

1. Eligibility:

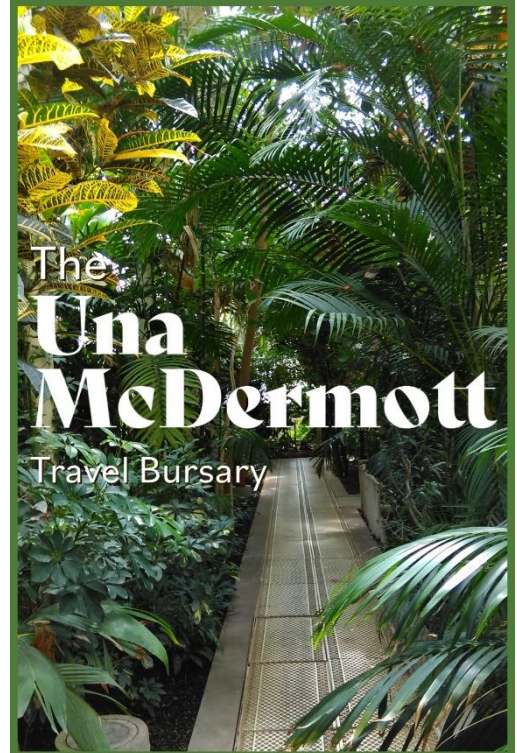
- 1.1 Applicants must be in year 1, year 2 or year 3 of the BSc. in Horticulture in either Kildalton College (SE506) or The College of Amenity Horticulture at the National Botanic Gardens (SE507).
- 1.2 All applicants must be fully registered students of SETU.
- 1.3 Applicants must ordinarily live in 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.

END OF TERMS AND CONDITIONS