Irish Aid Fellowship Training Programme - Zambia

February 18th, 2015

This booklet provides information on the Irish Aid Fellowship Programme.
# Table of Contents

- Introduction .................................................................................................................... 3
- Eligibility Requirements ............................................................................................... 3
- Application Requirements, documents and study programs ............................................. 4
- Universities, institutions and colleges with listed courses ................................................. 5
- Study programs | (not complete list) .................................................................................. 5
- FREQUENTLY ASKED QUESTIONS .................................................................................. 6
- VISA INFORMATION ........................................................................................................ 9
- Contact Details ................................................................................................................. 10
Introduction

The Irish Aid Fellowship Training Programme is one of Irish Aid’s longest running programmes with the first scholarships being awarded in 1974. The Fellowship Training Programme (FTP) aims to increase the specialist knowledge of staff working in ministries and in civil society organisations in partner program countries. It does this by providing scholarships to mid-career professionals to study postgraduate or masters courses in Ireland or in a college in their country. The program addresses capacity deficits that hinder the attainment of long-term development goals in Irish Aid partner countries through training and development of key individuals, generally drawn from the public service and NGO sectors.

Each year, partner organisations are invited by the Embassies to nominate candidates for scholarships. A total of 62 fellowships were awarded in 2014 (9 beneficiaries were from Zambia) in subject areas including sustainable agriculture, nutrition, education, policy, gender and development studies.

Irish Aid invites applications from the staff of partner organisations working in collaboration with Irish Aid programme in-country. These include government ministries and those in the non-governmental sector including civil society groups. Only applications nominated by an Irish Aid partner organisation which has been invited to participate in the scheme are eligible.

Fellowships are awarded to enable applicants to further their education in areas relevant to the priorities of Irish Aid country strategies in partner countries. Study may be at master’s degree or post graduate diploma level. Those selected for awards are normally mid-career professionals.

Applicant who received a fellowship must return to their employer to work in an equivalent position in the organisation for a minimum period of two years upon completion of their studies.

The participating countries include Zambia, Ethiopia, Lesotho, Malawi, Mozambique, Tanzania, Timor Leste, Uganda, Vietnam, Palestine and Sierra Leone.

The Irish Fellowships Training Programme is administered by the Embassy of Ireland in Zambia who are responsible for the disseminatiion of information, application documents, receiving applications, appraising, short listing, recommending to ICOS/HQ and management of in-region fellows. The deadline for receiving applications for each year is 30th November.

The Irish Council for International Students (ICOS) www.icoirl.ie – provides further support for the management and administration of the Fellowships training programme for International Students. Visit the Irish Council for International Students and the Embassy of Ireland Zambia websites for details about how to apply for the Fellowship Training Programme.

Eligibility Requirements

To be eligible for the Irish Aid Fellowship Training Programme applicants must:

- be Zambian
- must be resident in Zambia
- be currently employed by an Irish Aid partner organisation and nominated by that organisation to apply
✓ have achieved the necessary academic and/or professional standard to be accepted onto a postgraduate course in a higher education institute  
✓ have a minimum of three years relevant employment experience  
✓ have identified a relevant course in a higher education institution in Ireland or within their own region  
✓ be applying to commence a new qualification and not be seeking funding for one already commenced or which will begin before fellowship awards have been notified  
✓ be able to demonstrate a strong commitment to Zambia’s socio-economic development  
✓ be able to take up the fellowship in the academic year for which it is offered  
✓ have obtained a minimum score of IELTS 6.5 or TOEFL 570 if applying to study at an Irish higher education institution and be able to provide an original copy of the test results. Results must be from a test taken within two years of the application date  

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 or to the relevant Zambia’s neighbouring country  
✓ 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 Zambia’s socio-economic development.  

An applicant will not be considered in either of the following circumstances;  

✓ they already hold a master’s qualification  
✓ they have applied for the FTP on two or more previous occasions without being awarded a fellowship  

Application Requirements, documents and study programs  

Applications with unanswered questions or missing documents will be deemed incomplete and will not be considered for a fellowship. Therefore, it is essential that you;  

- Fill out all the required sections in the application form  
- Include three passport size photographs  
- Include a statement of intent  
- Include all relevant supporting documents and complete the checklist  
- Sign the application declaration  

The closing date for receipt of applications to the Embassy of Ireland in Zambia is 30 November.  

Application documents can be obtained from the HR or Focal point person for the partner organisations. Soft copies of the application document and course directory are also uploaded onto the Embassy of Ireland website when applications are open around September/October. The Embassy of Ireland website is www.embassyofireland.co.zm; for the application documents click on Zambia webpage and the section on Irish Aid. All applications should be submitted in hard copy to the Embassy of Ireland on Katima Mulilo Road, Lusaka, Zambia.
Universities, institutions and colleges with listed courses

Ireland
AIT Athlone Institute of Technology
Athlone
www.ait.ie
DBS Dublin Business School
Dublin
www.dbs.ie
DCU Dublin City University
Dublin
www.dcu.ie
DIT Dublin Institute of Technology
Dublin
www.dit.ie
GCD Griffith College Dublin
Dublin
www.gcd.ie
KDSC Kimmage Development Studies Centre
Dublin
www.kimmagedsc.ie
NCI National College of Ireland
Dublin
www.ncirl.ie
NUIG National University of Ireland, Galway
Galway
www.nuigalway.ie
NUIM National University of Ireland, Maynooth
near Dublin
www.nuim.ie
OU the Open University
[Distance]
www.open.ac.uk
TCD Trinity College Dublin
Dublin
www.tcd.ie
UCD University College Cork
Cork
www.ucd.ie
UL University of Limerick
Limerick
www.ul.ie
WIT Waterford Institute of Technology
Waterford
www.wit.ie

Zambia
University of Zambia
Zambia
www.unza.zm
Zambia Open University
Zambia
www.zaou.ac.zm
Copperbelt University
Zambia
www.cbu.edu.zm
DMI – St Eugene University
Zambia
www.dmisteugene.org
Rusangu University
Zambia
www.rusangu-university.edu.zm
University of Lusaka
Zambia
www.unilus.ac.zm

Study programs | (not complete list)

Agriculture, Environmental Science, Conservation, Rural Development and related
A1 MSc (Agr) in Sustainable Agriculture and Rural Development
UCD
A2 MSc (Agr) in Environmental Resource Management
UCD
A3 MSc in Environmental Science
TCD
A4 Postgrad Diploma in Co-operative Organization, Food Marketing and Rural Development
UCC

Health, Medicine, Nutrition, Health Economics and related
C1 Master of Public Health
UCD
C2 Masters in Public Health
UCC
C3 MSc in Global Health
TCD
C4 MSc in Immunology and Global Health
NUIM
C5 MSc in Applied Science (Nutritional Sciences)
UCC
C10 MSc in Health Economics
UCC
C11 MSc in Health Economics
NUIG

Development studies
D1 Postgraduate Diploma in Development Studies
KDSC
D2 MA in Development Studies
KDSC / Dist
D3 Postgraduate Diploma in Development Studies UCD
D4 MSc in Development Studies UCD
D5 MA in Development Studies UCD
D6 MA in Development UL
D7 MA in Development DCU
D8 MA in Environment, Society and Development NUIG
D9 MA in Peace and Development Studies UL
D11 MSc in Environment and Development TCD

Distance Learning
D19 Postgraduate Diploma in Global Development Management OU [Dist]
D20 MSc in Global Development Management OU [Dist]

Education, Adult and Community Education
E1 MA in Education UCD
E2 Master in Education - Foundation Studies (MEd) TCD
E3 Postgraduate Diploma in Adult and Community Education NUIM
E4 MA in Community Education, Equality and Social Activism NUIM

Work, Social Policy, Community Development, Sociology and related
F1 MA in Public Advocacy and Activism NUIG
F2 Postgraduate Diploma in Arts (Public Advocacy and Activism) NUIG
F3 MSocSc in Social Policy UCC
F4 MSocSc in Sociology UCD
F5 Master of Social Science (Rights and Social Policy) NUIM
F6 MA in Applied Social Studies NUIM
F7 MSc in Applied Social Research TCD
F8 MA Child and Youthcare AIT
F9 MA in Child, Family and Community Studies DIT
F10 MSc in Disability Studies TCD

Women’s Studies, Gender Studies and Equality Studies
G1 MA in Gender, Culture and Society UL
G2 Graduate Diploma in Women’s Studies UCD
G3 MA in Women, Gender and Society UCD
G4 MA in Women’s Studies UCC
G5 MA in Gender, Globalisation and Rights NUIG
G6 Graduate Diploma in Equality Studies UCD
G7 MSc in Equality Studies UCD

Frequently Asked Questions

1. What is the closing date for receipt of applications to the Irish Aid Fellowship Training Programme?
   The closing date for receipt of applications to the Embassy of Ireland in Zambia and other participating countries is 30 November.

2. Who can apply for an Irish Aid fellowship?
   Fellowship applications are invited from partner organisations working in collaboration with the Irish Aid programme in-country. These include government ministries and those in the non-
governmental sector including civil society groups. Only candidates nominated by an Irish Aid partner organization invited to participate in the scheme are eligible to apply.

3. How do I establish that the course I am interested in will qualify?
Fellowships are offered for Postgraduate Diploma/Masters level study in Higher Education Institutes in Ireland or in the region. Areas of study will reflect the priorities of Irish Aid country strategies in partner countries. Your first reference point will be the Irish Aid Postgraduate Directory of Courses suitable for Fellowship Training Programme applicants which is updated and made available in partner country Embassies each year from September.

4. I am applying for a course in my region. What do I need to know?
Only approved courses at institutes which are recognised internationally qualify for Fellowship awards. If you are unsure whether the college which you are applying to is a recognised institute, please contact the Embassy of Ireland who will advise you accordingly.

5. What do I need to submit with my fellowship application?
There is an application checklist in the application form which sets out the supporting documentation that should be included with your application form.

6. I have completed my application form but I do not have my authenticated degree documents and transcripts?
These documents are a requirement of the application process and applications will be regarded as incomplete and will not be considered if degree and transcript documentation is not attached at the time of application for a fellowship.

7. What is ICOS?
The Irish Council for International Students (ICOS) administers the main elements of the Fellowship Training Programme on Irish Aid’s behalf. ICOS usually communicates with candidates by email and therefore it is essential that you have an active email account that you check regularly. For further information on ICOS, please see www.icosirl.ie

8. Now that I have submitted my Fellowship Training Programme application, what happens next?
30 November is the closing date for receiving all scholarship applications at the Embassy of Ireland. Short listing takes place in January, February the applications are submitted to ICOS/HQ. Irish Aid’s Fellowship Selection Committee meets to shortlist the fellowship applications to go through to the final selection stage in June.

ICOS will contact the shortlisted candidates with information on continuing with the FTP process (including advice on course application procedures and English language testing). ICOS will communicate with candidates by email and it is essential that candidates respond to ICOS’ emails and requests for information in a timely fashion. Being shortlisted does not automatically guarantee a fellowship award.

Note ICOS may contact shortlisted candidates regarding English language testing in Jan/Feb depending on candidate’s location. If a candidate is not shortlisted, they are no longer under consideration for a fellowship.

June-July
Irish Aid’s Fellowship Selection Committee will meet in early June to make the final selection and award of fellowships. Irish Aid’s fellowship award letter and a fellowship award information
package will be issued to all new fellowship recipients, for study in Ireland, in early July by ICOS. Regional award packages are usually issued slightly later when course offer letters are issued by colleges in the region. Fellows are required to accept their fellowship in writing and complete other award formalities as required by Irish Aid.

9. **If I go through to the second stage of the fellowship application process, how do I apply for my chosen course(s) of study at higher education institutes in Ireland?**
   As outlined above, ICOS will contact you with detailed instructions on submitting online applications for the course(s) you have indicated on your fellowship application form.

10. **Online Course applications**
    You are permitted to apply for two courses only unless otherwise advised. You must apply for the same courses you listed on your fellowship application form. For those wishing to study in Ireland Candidates are only allowed to apply for courses listed in the ‘Directory of Postgraduate Courses suitable for Fellowship Awards.’ ·

    You must follow the application procedures for the course(s) that you are applying for and submit all the relevant documentation accordingly. Failure to do so may delay your application. Please note some colleges have their own online application system e.g. University College Dublin. However, 6 institutes (Dublin City University, NUI Galway, NUI Maynooth, Trinity College Dublin, University College Cork and Waterford Institute of Technology) operate through a centralized application system called PAC (Postgraduate Application Centre www.pac.ie). ·

    ICOS will pay the course application fees for candidates shortlisted to go through to the second stage of the competition only. You must inform ICOS by email when you apply for your course(s) and send your application numbers to ICOS. You must keep ICOS informed of progress on your course applications. Most colleges make decisions on place offers between May-June. Therefore you should not expect to receive a decision on your course application(s) until then. Irish Aid/ICOS notifies successful fellowship applicants in June. Unsuccessful applicants will be notified by letter.

11. **Is the English language examination essential to my Fellowship application?**
    Yes. All candidates shortlisted to go through to the second stage of the competition are required to take an exam to certify their English language abilities. Irish Aid accepts either IELTS or TOEFL certificates of English language ability. Higher education institutes in Ireland also require this certification as a core application requirement. Candidates must score the minimum requirement of IELTS 6.5/TOEFL 570. Applicants are required to take the academic English strand of testing.

12. **I did my university studies through English; do I still have to take an English Language test?**
    Yes. All candidates who have applied to study at an Irish Higher Education Institute in Ireland and who are shortlisted to go through to the second stage of the competition are required to take an exam to certify their English language abilities, regardless of whether they have completed their university studies in English.

13. **If I am awarded a fellowship, what does that cover exactly?**
    An Irish Aid fellowship covers the following:
    - Course Fees
    - Monthly stipend
    - Insurance
• Flights related to your fellowship
• Research related costs if required
• Other once-off allowances are also given for books and clothing.

If you are awarded a fellowship for in-region study, you should note that colleges issue guidelines on approximate annual fees on the above costs. It is important that you submit this information to Embassy of Ireland at an early stage. You will also be required to submit details on the regional course(s) you are applying for e.g. scanned information leaflet from the college or a web link outlining the course’s modules and requirements.

14. **If I am awarded an Irish Aid fellowship, can I bring my family to Ireland?**

Irish Aid fellowship awards are made to individual recipients for postgraduate study in Ireland or in the region. The award is designed to financially support the fellowship holder only and there is no financial provision for, or assistance given to, dependents.

According to Irish immigration legislation, non-European third level students in Ireland, with the exception of PhD students, have no automatic entitlement to be joined by family members.

15. **Will I be entitled to remain in Ireland after my studies?**

No. It is a requirement of the fellowship programme that you return to your employment in your own country on completion of your studies for a minimum period of two years for each year of study. ICOS will communicate information regarding departure arrangements to you approximately 6 weeks before the end of your fellowship. You will normally have immigration permission to reside in Ireland as a student for the duration of your studies only. You are not permitted to stay in Ireland to attend graduation ceremonies as these often take place up to 6 months after the end of the study period.

**VISA INFORMATION**

Information on VISA’s and requirements is available on the following website; http://www.embassyofireland.co.zm. Please note that if awarded a fellowship your VISA application should be submitted eight weeks before the date of departure as it takes approximately six weeks to process your visa application.

**INFORMATION ON VISA APPLICATIONS**

Zambians need to apply for Study visas for Ireland. There is no fee applicable. It is important that you apply for your visa at least 8 weeks before the start of your semester. Late applications will NOT be given priority. Applicants will have to make an online application on the embassy website: www.embassyofireland.co.zm

Supporting documentation for study visas include:

• Valid Passport
• 1 x Passport size photo
• Letter from Employer stating that permission to study in Ireland for the specified period has been given.
• Offer letter from educational institution
• Fellowship Offer letter from Irish Aid and signed acceptance
• Fellowship Offer letter from ICOS and signed acceptance
- IELTS results
- Print out of summary sheet requested in online application.

**Contact Details**

**CONTACT US**

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<td>Telephone</td>
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<td>Fax</td>
<td>+260 (0)21 1 290482</td>
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**The Embassy of Ireland in Lusaka & Irish Aid offices are open:**

**Office hours**

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<td>Monday to Thursday</td>
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<td>Saturday, Sunday &amp; public holidays</td>
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**Find us;**

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<tr>
<td>Address</td>
<td>Embassy of Ireland</td>
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<td>6663 Katima Mulilo Road</td>
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<td>P O Box 34923</td>
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<td>Lusaka, Zambia</td>
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E-mail Contact Us