



# Irish Aid

Rialtas na hÉireann

Government of Ireland

Ireland Fellows Programme –  
Latin America 2023/24

Guidance Note for  
Applicants

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## Ireland Fellows Programme – Latin America –Applicant Guidance Note

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

### 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>

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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 \(irishaidfellowships.ie\)](#)

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## 2. Ireland Fellows Programme – Latin America

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. Our Development Policy is aligned with SDG 16 on building effective, accountable and inclusive institutions at all levels, and we are encouraging applications from the broadest possible base. The Programme welcomes applications from applicants living with a disability, and applicants who belong to a minority or disadvantaged group. We would like to increase the representation of female applicants and those whose gender identity does not align with the male/female gender binary.

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 Ireland Fellows Programme **Roger Casement Award** in Human Rights was established to honour the memory of the Irish human rights activist Roger Casement, who served as British Consul-General in Brazil in the early twentieth century. Roger Casement was instrumental in shedding light on human rights abuses in the Amazon region. With his humanitarian legacy in mind, Irish Embassies will work with partners in Brazil, Colombia, Ecuador, Peru and Venezuela to deliver the *Roger Casement Award* which will enable young professionals to undertake a master's level course of study in the field of Human Rights in Ireland each year.

The Ireland Fellows Programme **Cecilia Grierson Award** in Equality was established to honour the memory of Cecilia Grierson, an Irish-Argentine activist, pioneering medical practitioner, and the first woman in Argentina to qualify as a doctor. With her striking legacy in mind, the Embassy of Ireland in Buenos Aires will work with partners in Argentina to deliver the *Cecilia Grierson Award* which will enable young professionals to undertake a master's level course of study in STEMM subjects in Ireland each year.

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](#), [Global Ireland: Ireland's Strategy for Latin America and the Caribbean to 2025](#), 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 – Latin America* award commencing at the beginning of the academic year 2023, applicants must:

- Be a resident national of one of the countries listed below:

*Roger Casement Award in Human Rights:* Brazil, Colombia, Ecuador, Peru, Venezuela.

*Cecilia Grierson Award in Equality:* Argentina

- Have a minimum of three years' substantial work experience that is **directly relevant** to your proposed programme(s) 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 identified and selected three programmes **relevant to your academic and professional background** from the [Roger Casement Award Directory of Eligible Programmes](#) (Brazil, Colombia, Ecuador, Peru, Venezuela) or the [Cecilia Grierson Award Directory of Eligible Programmes](#) (Argentina).

- Have a clear understanding of the academic and English language proficiencies required for all programmes chosen.
- 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.

Applications are by invitation only. This means that fellowships are restricted to applicants from partner organisations already identified by the Embassy of Ireland in-country. Applications from outside these partnerships will not be eligible. To find out if you are eligible to apply, please [contact the relevant Embassy of Ireland](#) 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.

### 3. Application Form – Detailed guidance note for applicants

**The closing date for receipt of applications and accompanying documents is 13 November 2022. Applications submitted without all of the required documentation will be deemed incomplete and will not be considered.**

#### SUBMITTING APPLICATIONS

**Applications must be typed and be submitted by email to the relevant Embassy of Ireland at the email address listed below.**

- **The application form can be submitted as a Microsoft Word (.docx) file or as a PDF.**
- **Copies of supporting documentation 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**

Award	Relevant Embassy of Ireland	Responsible for applicants from:	Email address
<i>Cecilia Grierson</i>	Argentina	Argentina	<a href="mailto:ArgentinaFellowships@dfa.ie">ArgentinaFellowships@dfa.ie</a>
<i>Roger Casement</i>	Brazil	Brazil	<a href="mailto:BrazilFellowships@dfa.ie">BrazilFellowships@dfa.ie</a>
	Chile	Ecuador, Peru	<a href="mailto:ChileFellowships@dfa.ie">ChileFellowships@dfa.ie</a>
	Colombia	Colombia, Venezuela	<a href="mailto:ColombiaFellowships@dfa.ie">ColombiaFellowships@dfa.ie</a>

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

**Tip: when completing this application form, ensure your responses are focused and have clarity. Keep in mind that the selection panel are seeking to understand your motivation for applying for this specific Fellowship in Ireland and how being successful in this application will assist you, and potentially your country, in the future.**

The application form contains seven sections, each of which is described in detail below.

### Section A: Personal information

In this section you are asked to provide detailed personal information including: your full name and contact details; nationality; country of residence; passport details; gender; date of birth.

- **Question A11:** The Government of Ireland supports equality of opportunity and welcomes diversity. It is important that you let us know if you have any accessibility requirements for completing your English language test, or for during your time in Ireland, should you be shortlisted following your application or interview. These may include for specific learning difficulties, hearing difficulties and visual difficulties, or medical conditions. Accommodations may include braille papers, a lip-reading version of the listening test, or enlarged print.

### Section B: Education

Section B requests further details on your education background.

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 may be considered if the applicant has substantial, directly relevant work experience. In exceptional circumstances, a third class or general degree may also be considered.

- **Question B1** requires you to confirm details of your **Bachelor's level qualification**, the institution attended, the dates of study, and your final overall grade. You must include either your final overall grade or your final overall GPA score, or both. Where providing only the GPA score, you must also state the scale (i.e. 4.0, 4.5, 5.0, etc.).

- **Question B2** requires you to provide details of other **higher education qualifications** you have attained (if any). You are required to include **copies of completion certificates and transcripts for each higher education qualification you have attained and listed.** Do not provide certificates for other types of training.

For each higher education qualification, you must include either your final overall grade or your final overall GPA score, or both. Where providing only the GPA score, you must also state the scale (i.e. 4.0, 4.5, 5.0, etc.).

- **Question B3** asks you to provide information on any **professional or vocational** training you have undertaken which is **relevant to your application and your proposed programme(s) of study**. Please only include training which is **specifically relevant** to this application.
- **Question B4** asks whether you have achieved any previous education scholarships or awards.

### Section C: Work experience

All applicants must have a minimum of three years' work experience that is **directly relevant to their proposed programme(s) of study** that they have listed in section D of the application.

This section is divided into two key areas: information on your current employment and information on previous employment. When completing this section, please bear in mind your three master's programme choices and include your roles and responsibilities which prepare you for these programmes.

- **Question C1** seeks information about your current employment and asks you to briefly describe the activities of the organisation you work for (100 words).

You are requested to summarise your role and responsibilities within the organisation (150 words). You are also asked to list any other roles you have previously held within this organisation, including the dates you held those positions (please ensure you insert the month as well as the year here).

You are also asked whether you will be taking leave from your current employment should you be successful in attaining a Fellowship Award.

- **Question C2** seeks summary information about your previous employment, if applicable. Please ensure you provide all details requested, including your role and responsibilities. **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.**

### Section D: Master's programme choices in Ireland

Using the [Roger Casement Award Directory of Eligible Programmes](#) (Brazil, Colombia, Ecuador, Peru, Venezuela) or the [Cecilia Grierson Award Directory of Eligible Programmes](#) (Argentina), you are asked to list details of the three master's programmes you would like to pursue in Ireland, ranked in order of choice (1, 2, 3). You are asked to explain why you would like to pursue each programme, and to outline why you are suitable for each programme, with specific reference to your academic and professional experience. In choosing these programmes, please take account of their relevance to your career aspirations and to achieving the SDGs in your country.

To maximise your chances of receiving a course place offer should you be selected to go forward as a Candidate, it is strongly recommended that the three programmes are in three different Higher Education Institutions (HEIs), where available.

**Please state why you have chosen each programme, and how you meet the entry requirements with reference to your academic achievements and your work experience. (Max 200 words per programme).** Please make sure that you have a clear understanding of the academic and English language proficiencies required for all programmes chosen. Please also ensure you have the minimum amount of work experience that is **directly relevant** to these programmes. If you are selected to go forward as a Candidate and are invited to make programme applications to Higher Education Institutions (HEIs) in Ireland, the HEIs will consider your academic and work experience as part of your application, so it is important to keep this in mind when selecting the three programmes.

You are also asked to state the IELTS scores required for each programme – you will find this information on the webpages for the programmes. *If you are shortlisted following the interview process and you do not have the English language certification required for your master's programme in Ireland, you will be invited to take the examination and will need to pass it to the standard required.*

**Please note: The order in which you list your master's programme choices is very important.**

If you are shortlisted following the application form and the interview process, and you are invited to apply to HEIs in Ireland, you will be invited to apply to two programmes. Priority will be given to your choices in the order you have listed them in your application, but this cannot be guaranteed. **In the case of more than one offer being received from your programme choices, you will be required, for logistical reasons, to accept the programme which you have ranked highest on your application form.** Your master's programme choices, or the order of your choices, can be changed at the interview stage of the application process. **No further changes to programme choices or the order of programme choices will be permitted after the interview stage other than in exceptional circumstances.**

## Section E: Motivational Statement

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.

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](#), [Global Ireland: Ireland's Strategy for Latin America and the Caribbean to 2025](#), and [Ireland's International Education Strategy](#).

The quality and breadth of your statement will be a critical factor in how your application will be scored by the selection panel, and whether you will be called for interview.

Your response under the following six headings (no more than 200 words each) should explain your motivation for applying for this Fellowship:

1. What are your key achievements and leadership roles within the workplace?
2. How have you worked towards achieving your country's national SDG goals in your career to date?
3. How do you see your career developing? How would your proposed programmes of study in Ireland help you support capacity building around SDG priorities in your country?
4. What are your key achievements and leadership roles outside the workplace, such as in volunteer work; within social activism; in community organisations; as class/work representative; or college roles?
5. What do you understand to be Ireland's international development priorities? What interests you about living and studying in Ireland?
6. How would you propose to develop personal and professional links while in Ireland and promote a positive relationship between your country and Ireland on your return home?

Please note that points may be deducted from your application if you exceed the word allowance.

In the Declaration on page 9 of the application form, you are required to confirm that this is entirely your own original work and that no one has assisted you with this motivational statement.

## Section F: English language Proficiency

If you have already completed an IELTS test, provide full details as requested. Note that the test is only valid if completed within 24 months of the proposed commencement of your studies in Ireland (i.e. must be dated September 2021 or later).

If you already have an English language test result from an exam other than the IELTS exam (e.g. TOEFL), this may also be accepted. Please provide full details as requested and include your certificate with your application form.

## Section G: Documentation

You are **required** to accompany your application with a number of important documents. Failure to include **all** of these documents will deem your application ineligible.

***As it can take some time to gather all these documents, please start the process now to ensure that your valid application is received on or before the deadline.***

**Documentation required:**

1. **One recent passport style photograph** (.jpeg file).

2. A copy of the graduation certificate for each higher education qualification you have completed, including your Bachelor's level qualification and, if applicable, any postgraduate qualifications completed. Do **not** include copies of certificates from short programmes or for non-degree level programmes. Temporary certificates are only accepted if studies were completed within the preceding 12 months – if you are shortlisted, the final graduation certificate should be provided before the interview.
3. A copy of the academic transcripts for each higher education qualification you have completed, including your Bachelor's level qualification and, if applicable, any postgraduate qualifications 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. These references should indicate both why you are a suitable candidate for an Ireland Fellows Award and why the programmes you have chosen are relevant to you. *If you are shortlisted following the application and the interview process, these reference letters will be used when applying to HEIs in Ireland, so should be suitable both for this application and for your applications to academic programmes in Ireland. A [guidance note for referees](#) is available, which you may wish provide to your referees if useful.*
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 the application and the interview process you will be required to submit a certified copy of the identify page of your passport. Please note that if you are awarded a fellowship, your passport must be valid for at least 6 months after the expected completion of your study in Ireland.*
6. Your current C.V. *If you are shortlisted following the application and the interview process your C.V. will be used when applying to HEIs in Ireland.*
7. [If available] Your original IELTS score report (or other English language test). Please note that this test must have been taken no later than September 2021.  
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 the application 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 Guidance Note on the next stages of the Application Process.*

**Your application will not be valid unless 1-6 above are included.**

#### 4. **\*\*\* FOR INFORMATION – NEXT STAGES OF THE APPLICATION PROCESS\*\*\***

If, following assessment of applications, you are invited to the next stage, please note the following:

- Applicants invited to the next stage 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. In some cases the Embassy of Ireland may provide an alternative English language test for applicants;
- Applicants who either already have the English language certification required for their master's programmes in Ireland, or who achieve a minimum score of 110 on Duolingo, will be invited for interview. Interviews will take place in January 2023, 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 copies of their passport, degree certificate(s), academic transcript(s) and, where already available, their IELTS certificate** (see below for further details). Where original documents are not in English, certified true copies of official English translations should be provided. The submitted documents must bear the official stamp and signature of the certifying authority. **Photocopies of certified documents will not be accepted.** These documents should be submitted in **hard copy** to the relevant Embassy of Ireland (see page 4) in advance of the interview. Applicants shortlisted following interview will not be eligible to progress to the next stage unless their certified documents have been submitted.
- Applicants shortlisted following interview who do not yet have the English language certification required for their master's programmes in Ireland will be invited to take the IELTS English Test, or in some cases another accepted English language test, and will need to pass it to the standard required for their selected programmes. If an applicant does not achieve the minimum English language requirements for their chosen courses, their Fellowship application will have concluded.

##### **Document certification:**

All required documents must be **certified true copies of original documents**. This means that when you copy your original documents you must get them certified by a justice of the peace, notary public, an official of the Embassy of Ireland or another authorised official who can confirm that they have seen the original document and the duplications are true copies of the original document. Where original documents are not in English, you must provide certified true copies of official English translations.

The submitted documents must bear the official stamp and signature of the certifying authority. **Certificates must be stamped and signed on the front of the document – all documents submitted must be single-sided.** If multiple pages, each page must be certified with an official stamp and signature. **Photocopies of certified documents are not acceptable**, but a certified photocopy of a document with an original certification (i.e. an original stamp and signature) is acceptable.

It is recommended that you obtain a minimum of **two** certified copies of each of the documents – one copy to be submitted with your application to the Ireland Fellows Programme, and one copy to be retained as they will be required for applications to university programmes in Ireland. **Please do not submit more than 1 copy of each certified document with your application.** Documents submitted as part of the Ireland Fellows Programme application process cannot be returned.

**IELTS English language test:**

The IELTS test is generally taken at the local British Council office and further details can be found on [www.ielts.org](http://www.ielts.org). In most cases the Embassy of Ireland will assist you with funding to take an IELTS test, or in some cases another accepted English language test, on one occasion only. **Candidates are strongly advised to attend an IELTS training session prior to their test date** and to familiarise themselves with the accents of native English speakers from different countries and regions including those from Ireland, America, Britain, India and Australia. Where possible, the Embassy of Ireland will arrange for you to receive a training pack in advance of your test.

Preparation materials are available at <https://takeielts.britishcouncil.org/take-ielts/prepare> and [https://rtiac.clarityenglish.com/?utm\\_source=takeielts\\_web&utm\\_medium=table&utm\\_campaign=takeielts\\_free#prefix=TD](https://rtiac.clarityenglish.com/?utm_source=takeielts_web&utm_medium=table&utm_campaign=takeielts_free#prefix=TD).

**Applicants shortlisted following interview:**

Applicants shortlisted following interview, who have the English language certification required for their master's programmes in Ireland, 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.

Applicants selected to go forward to the next stage of the process as a **Candidate** will be notified that their application will be forwarded to the management agency for the Ireland Fellows Programme. Once their documentation is verified and in order, they 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 by the management agency.** 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 will normally be invited to apply to two programmes, normally their top ranked programme and either their second or third choice. In the case of more than one offer being received from their programme choices, they will be required, for logistical reasons, to accept the programme which they have ranked highest within their application.

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.