Office of the Vice President Research and Innovation (OVPR&I)

Contract Offer Letters for Student Scholarships, Stipends or Bursaries

Purpose

postgraduate research students in receipt of a scholarship/bursary from the University of Limerick, for the purpose of carrying out research, should be asked to agree to conditions attached to such funding which are additional to academic regulations. This enables the University to meet its contractual obligations related to funding arrangements (confidentiality, intellectual property, etc). It also sets out clear agreement on the value of the award as well as any additional duties being asked of the student. By having clear understanding at the outset disputes will be minimised.

Scope

Scholarship offer letters to full-time postgraduate research students being awarded scholarship/stipends or bursaries.

Responsibility

It is the responsibility of the Head of Department/School to issue an appropriate **Postgraduate Research Scholarship Offer** letter prior to and or at the time of academic enrolment. In practice it is expected that the supervisor will prepare the documents to be signed by the Head of Department/School based on the template below available from the Doctoral College .

The supervisor shall ensure that there is written acceptance of a **Postgraduate Research Scholarship Offer** letter before commencement of the research.

Procedure

A **Postgraduate Research Scholarship Offer** is completed for the relevant scholarship and issued by the Head of Department/School to the applicant. The signed Deed of Acceptance together with the **Postgraduate Research Scholarship Offer** letter are retained at Departmental or Supervisor level.

Records

Postgraduate Agreement/Letter of Acceptance

DEPARTMENT/SCHOOL OF [*NAME*]

Postgraduate Research Scholarship Offer:

[*Date*]

[***Student Name***]
[***Address***]

Dear [***xxx***]'

The above scholarship is awarded to you starting [***start date***] for [***period of scholarship***], {**Optional clause** –renewable for a further [***period***]}, subject to satisfactory academic progress.

The scholarship is valued at [***Annual stipend in Euro***] per annum inclusive of all grants. Exemption from income tax in respect of scholarship income is on a self-assessment basis and will require submission to the University of a completed Scholarship Exemption Declaration form. Please note that on receipt of a completed form the University can apply income tax exemption with immediate effect, but the exemption will require subsequent approval by the Revenue when the form is forwarded by the University.

The scholarship is subject to a number of terms and conditions that are listed below.

1. You agree to be bound by the Academic Regulations and Procedures of the University of Limerick, a copy of which is available from the Doctoral College Website University of Limerick, Limerick. It is particularly important that you note the regulations dealing with performance assessment and the circumstances in which the scholarship will be terminated.

2. The research programme is for a minimum of [***X/Y years/semesters***]. You will be expected to give a full-time commitment to your designated research project and to be fully involved in the various elements that comprise the research programme.

3. Your research programme will be under the general advice and supervision of your nominated supervisor(s) who will specify study times, research times, vacation periods and other operational requirements.

4. As part of the general educational programme for full-time postgraduate research students the University usually requires students to undertake academic support as part of the scholarship award. You will be required to give a maximum of [***X – complete as appropriate***] hours per week support for laboratory and/or tutorial work.

5. It is important that the University protects and gains maximum benefit from its research activities. Accordingly, you undertake that you will not, unless authorised in writing by your nominated supervisor(s), reveal to any third party any of the trade secrets, know-

how or confidential operations, processes or dealings of the University or any of the intellectual property owned or used by it (including the intellectual property referred to in paragraph 10 below) or any information concerning the organisation, business, finance, transactions or affairs of the University of Limerick, or any of the companies, firms or individuals engaged in business with the University of Limerick, that the University regards, or could reasonably be expected to regard, as confidential. This restriction continues to apply without limit in point of time but shall cease to apply to information or knowledge that either may reasonably be said to have come into the public domain (through no fault on your part) or that you are authorised to publish or disseminate under paragraph 8 below.

6. It is a condition of the scholarship that you do not take on any office of profit or employment during the normal working hours of the University, without the written approval of the Head of Department/School and Supervisor.

7. Upon commencement of your research you should agree with your supervisor, in writing, the title, the description and terms of reference of your research project. These may be subject to review during the project and where there is a change it is important that you agree the changes in accordance with Academic Regulations and Procedures.

8. Publications and dissemination of information are an important part of University research. To protect the University, you, and your supervisor, it is required that prior to publication or dissemination of information relating to your research at the University of Limerick, you must obtain approval in writing from your supervisor. Where appropriate, such publications should include your supervisor's name as co-author. These conditions apply during your period of study at the University and continue to apply to research conducted at the University.

9. Attendance at the following is compulsory:
[***Detail any compulsory modules, or course work.***
(Note: Optional clause, delete as appropriate)].

10. The level of funding available to the University to support the scholarship may be decreased or withdrawn. Accordingly, the University reserves the right at any time to decrease the amount of the scholarship or to terminate the scholarship.

11. Subject always to the provisions of the University's Academic Regulations and Procedures, all intellectual property (including inventions, discoveries, copyright in computer software (including source and object codes) and other kinds of copyright, semiconductor maskworks, trade secrets, know how, research data, tangible research property and similar property/rights) conceived, invented or reduced to practice by you during, or as a result of, your research programme shall be the property of the University. Accordingly, you assign and agree to assign all of your right, title, and interest in such intellectual property to the University and you waive any and all moral rights and rights of a similar nature in respect thereof. You further undertake to do all such acts (including

the execution of all appropriate documents) which the University, at its cost and at its absolute discretion, considers necessary or desirable for the purposes of giving effect to the foregoing and you appoint any officer of the University as your attorney in your name and on your behalf for the purposes of doing all such acts as may be required of you in this regard. University policy with respect to ownership and exploitation of intellectual property generally is set out in the prevailing University Intellectual Property Policy (as determined by the University. Any benefits accruing to the University from the subsequent commercialisation of the intellectual property referred to in this paragraph shall be allocated in accordance with such policy.

Every question or dispute that may arise in relation to this scholarship will be determined by the University of Limerick in accordance with academic regulations.

If you are prepared to accept the offer upon the terms and conditions stated, please execute the Deed of Acceptance below and return the form, together with one copy of this letter incorporating the executed Deed to [***Head of Department/School, Department/School Name***], University of Limerick, Limerick, Ireland.

Signed for and on behalf of the University of Limerick

_____
[***Head of Department/School***],
[***Department/School Name***],
[***Faculty Name***],
University of Limerick,
Plassey,
Limerick.

DEED OF ACCEPTANCE

I _____ being the person referred to.
in the foregoing Letter of Offer, hereby concur in and accept the said offer upon the terms and conditions stated herein.

SIGNED SEALED AND DELIVERED:

_____
[***Student Name***]