



**Irish Aid**

Government of Ireland  
Rialtas na hÉireann

## Irish Aid Fellowship Training Programme - Zambia



2012-2013 Irish Aid Fellowship Training Program Awardees

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This booklet provides information on the Irish Aid Fellowship Programme.

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## 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 dissemination 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 30<sup>th</sup> November.

The Irish Council for International Students (ICOS) [www.icoirl.ie](http://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](http://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	<a href="http://www.ait.ie">www.ait.ie</a>
DBS Dublin Business School	Dublin	<a href="http://www.dbs.ie">www.dbs.ie</a>
DCU Dublin City University	Dublin	<a href="http://www.dcu.ie">www.dcu.ie</a>
DIT Dublin Institute of Technology	Dublin	<a href="http://www.dit.ie">www.dit.ie</a>
GCD Griffith College Dublin	Dublin	<a href="http://www.gcd.ie">www.gcd.ie</a>
KDSC Kimmage Development Studies Centre	Dublin	<a href="http://www.kimmagedsc.ie">www.kimmagedsc.ie</a>
NCI National College of Ireland	Dublin	<a href="http://www.ncirl.ie">www.ncirl.ie</a>
NUIG National University of Ireland,	Galway Galway	<a href="http://www.nuigalway.ie">www.nuigalway.ie</a>
NUIM National University of Ireland, Maynooth	near Dublin	<a href="http://www.nuim.ie">www.nuim.ie</a>
OU the Open University	[Distance]	<a href="http://www.open.ac.uk">www.open.ac.uk</a>
TCD Trinity College Dublin	Dublin	<a href="http://www.tcd.ie">www.tcd.ie</a>
UCC University College Cork	Cork	<a href="http://www.ucc.ie">www.ucc.ie</a>
UCD University College Dublin	Dublin	<a href="http://www.ucd.ie">www.ucd.ie</a>
UL University of Limerick	Limerick	<a href="http://www.ul.ie">www.ul.ie</a>
WIT Waterford Institute of Technology	Waterford	<a href="http://www.wit.ie">www.wit.ie</a>

### Zambia

University of Zambia	Zambia	<a href="http://www.unza.zm">www.unza.zm</a>
Zambia Open University	Zambia	<a href="http://www.zaou.ac.zm">www.zaou.ac.zm</a>
Copperbelt University	Zambia	<a href="http://www.cbu.edu.zm">www.cbu.edu.zm</a>
DMI – St Eugene University	Zambia	<a href="http://www.dmisteugene.org">www.dmisteugene.org</a>
Rusangu University	Zambia	<a href="http://www.rusangu-university.edu.zm">www.rusangu-university.edu.zm</a>
University of Lusaka	Zambia	<a href="http://www.unilus.ac.zm">www.unilus.ac.zm</a>

## 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
A5	MSc in Applied Science (Environmental Science)	UCD
A9	MSc in Climate Change	NUIM
A10	MA in Dry lands Policy and Climate Change Adaptation	KDSC / Dist

### 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](http://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](http://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](http://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

Telephone	+260 (0)21 1 290650/291124
Fax	+260 (0)21 1 290482
E-mail	<a href="#">Contact Us</a>

The Embassy of Ireland in Lusaka & Irish Aid offices are open:

Office hours

Monday to Thursday	<b>08.30 – 16.30</b>
Friday	08.30 – 12.30
Saturday, Sunday & public holidays	Closed

Find us;

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