland's International Education Strategy](#). The programme is managed by the relevant Embassy responsible for eligible countries. Programme implementation in Ireland is supported by the Irish Council for International Students (ICOS).

What we offer

Ireland Fellows Programme awards are fully funded. The award includes the payment of academic fees; visa application fees; medical and travel insurance; economy flights to and from Ireland; and the Irish residence permit fee. Allowances include the following:

- A settling-in allowance towards items needed on arrival in Ireland;
- A completion and departure allowance at the end of the study period;
- A monthly living stipend of €650 (subject to review);
- Student accommodation arranged and paid for trimesters 1 and 2 (normally September to May), and in trimester 3 a monthly accommodation stipend of €650-€850 depending on location in Ireland (subject to review).

In addition, the Ireland Fellows Programme features many extracurricular, training and volunteering opportunities to help you make the most of your experience in Ireland.

Eligibility

To be eligible for an *Ireland Fellows Programme – Courtney Fellowship* award commencing at the beginning of the academic year 2023, applicants must:

- Be a resident national of Burundi.
- Have a minimum of three years' substantial work experience that is **directly relevant** to your proposed programme of study.
- Hold a bachelor's level academic qualification from an accredited and government-recognised higher education institution, with a minimum grade point average of 3.0 (4.0 scale) – i.e. a first class honour, or second class honour, Grade 1 (a second class honour Grade 2 may be accepted if the applicant has substantial directly relevant work experience). It must have been awarded in **2011** or later (i.e. within the last 12 years).
- Not already hold a qualification at master's level or higher. Not currently undertaking a programme at master's level or higher, or be due to start a programme at master's level or higher in the academic year 2022/23.
- Be applying to commence a new programme at master's level in Ireland no sooner than August 2023.
- Be able to demonstrate the following: leadership abilities and aspirations; a commitment to the achievement of the SDGs within your own country; and a commitment to contribute to building positive relationships with Ireland.
- Have a clear understanding of the academic and English language proficiencies required for the programme.
- Must not have applied to the Ireland Fellows Programme on more than one previous occasion.
- Be in a position to take up the Fellowship in the academic year 2023/2024.

In addition, please see the *Ireland Fellows Programme – Africa* page.

Applications are **by invitation only**. This means that fellowships are restricted to the staff of government departments and NGOs which work in partnership with Irish Aid, and to personnel of organisations that are aligned with Irish Aid's development strategy in their country which have already been identified by the Embassy of Ireland. **Applications from outside these partnerships will not be eligible**. To find out if you are eligible to apply, please contact the Embassy of Ireland, Tanzania at TanzaniaFellowships@dfa.ie, or your employer.

The Fellowship covers the recipient only. Financial support or visas for spouses or dependents are not included within the scope of the programme.

The **application process** consists of three stages:

- **Stage 1 - preliminary application:**

Opens 4 July 2022, closes 31 July 2022

A copy of the Stage 1 application form can be found below. This is a short application form which allows our selection panel to assess your eligibility under the various criteria of the Programme.

You can download the Stage 1 application form at:

https://www.irishaidfellowships.ie/sites/default/files/are-you-eligible/courtney_fellowship_2023-24_stage_1_application_form.docx

You will be contacted by the Embassy once final decisions have been made and informed whether you have been successful or unsuccessful at Stage 1. Please do not otherwise contact the Irish Embassy during this period.

- **Stage 2 - detailed application:**

Opens 5 September 2022, closes 25 September 2022

If your Stage 1 application is successful, you will be invited to move on to Stage 2 of the process and complete a more detailed application form including the submission of all required documents. *(Please see note on page 9 which provides details of all stage 2 requirements.)*

- **Stage 3 –English language tests and interviews:**

(Please see note on page 10 which provides details of all stage 3 requirements).

3. Stage 1 Application - Detailed guidance notes for applicants

Please read through these notes fully before you submit your Stage 1 application.

Documentation required:

The Stage 1 process is a preliminary application which seeks information under the headings detailed below and requires you to submit a scanned copy of the following documents with your application form:

- 1. Official identification: either your passport (only the identity page is required), or other official identification document if you do not have a passport at this time;**
- 2. Your undergraduate degree award certificate;**
- 3. Final degree academic transcripts.** Please also include the explanation of the grading system, where provided with your transcript or otherwise available.

Your application will not be valid unless copies of the above documents are included.

SUBMITTING APPLICATIONS

Applications must be typed and be submitted by email to the Embassy of Ireland, Tanzania, at TanzaniaFellowships@dfa.ie.

- The application form can be submitted as a Microsoft Word (.docx) file or as a PDF.
- Copies of supporting documentation (listed above) should be in PDF format and should be submitted as separate attachments (i.e. the passport and transcript cannot be scanned into a single PDF file).
- Please use the following format when naming each of the documents to be attached:
 - *Your Name* – Passport
 - *Your Name* – Undergraduate degree certificate
 - *Your Name* – Academic Transcript

Q1. Personal information:

You will be asked to provide your name, gender, nationality, country of residence, date of birth and contact details.

Q2. Education:

This section requests information on your undergraduate qualification, the institution attended and the dates of study. This qualification must be accredited and have been awarded by a government-recognised university or college. It must have been awarded by **2011** or later (i.e. within the last 12 years).

Preferably your degree should be at first class honours or higher-second class level. A lower second-class degree will be considered if the applicant has substantial directly relevant work experience.

Please include a scanned copy of your undergraduate degree award certificate **and** your undergraduate degree academic transcript indicating your final grade.

English language proficiency:

Irish higher education institutions require a high standard of English language proficiency and this will be verified by English language testing. This is necessary for admission to all Irish HEIs, with no exceptions.

English language testing is normally through the International English Language Test (IELTS-www.IELTS.org). IELTS examines competency in the English language across reading, writing, speaking and listening. Most HEIs require a score of 6.5 overall, but some require a higher overall score, or

specific scores within each band. It is the applicant's responsibility to be aware of the IELTS score required for all the programmes selected.

You can apply through Stages 1 and 2 of this process without having completed an IELTS test; however, you must have noted the IELTS score required for your selected programme and considered whether you can achieve this grade.

If you have completed an IELTS test, provide full details as requested under question 2 of the application form and note that the test is **only valid if completed in September 2021 or later.**

If you already have an English language test result from an exam other than the IELTS exam, this may also be accepted. Please include details with your application.

Further details on English language testing are included in information on the Stage 3 Application Process below.

Q3. Work experience:

All applicants must have a minimum of three years' work experience that is **directly relevant to their proposed programme of study.**

You will be asked to name your employing organisation, provide your job title and indicate (in years and months) how long you have worked with this organisation. You are also asked to provide details of previous work experience you may have. **This may include internships** – 1 year working as an intern will be considered equivalent to 6 months' work experience when evaluating applications. **If you are currently unemployed, please include your previous work experience here.**

You are asked to provide brief details of any leadership positions you hold or have held in the past. Leadership roles can include those held in work, in volunteer work, within social activism, in community organisations, as class/work representative, or college roles.

Q4. Why do you wish to be considered for a Fellowship in Ireland?

The final question provides you with an opportunity to show how your goals align with those of the Ireland Fellows Programme, which are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

Your response under the following three headings (no more than 80 words each) should explain your motivation for applying for this Fellowship:

- How the programme of study in Ireland would assist you in your career aspirations;
- How it would help you work towards achieving your country's national SDG goals;
- How you would propose to develop links between your country and Ireland.

You are expected to demonstrate some knowledge of Ireland and Irish higher education.

Declaration

Please read carefully and acknowledge as requested.

***** FOR INFORMATION – STAGE 2 APPLICATION PROCESS*****

Stage 2 opens 5 September 2022 and closes on 25 September 2022.

If, following assessment of Stage 1 of the application process, you are invited to complete the Stage 2 application form, please note that you will be required to accompany that application with a number of important documents. Stage 2 applications and supporting documents are submitted by email.

Documents required:

- 1. One recent passport-sized photograph;**
- 2. A copy of the graduation certificate for all higher education qualifications you have completed;**
- 3. A copy of the academic transcripts for all higher education qualifications you have completed. Please also include the explanation of the grading system, where provided with your transcript or otherwise available;**
- 4. Letters from two academic referees on official letterhead with contact details for the referee and original signatures. These references must be from academics who have taught you personally;**
- 5. A copy of the identity page of your passport. If you do not have a passport at this time, another form of certified official identification must be provided;**
If you are shortlisted following Stage 2 and the interview process you will be required to submit a certified copy of the identify page of your passport. (If your existing passport expires before December 2024, you will be asked to provide a new passport if you are shortlisted after Stage 3.)
- 6. Your original IELTS score report, if available. Please note that this test must have been taken in September 2021 or later;**
If you already have an English language test result from an exam other than the IELTS exam, this may also be accepted. Please include with your application form.
If you are shortlisted following Stage 2 and the interview process and you do not have the English language certification required for your master's programme in Ireland, you will be required to take the examination and pass it to the standard required. Please see the following section on Stage 3 of the Application Process.
- 7. Your current C.V.**

***** FOR INFORMATION – STAGE 3 APPLICATION PROCESS*****

If, following assessment of Stage 2 of the application process, you are invited to Stage 3, please note the following:

- Stage 3 Applicants who do not yet have the English language certification required for their master's programmes in Ireland will be provided with a coupon in order to take the [Duolingo English Test](#). This is an online test that can be taken at home. The Duolingo website has some FAQs, including on how to prepare for the test, and a practice test. In some cases the Embassy of Ireland may provide an alternative English language test for applicants;
- Stage 3 Applicants who either already have the English language certification required for their chosen master's programmes in Ireland, or who achieve a score of 110 on Duolingo, will be invited for interview. Interviews will take place in November and December 2022, and may take place either in person or remotely by video or telephone conference;
- Applicants who are invited to interview will be required to provide certified hard copies of their documents at, or prior to, the interview taking place. The submitted documents must bear the official stamp and signature of the certifying authority. Where original documents are not in English, certified true copies of official English translations must be provided. **Photocopies of certified documents will not be accepted.**

Applicants shortlisted following interview

Applicants shortlisted following interview will be notified whether they have been selected to go forward to the next stage of the process as either a **Candidate** or a **Reserve Candidate**, and their application will be forwarded to the management agency for the Ireland Fellows Programme.

All Candidates and Reserve Candidates who do not possess an IELTS certificate dated September 2021 or later and that meets the required standard for all their master's programme choices will be required to take the IELTS test, or in some cases another accepted English language test, in January or February 2023. If they do not achieve the minimum English language requirements for their chosen master's programmes, their Fellowship application will have concluded.

Once their documentation is verified and in order, and they have achieved the minimum English language requirements for their chosen master's programmes, Candidates will be provided with information on making programme applications to Higher Education Institutions (HEIs) in spring 2023. Applications should not be made to HEIs in Ireland until invited to do so. Application fees will be paid by the Department of Foreign Affairs for shortlisted Candidates.

Those applicants placed on a **reserve list of candidates** will be contacted if a place becomes available, and at that point will be invited to commence applications to their chosen programmes of study in Ireland.

When Candidates are invited to apply to HEIs in Ireland, priority will be given to their choices in the order they have listed them in their application. Candidates under the Courtney Fellowship will be invited to apply for the [MPhil in International Peace Studies at Trinity College Dublin](#).

Programme place offers are entirely at the discretion of the HEIs in Ireland. If a Candidate does not receive an offer from either of their two HEI applications, their Fellowship application will have concluded.

Candidates who receive a programme place offer will go forward to the last stage of the application process, which is the confirmation of the award of Fellowship places in June/early July 2023. The academic year in Ireland is from autumn 2023 to summer/autumn 2024.

Candidates who would like to accept an Ireland Fellows Programme Award will need to complete and sign a Form of Undertaking and Award Acceptance in which they agree to abide by the Ireland Fellows Programme Terms and Conditions.

Please note that a medical form is required for successful Fellows before travel to Ireland so that, where appropriate, we can discuss with them any necessary supports.

Arrivals in Ireland for new Ireland Fellows Programme awardees is expected in August and September 2023, depending on the commencement date of each masters programme. The academic year in Ireland will be from autumn 2023 to summer/autumn 2024.

Ireland Fellows Programme – Courtney Fellowship Stage 1 Application Form 2023/24

ONLY TYPED APPLICATIONS SUBMITTED BY EMAIL ARE ACCEPTABLE

The closing date for receipt of Stage 1 applications and accompanying documents is 31 July 2022.

Applications should be submitted by email to the Embassy of Ireland, Tanzania at TanzaniaFellowships@dfa.ie.

Before completing this Application Form, please carefully read the Guidance Note for Applicants

Have you included a scanned copy of the following documents with your application? Your application will not be valid unless copies of these documents are included.

- 1. **Official identification:** either your passport (only the identity page is required), or other official identification document if you do not have a passport at this time.
- 2. Your undergraduate degree award certificate.
- 3. Your undergraduate degree academic transcript. Please also include the explanation of the grading system, where provided with your transcript or otherwise available.

Application Summary

- I am a national of _____ and am resident in _____.
- I have _____ years of substantial work experience that is **directly relevant** to my proposed programme of study.
- I hold a bachelor's level academic qualification from an accredited and government-recognised higher education institution, awarded since 2011, with a final overall grade of _____.
- I do not already hold a qualification at master's level or higher. I am not currently undertaking a programme at master's level or higher, and I am not due to start a programme at master's level or higher in the academic year 2023/24.

1. Personal information:		Embassy Code No.
Surname		
First or given name <i>as it appears on your passport or official document</i>		
Gender		
Nationality		
Country of residence		
Date of birth (day/month/year)	/ /	
Contact details		
Phone no.		
Main email address – <i>it is vital that we can communicate with you by email. Please provide the email address that you most regularly check. If this is a work address, please also provide your personal email address.</i>		
Have you ever previously applied for any of Ireland’s Fellowship Programmes? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please list year(s) in which you previously applied and indicate if you were successful:		
For Embassy use only:		

2. Education			
<i>Please provide details of each higher education qualification you have attained.</i>			
A) Bachelor’s level qualification:			
<i>(must have been awarded by a government recognised university/college no earlier than 2010)</i>			
Name of degree <i>(e.g. B.Sc. Mathematics)</i>	University/College <i>Include location</i>	Dates <i>from/to</i>	Final overall grade. <i>Please provide final grade and, if available, your GPA score and GPA scale.</i>
			Grade GPA score GPA Scale
B) Other academic qualifications			
Qualification and name of degree <i>(e.g. Postgraduate Diploma in Accountancy)</i>	University/College/Institution <i>Include location</i>	Dates <i>from/to</i>	Final overall grade. <i>Please provide final grade and, if available, your GPA score and GPA scale.</i>
			Grade GPA score GPA Scale
			Grade GPA score GPA Scale
			Grade GPA score GPA Scale

English language test:	
IELTS test results (if available) Date of test: (day/month/year) Must be dated September 2021 or later	Date: / / (Day/Month/Year) Overall score: Writing score: Reading score: Speaking score: Listening score:
If you have the results of another English language test (e.g. TOEFL), please provide details here	Name of test: Date: Overall score:
For Embassy use only:	

3. Work Experience: Please refer to Guidance Note for Applicants	
A) Your employing organisation*	
Current Job title	
How long have you worked with this organisation?	years and months
B) If applicable, list in chronological order any <u>previous positions</u> you have held with <u>this</u> organisation, indicating your job title and start and finish dates (month/year).	
Job title	(month/year)
	/ to /
	/ to /
C) If you have <u>previous</u> work experience <u>outside</u> the organisation where you currently work, please state your job title and start and finish dates (months/years). This may include internships - 1 year working as an intern will be considered equivalent to 6 months' work experience when evaluating applications. If you are currently unemployed, please include your previous work experience here.	
Employing Organisation and Job title	(month/year)
	/ to /
	/ to /
	/ to /
D) Total number of years' relevant work experience Please provide the total number of years of work experience that is <u>directly relevant</u> to your proposed programme(s) of study.	years and months
E) Please provide brief details of leadership positions you hold or have held in the past (e.g. in work, in volunteer work, within social activism, in community organisations, as class/work representative, or college roles).	
Position	(month/year)
	/ to /
	/ to /
	/ to /
For Embassy use only:	

4. Why do you wish to be considered for a Fellowship in Ireland?

The aims of the Ireland Fellows Programme are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

Please explain your motivation for applying for this Fellowship under the following headings:

- a) How would the specific programme of study in Ireland assist you in your career aspirations? (80 words)
- b) How would the programme of study in Ireland help you work towards achieving your country's national SDG goals? (80 words)
- c) How would you propose to contribute to links between your country and Ireland? (80 words)

Do not exceed the word limit.

For Embassy use only:

DECLARATION

I acknowledge that the information and documents I submit as part of my application will be shared with:

- (i) the management agency for the Ireland Fellows Programme
- (ii) the Irish Embassy, and
- (iii) the Irish Department of Foreign Affairs

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

The Ireland Fellows Programme is fully funded by the Irish Government and is offered under the auspices of the Department of Foreign Affairs (DFA). It aligns with the Irish Government's commitment under Global Ireland and the national implementation plan for the Sustainable Development Goals (SDGs), Ireland's Policy for International Development, and Ireland's International Education Strategy.

The Department of Foreign Affairs (the Department) is committed to protecting your personal data and your privacy. This Data Privacy Notice lets you know how, and why, we use your personal information.

The Department has identified Article 6(1)(e) of the GDPR and Section 38(1)(b) of the Data Protection Act 2018 as lawful bases for processing your personal data. Section 38(1) provides that processing of personal data is lawful to the extent that it is necessary and proportionate for the administration of any non-statutory scheme, programme or funds where the legal basis is a function of a controller conferred by or under an enactment or the Constitution". In addition to the provisions of [Bunreacht na hÉireann/the Constitution of Ireland](#) and the International Treaties which guide Ireland's foreign policy work, the power to collect and process data, is bestowed to the Department by The Ministers & Secretaries Acts 1924 to 2017.

Information on your rights under the GDPR, including the contact details of the Department's Data Protection Officer, can be found here:

<https://www.dfa.ie/media/dfa/alldfawebsitemedia/aboutus/Data-Privacy-Notice.pdf>

The Department reserves the right to amend this privacy notice and an updated notice will be issued where required.

I have read and understand the following:

We do not ask whether applicants have a criminal record at the application stage. However, applicants should note that a criminal record may be a reason for a refusal of a visa or for entry to Ireland. If an applicant has a query about this, they are advised to contact the relevant Irish Embassy.

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

Name

Date: / / (Day/Month/Year)

Where did you hear about the Ireland Fellows Programme?

- Social Media (please specify Facebook, Twitter, WhatsApp...)*
- University/College*
- Through your Employer*
- Word of Mouth*
- Radio/Newspaper*
- Government Source (please specify)*
- Other (please specify)*