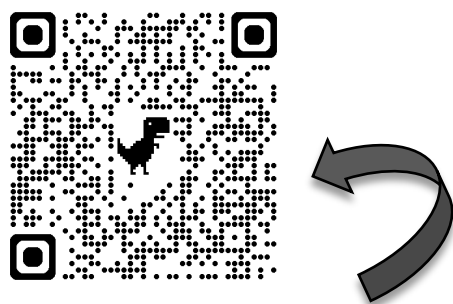


SETU School of Science & Computing

The Una McDermott Travel Bursary

2024-2025



Visit the bursary pages by scanning the QR code

Explanatory Document - For Applicants

Dear students,

The family of Una McDermott have generously established a fund to honour the memory of our colleague, teacher and friend Una McDermott, former Horticulture lecturer in Teagasc and Waterford Institute of Technology. Una was a great believer in travelling abroad to experience and learn about horticulture and we are pleased and thankful that the Una McDermott Bursary will make that dream a reality for some.

Guidance before getting started on your application

- Read the Terms and Conditions: the outline the rules that govern this competitive bursary, but also contain helpful guidance and inspiration for your application.
- Only fill in relevant information on your application form and use all the word count available to you.
- You can save your progress while you are working on the application form but cannot alter your application after submission so make sure all information is correct when submitting.
- Gather your financial and budgetary details in advance of filling in the application form.

The Application Process:

The application process and subsequent evaluation of applicants is explained in full in the Terms and Conditions, however the following briefly describes the process:

1. Applicants fill in and submit an online form with supplementary documentation attached.
2. Applicants are shortlisted based on their CV, and personal statements.
3. Shortlisted applicants are interviewed.
4. The winner(s) are announced.

Key dates:

Closing date for online applications: Sunday 26th of January, 2025 (23:59).

Provisional Interview date for shortlisted applicants: 14th February, 2025.

Winner(s) will be announced shortly after interviews.

The Personal Statement

The personal statement is used to shortlist applicants for interview, therefore it is immensely important that you make an especially good effort in this section of the application. When formulating your answers, it helps to reflect on your own personal experiences that have motivated you so far, and what drives you forward into the future. Items 1-4 below are the questions posed on the application form. Candidates that use the entire word count to create considered content reflecting on their motivation and drive are more likely to be shortlisted for interview compared to candidates who only enter a few lines.

1. How will this experience supplement your learning? (150-250 words)
2. How will the experience aid your personal development? (150-250 words)
3. What positive personal attributes will you bring to your host? (100-250 words)
4. Without covering any of the points in the previous three items, explain why you should be selected for the Una McDermott Travel Bursary. (100-250 words).

Terms and Conditions 2024-2025

1. Eligibility:

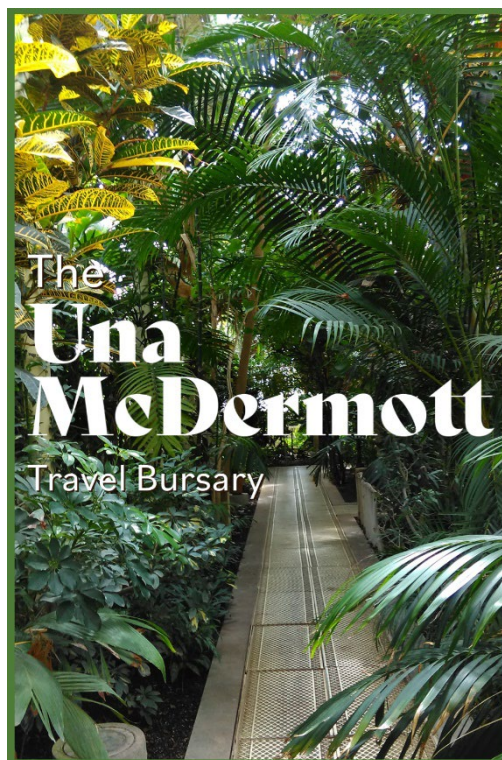
- 1.1 Applicants must be in year 1, year 2 or year 3 of the BSc. in Horticulture in either Kildalton College (SE506) or The College of Amenity Horticulture at the National Botanic Gardens (SE507).
- 1.2 All applicants must be fully registered students of SETU.
- 1.3 Applicants must ordinarily live in Ireland during the academic year and if subject to visa-restrictions, must personally ensure their visa(s) allows the applicant to live/work in the targeted country. Non-Irish citizens are welcome to apply for the Bursary but cannot apply to the Travel Bursary to cover travel, work or accommodation in their country of citizenship.
- 1.4 Only applicants that meet all the eligibility criteria will be considered for the bursary.

2. The Application Process:

- 2.1 Applications are assessed using information provided on the online Application (Part A) and the supporting documentation uploaded (Part B). Part A and Part B must be submitted online at the same time.
- 2.2 The application form and supporting documentation must be compiled and inputted online personally by the applicant.
- 2.3 Only fully completed application forms will be considered.
- 2.4 Paper application forms will not be accepted.
- 2.5 The application form requires applicants to provide their CV which should outline a career history and voluntary work to date. Applicants must endeavour to account for all periods of time.
- 2.6 Late applications will not be accepted.

3. General Terms and Conditions:

- 3.1 The Award is offered subject to the availability of funds.
- 3.2 The monetary values of the Award(s) will not exceed €5500 in total in any one year.
- 3.3 The evaluation panel reserves the right to fund more than one award in any one year.
- 3.4 The evaluation panel reserves the right to withdraw the award at any time should an awardee contravene any of SETU's student policies.
- 3.5 All correspondence regarding the Una McDermott Travel Bursary will be conducted via the student's SETU email address.
- 3.6 If the applicant proposes to travel abroad to work, or volunteer in a garden, the applicant must supply letters from the host specifying the period of time the applicant will be with the host, and any benefits offered to the applicant while on site (i.e. room and board, wages or allowance etc).
- 3.7 If the applicant proposes to travel to take up a place on a specialist course, course details including location, course contact and description of the course must be provided.
- 3.8 Canvassing of the evaluation panel, Horticulture Programme Leaders, or any other SETU or Teagasc employees associated with the applicant or the Horticulture Programmes will disqualify the applicant.



- 3.9** All visa, passport, vaccinations and associated costs remain the responsibility of the awardee.
- 3.10** SETU students are covered by SETU travel insurance (where the trip is > 30 days) however students should make themselves aware of the terms of the SETU insurance policy prior to travel.
- 3.11** If travelling outside of the Eurozone, the awardee should take out their own medical insurance, ensuring it covers the duration of the stay. Medical insurance is organised at the awardee's own expense.
- 3.12** It is recommended that awardees eligible to hold the [European Health Insurance Card](#) (EHIC) organise this for themselves in advance of travel within Europe.
- 3.13** The evaluation panel reserves the right to withdraw the award if an awardee encounters visa or passport difficulties within one month of the scheduled departure.
- 3.14** Funds will not be released to the awardee until SETU is furnished with final written agreements between the student, and the host. It is the responsibility of the awardee to organise this written agreement. Written agreements must include the start date and final date the host can accommodate the student. Details of accommodation, allowances and any other pertinent information should be included in that written agreement.
- 3.15** If travelling abroad, the Bursary will only finance travel when Ireland is the country of departure. Return flights after the trip must be destined to arrive in Ireland.
- 3.16** All application forms, supplementary documentation, insurance and travel documents are all subject to General Data Protection Regulation (EU GDPR) rules.
- 3.17** It is the responsibility of the awardee to disclose in advance any personal or health circumstances, which may affect their performance, experience, or safety when participating in the funded activity.

4. The Evaluation Process - Shortlisting and Interview:

- 4.1.** Applications are assessed on the basis of information provided on the online application form and the supporting documentation provided. Applicants will be shortlisted for interview based on their personal statement, provision of a detailed CV, and official letters of offer from the proposed hosts (if applicable). If official host acceptance has not yet been given to the applicant, then the applicant must give details as to which stage negotiations have reached. Personal statements under 500 words or longer than 1000 words are automatically disregarded. CVs with periods of time not accounted for will also automatically disqualify the applicant.
- 4.2.** Shortlisted applicants will be invited to attend a short 30-minute interview with the evaluation panel (3-4 people). The evaluation panel will endeavour to organise the interviews either online, or in The College of Amenity Horticulture in The National Botanic Gardens, or Kildalton College at a mutually agreeable time which does not interfere with scheduled classes or exams. This means a student may have to attend for interview during study weeks, mid-term breaks or outside of term time. Non-attendance at interview automatically disqualifies the applicant.
- 4.3.** The Una McDermott Travel Bursary evaluation panel's decision is final, and no members of the panel will enter into correspondence regarding their decision.

5. Exclusions:

- 5.1** The Una McDermott Travel Bursary finances travel costs, external course costs, reasonable accommodation charges, and provides a sustenance allowance. The Bursary cannot be used to pay tuition fees, repeat exam charges, or any other charges associated with student registration in SETU. The Bursary will not cover visa or passport charges, customs charges, insurance charges, or paying for extra baggage allowance.
- 5.2** The Una McDermott Travel Bursary will not finance the year 2, semester 2 Work Placement module on the BSc. in Horticulture named 'Placement (Horticulture)' if the student seeks to complete the work placement within the Irish Republic however it can be used to fund work placement abroad.

6. Terms upon acceptance:

Upon acceptance of the Una McDermott Travel Bursary, the awardee agrees to participate in reasonable promotion activities alongside the SETU Marketing Office, and the Horticulture Programme Leaders at the time of award. In this case, promotion will consist of:

- Self-publishing a Student Story on the SETU website documenting the experiences gained from the Travel Bursary.
- Participating in an award ceremony.
- With the help of Horticulture Programme Leaders, preparation of a magazine article for the relevant Horticulture publications, and local and national news publications.

The Financial Proposal for your Trip

It is important to generate a budget proposal for your trip and include it as directed as you work your way through your application form. The examples 1-4 below are screenshots from a spreadsheet (available on the application page) that we suggest you use as inspiration when generating your own budget plan. The examples contain items, which are generally encountered on a trip, and most of these items are eligible for funding via the Travel Bursary.

Please note, the examples below may not include every expense that you might require for your proposed trip. Please also note that the prices quoted in the examples are merely examples and you will have to research your own prices and charges accordingly. Please feel free to download the spreadsheet from the bursary pages and amend that excel file for your trip.

<i>Example 1:</i>		Bursary funded (€)	Self funded
Budget projection for my trip to work as an intern at Paris Botanic Gardens			
Date of Departure:	25th May 2020		
Date of Return:	14th June 2020		
Duration of stay:	21 days in total		
Flights:	Return RYANAIR flights including all taxes and charges and 1 non-hand luggage bag	310.98	
Accommodation:	20 nights - room only in a shared house including bills.	700	
Insurance Costs:	Covered under WIT student insurance	0	
Transport:	RATP <i>Navigo Easy</i> travel card for the Paris Metro	60	
Visa costs:	There are no visa costs for the trip.	0	
Sustenance:	Food	150	150
Wages I will Receive:	There is no pay for this position.		
TOTAL REQUESTED		1220.98	150

<i>Example 2:</i>		Bursary funded (€)	Self funded	Income from the trip
Internship in Ohio State Programme				
Date of Departure:	28th February 2020			
Date of Return:	12th September 2020			
Duration of stay:	6.5 months			
Flights:	Return Aer Lingus flights and 1 non-hand luggage bag	804.47		
Accommodation:	100€ per week onsite (covered my wages)		2600	
Visa Costs	J1 visa embassy fee		145	
Transport:	Accommodation within walking distance of work site.	0		
Fees:	Application Fee: J1 visa fee, SEVIS fee + Health Insurance		480	
Sustenance:	80€ per week for 16 weeks (covered by my wages)		2080	
Wages I will Receive:	€12.50 per hour X 40 hrs per week for 6 months adjusted for 12% tax at source			11440
TOTAL REQUESTED		804.47	5305	

		Bursary funded (€)	Self funded
Example 3:			
Internship At RHS Rosemoor, Devon			
Date of Departure:	30th April 2020		
Date of Return:	1st August, 2020		
Duration of stay:	4 months		
Flights:	Return Aer Lingus flights Dublin-Bristol inc. taxes/charges & 1 non-hand luggage bag	250	
Accommodation:	Room in a shared house € 380 per month for 4 months	1520	
Insurance Costs:	Covered under WIT student insurance	0	
Transport:	Airport transfers by Train and Bus	25	
Visa Costs:	no visa required.	0	
Sustenance:	Food	650	650
Wages I will Receive:	This is an unpaid internship	0	
TOTAL REQUESTED		2445	650

		Bursary funded (€)	Self funded
Example 4:			
Attendance at 'Promoting Excellence in Horticulture Conference 2020', Edinburgh			
Date of Departure:	22nd April, 2020		
Date of Return:	24th April, 2020		
Duration of stay:	2 nights		
Flights:	Return Aer Lingus Flights Dublin-Edinburgh Inc. tax.charges and hand luggage	95	
Accommodation:	Hotel for two nights	160	
Insurance Costs:	Covered under WIT student insurance	0	
Transport:	Airport transfers by taxi	0	20
Registration Fees:	Conference Registration fee (+ dinner) at the student concession (non-early bird) rate	160	
Sustenance:	20€ per day	30	30
Wages I will Receive:	not applicable	0	
TOTAL REQUESTED		445	50

Best of luck in your application!

If you have any questions, please email cara.daly@SETU.ie