



Irish Aid

Rialtas na hÉireann

Government of Ireland

Kader Asmal Fellowship
Programme 2022/23

STAGE 1
Guidance Note for Applicants

Table of Contents:

1	The Benefits of Studying in Ireland	2
2	Kader Asmal Fellowship Programme – 2022/23	3
	Eligibility	3
	The Application Process	4
3	Stage 1 Application - Detailed guidance notes for applicants	5
	Documentation required	5
	Submitting Applications	5
	Q1 - Personal information	6
	Q2 - Education	6
	English Language Proficiency	6
	Q3 - Work Experience	6
	Q4 - Master's Programme Choices	7
	Q5 - Why do you wish to be considered for a Fellowship in Ireland?	7
	Declaration	7
	Appendix	8
	For information – the Stage 2 application process	8
	For information – the Stage 3 application process	9
4	Stage 1 Application Form	11

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 is an English-speaking European country which has been a member of the European Union since 1973. Situated on the Western edge of Europe, Ireland is a relatively small, though highly connected, island nation with a population of five million people.

Ireland is an advanced knowledge economy whose focus on education has been at the core to government policy since the country gained independence from Britain in 1922. As a result, Ireland boasts one of the most highly educated populations in the world, ranking 4th globally for the percentage of our population who have completed tertiary education with 56% of 24-35 years olds having attained at least an undergraduate degree. In this regard, Ireland lies ahead of all other English speaking countries in the world, with the exception of Canada, and has the second most educated population in Europe.

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 most leading international companies choosing Ireland for the location of their European headquarters. With many 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 small home-grown and start-up companies in partnership with some of the most powerful multinationals on the planet, through shared research projects and programmes, often supported by the Irish government.

Ireland's consciousness of its unique historical legacy has resulted in a higher education system which offers globally recognised expertise in a broad spread of programmes around development, conflict studies, gender, diversity and human rights. Ireland's universities lead the world in terms of their social and economic impact. The 2019 Times Higher Education university impact rankings (based around adherence to the United Nations' Sustainable Development Goals (SDGs) ranked Ireland second in the world due to their strength in promoting good health and well-being, sustainable cities and communities, climate action and partnerships for the SDGs.

Studying at postgraduate level in Ireland offers a unique opportunity to join programmes that are driving innovation and changing lives worldwide.

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

2 Kader Asmal Fellowship Programme – 2022/23

The Kader Asmal Fellowship Programme is a South African strand of a broader **Ireland-Africa Fellows Programme** managed by the Irish Department of Foreign Affairs and Trade. The main aims of the **Ireland-Africa Fellows Programme**, are to nurture future African leaders, women and men, to develop in-country capacity to achieve national SDG goals, and to build positive relationships between Ireland and Africa.

Through the programme, early career professional women and men, with leadership potential, from South Africa will avail of relevant postgraduate study opportunities in Irish higher education institutions. On completion of their studies, graduates will have acquired relevant skills and knowledge and be better capacitated and positioned to influence the advancement of national social, economic and development priorities. Fostering women's leadership capacity will be a priority. On return home, graduates are expected to resume work and put their acquired skills to good use for the benefit of their home countries.

The programme offers selected students the opportunity to undertake a fully-funded one-year master's programme at a prestigious higher education institution (HEI) in Ireland. The award covers course fees, accommodation, living costs, and flights. Applicants can choose from almost 200 postgraduate programmes especially selected to enhance capacity in line with stated country development goals and the strategy of the relevant Irish Mission.

Eligibility

To be eligible for a **Kader Asmal Fellowship Programme** commencing at the beginning of the academic year 2022 applicants must:

- Be a resident national of South Africa
- Have a minimum of two years relevant work experience (this can include internships and volunteering positions, see Page 6 for details).
- Hold an honours' level academic qualification from an accredited and government-recognised higher education institution, with a minimum grade point average of 75% - i.e. a first class honour, or second class honour, Grade 1 (in some cases a second class honour Grade 2 may be accepted).
- Not already hold a qualification at master's level or higher.
- Be applying to commence a new course at master's level in Ireland no sooner than August/September 2020.
- Be able to demonstrate leadership abilities and aspirations, as well as commitment to the achievement of the SDGs within your own country.
- Have identified and selected two **relevant** courses from the Ireland-Africa Fellows Programme Directory of Eligible Courses, see course list.
- Have a clear understanding of the academic and English language proficiencies required for both courses chosen.

- Must not have applied for **Kader Asmal Fellowship Programme** on more than one previous occasion.
- Be in a position to take up the Fellowship in the academic year 2022/2023.

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

- **Stage 1 - preliminary application:**

Opens 5 July 2021, closes 1 August 2021

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 on the Embassy of Ireland, South Africa website.

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 4 September 2021, closes 26 September 2021

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 8 which provides details of all stage 2 requirements.)*

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

(Please see note on page 9 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 relevant Embassy of Ireland at the email address below:

Relevant Embassy of Ireland	Responsible for applicants from:	Email address
Ethiopia	Ethiopia South Sudan Djibouti	ethiopiafellowships@dfa.ie
Kenya	Kenya Eritrea Somalia Sudan	nairobifellowships@dfa.ie
Liberia	Liberia	monrovia.fellowships@dfa.ie
Malawi	Malawi	malawifellowships@dfa.ie
Mozambique	Mozambique	Mozambiquefellowships@dfa.ie
Sierra Leone	Sierra Leone	SierraLeoneFellowships@dfa.ie
South Africa	Lesotho Zimbabwe	SouthAfricaFellowships@dfa.ie
Tanzania	Tanzania	TanzaniaFellowships@dfa.ie
Uganda	Uganda Rwanda	UgandaFellowships@dfa.ie
Zambia	Zambia	Zambiafellowships@dfa.ie

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 **2010** or later (i.e. within the last 12 years).

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

Please include a scanned copy of your undergraduate degree award certificate **and, if available**, 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 must be formally certified, normally through the International English Language Test (IELTS-www.IELTS.org).

IELTS examines competency in the English language across reading, writing, speaking and listening and is necessary for admission to all Irish HEIs – there are no exceptions. Most HEIs require a score of 6.5 overall, but some require a higher overall score, or specific scores within each band. The Ireland Fellows Programme Directory of Eligible Programmes will indicate the levels required for each programme. It is the applicant's responsibility to be aware of the IELTS score required for all the programmes selected.

You can apply through stage 1 of this process without having completed your IELTS test; however, you must have noted the IELTS score required for your selected programmes 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 within **24 months of the proposed commencement of your studies in Ireland (i.e. September 2022).**

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 as requested.

Q3. Work experience:

All applicants must have a minimum amount of work experience that is **relevant to their proposed programme(s) of study**, but the minimum requirement varies by country. Please consult the table below:

Min. 2 years' RELEVANT work experience required	Min. 3 years' RELEVANT work experience required	
<ul style="list-style-type: none"> • Uganda • Rwanda • Kenya • Zimbabwe • Sierra Leone • Tanzania 	<ul style="list-style-type: none"> • Djibouti • Eritrea • Ethiopia • Lesotho • Liberia • Malawi 	<ul style="list-style-type: none"> • Mozambique • Somalia • South Sudan • Sudan • Zambia

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. Master's programme choices:

Using the Ireland Fellows Programme Directory of Eligible Programmes, 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). 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. In choosing these programmes, please take account of their relevance to your career aspirations and to achieving the SDGs in your country.

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 (see Q3). 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.

Q5. 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 specific programmes of study in Ireland which you have chosen would assist you in your career aspirations;
- How they 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 4 September 2021 and closes on 26 September 2021.

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 identity page of your passport. (If your existing passport expires before December 2023, 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 2020 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 language 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;
- 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 October, November and December 2021, 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 documents. 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 should be provided. **Photocopies of certified documents will not be accepted;**
- 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.

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 2022. 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 will 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, all candidates 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 2022. The academic year in Ireland is from autumn 2022 to summer/autumn 2023.

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.

Ireland-Africa Fellows Programme - Stage 1 Application Form 2022/23 for Kader Asmal Fellowship applicants

ONLY TYPED APPLICATIONS SUBMITTED BY EMAIL ARE ACCEPTABLE

The closing date for receipt of Stage 1 applications and accompanying documents is 1 August 2021.

Applications should be submitted by email to the relevant Embassy of Ireland (see page 5 of the Guidance Note for contact details).

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, if available at this time. 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(s) of study.
- I hold a bachelor's level academic qualification from an accredited and government-recognised higher education institution, awarded since 2010, 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 2021/22.

Ireland-Africa Fellows Programme - Stage 1 Application Form 2022/23 for Kader Asmal Fellowship applicants

ONLY TYPED APPLICATIONS ARE ACCEPTABLE

1. Personal information: See guidance notes	
Surname	
First or given name <i>as it appears on your passport or official document</i>	
Gender	
Nationality	
Country of residence	
Date of Birth <i>(day/month/year)</i>	/ /
Do you have a disability you wish to disclose? <i>Please provide brief details (this will not disadvantage your application. The Ireland-Africa Fellowship programme supports equality & welcomes diversity)</i>	
Contact details Phone No.: Main email address: <i>it is vital that we can communicate with you by email. You must provide an email address which you regularly check</i>	
For selection committee use only	

2. Education: see attached guidance notes	
Highest education award attained <i>(e.g. bachelors/diploma.....)</i>	
University/college name and location	
Dates (from-to) your undergraduate qualification must have been awarded no earlier than 2009	From (month/year) to (month/year)
Field <i>(e.g. engineering, humanities etc.)</i>	
Award/final overall grade achieved <i>Please provide GPA score if available</i>	
Please provide details of your undergraduate education, including name(s) of institutions attended.	
Please provide details of your Secondary/High School education, including name(s) of institutions attended from Grade 10-12.	
Please provide details scholarships/bursaries/financial assistance received at tertiary level.	
Are you the first generation in your family to reach tertiary level education?	Y/N
Please provide details of leadership positions held in the past or currently. <i>(E.g. SRC President, Social Activist etc..)</i>	
IELTS/Eng. Language test results (if available) <i>Date of test: (day/month/year)</i>	Date: / /

Must be dated September 2019 or later	Overall Score: Writing score: Reading score: Speaking score: Listening score:
For selection committee use only:	

3. Work experience: see attached guidance notes	
Your employing organisation	
Current job title	
How long have you worked with this organisation?	
If applicable list in chronological order any <u>previous position</u> you have held with this organisation, indicate your job title and start & finish dates (month /year)	
Job Title:	/ /
Job Title:	/ /
If you have previous job experience outside the organisation where you currently work, please state your job title and start and finish dates (month/year)	
Job Title:	/ /
Job Title:	/ /
If you are currently unemployed please state your last place of employment or refer to internships or volunteering positions you have <i>Clearly indicate the number of months and years' experience you have accumulated</i>	
Job Title:	/ /
Job Title:	/ /

4. Master's programmes choice in Ireland:			
<i>Please ensure you have carefully read through the <u>Directory of Eligible Courses</u> and the guidance notes before completing this question</i>			
	University/college name	Full programme title	Programme code
1.			
2.			
For selection committee use only:			

5. Why do you wish to be considered for a fellowship in Ireland? <i>In 200 words or less please describe why you are applying for this Ireland-Africa fellowship. Please read through the guidance notes before completing this question. <u>Do not exceed the word limit</u></i>
For selection committee use only:

6. How did you hear about the Kader Asmal Fellowship?

DECLARATION

I give my permission for information and documents submitted as part of my application to be shared with :

- (i) The management agency for the Ireland –Africa Fellowship Programme
- (ii) The Irish Embassy
- (iii) The Irish Department of Foreign Affairs and Trade

When your application for 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 P Acts, 1988, 2003 and 2018

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

Signature:
(Day/Month/Year)

Date: / /

Have you included a scanned copy of the following documents with your application?

- Your passport (only the identity page is required), or other official identification document if you do not have a passport at this time
- Your undergraduate degree award certificate
- Your undergraduate degree academic transcript
- Your English language test (IELTS) certificate, if you have one at this time. Only IELTS certificate dated September 2019 or later are acceptable

The closing date for the receipts of Stage 1 application and accompanying documents is 1st August 2021.

Your application will not be valid unless copies of the documents in bullet 1, 2 and 3 above are included. Documents in bullet 4 must be included if you have it

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 Fellowship 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)*