

University College Dublin Ad Astra Academy Scholarships TERMS AND CONDITIONS

UCD as part of its mission is committed to the recruitment and support of high performing students and has established an Ad Astra Academy to deliver on this objective. Ad Astra Scholarships are awarded in the areas of academic, performing arts and sporting excellence. Academy staff will maintain a regular dialogue with Ad Astra Academy Scholars to support them and monitor their progress throughout the year.

This document sets out the Terms and Conditions for Scholarships of the Ad Astra Academy and its associated three strands: academic, elite sport and performing arts. Scholarships are subject to a written agreement and successful applicants must abide by the following terms and conditions. Further terms and conditions specific to each strand are listed in this document.

As UCD students, Ad Astra Academy Scholars are subject to the University's Student Code, Academic Regulations, and all relevant University policies and procedures. Please read these terms and conditions thoroughly prior to accepting your Ad Astra Academy Scholarship and signing your individual agreement. The Ad Astra Academy will be compliant with the University's data protection policies and procedures as laid down by the Data Protection Acts of 1988 – 2018 and the 2018 General Data Protection Regulations (GDPR).

Any breach of this agreement by the Academy Scholar would leave the scholar liable at the discretion of the University to a repayment of the amount paid in respect of accommodation, registration fees and any other financial support associated with the Academy.

1. Terms of UCD Ad Astra Academy Scholarship

- a) Scholars of the Ad Astra Academy must be registered to a Level 8 or above UCD programme of study whose structure has a minimum of 50 credits per academic year.
- b) The Ad Astra Academy Scholarship is usually awarded for the first four years of study, subject to meeting the criteria for scholarship renewal each year but this may be varied depending on the programme the scholar undertakes. Details of the procedure for the Annual Review Process can be found in Appendix 1 of this document. The Ad Astra Academy Scholarship shall commence in September and conclude in August each year.
- c) Progress of the scholar will be reviewed annually against specified criteria (see Section 3). Reports may be sought from interested parties, including Academy Directors, Academic Mentors, Deans/Heads of School, coaches and any others involved with the Academy as deemed appropriate, in advance of the review process.
- d) It is the responsibility of the scholar as a student of the University to familiarise themselves with the University's Student Code, Academic Regulations, and any relevant University Policies, Procedures and Codes of Practice.
- e) It is the responsibility of the scholar to participate fully in the activities provided by the Ad Astra Academy and to fulfil occasional ambassadorial duties for the Academy.

- f) Scholars must behave in an appropriate and respectful manner at all times, aligned to the provisions of the Student Code and the University's Dignity and Respect Policy.
- g) The University may feature a scholar's profile in publications.
- h) Students will not be eligible to defer their Ad Astra Academy Scholarship offer.
- i) A scholar who changes their programme of study normally will not be eligible to receive the scholarship until they have progressed to a new stage of their new programme and have met the criteria for scholarship renewal each year.
- j) In the event of a student qualifying for more than one Ad Astra Academy scholarship, the scholarship(s) will be awarded but the student will receive the financial benefits of only one.

2. Scholarship Benefits

The number of scholarships within each strand and the financial benefits of the scholarship are awarded at UCD's discretion. The current annual bursary is €3,000 per annum. If awarded a scholarship, scholars should have no expectation that the same level, type and specifics of benefits will be available each year for the duration of their programme of study and the University makes no commitment in this regard.

The holder of an Ad Astra Academy Scholarship, will be given priority to the allocation of places in UCD residences. NB: Scholars must still apply as normal for accommodation through SIS web.

Academy Scholars residing on campus are responsible for completing all necessary documentation as required by UCD Residence and must abide by the UCD Residence Regulations and Licence to Reside.

3. Retention

To retain the scholarship throughout the programme of study recipients must:

- a) Meet the progression requirements of the programme of study.
- b) Successfully pass the Annual Review Process and the specific Review Processes referred to in Appendix 1.
- c) Attend a minimum of two Ad Astra events each academic year. These two events will be communicated to scholars in the Autumn and Spring trimester by the Ad Astra Academy Scholarships Manager.
- d) Fulfil, where required ambassadorial duties deemed appropriate, e.g. at The Irish Times Higher Options and UCD Open Days.
- e) Agree to and abide by the General and Specific Terms and Conditions of the Academy and the individual contract.
- f) Act as ambassadors of the University and the Ad Astra Academy and behave in an appropriate and respectful manner at all times, aligned to the provisions of the Student Code.
- g) Demonstrate active engagement with the Academy.

- h) The scholar must annually complete the Ad Astra Academy End of Year Scholar Statement Form. In addition, each scholar must complete the UCD Foundation End of Year Statement Form which will reflect on the impact that the scholarship has had on them. The information from the UCD Foundation End of Year Statement Form may then be used when liaising with past, current and potential donors, by UCD and the Ad Astra Academy via their publications and social media channels.
- i) Fulfil any specific retention requirements stipulated by the relevant strand (academic, performing arts or elite sports).

4. GDPR and Media

The scholar consents to the use of their name and any photographs, video footage or new media that may be taken of them in training, rehearsal, competition, performance or on University business to be used, distributed or shown as the UCD Ad Astra Academy deems appropriate.

4. Support, Funding and Sponsorship

- a) The holder of an Ad Astra Academy Scholarship, will be given priority to the allocation of places in UCD residences. NB: Scholars must still apply as normal for accommodation through SIS web.
- b) Academy Scholars residing on campus are responsible for completing all necessary documentation as required by UCD Residence and must abide by the UCD Residence Regulations and Licence to Reside.

5. Academic Performance

UCD attaches considerable importance to procedures for supporting Ad Astra Academy Scholars. Scholars will be assigned an academic mentor who will provide support and guidance in respect of academic performance and development.

Where a scholar is unable to fulfil the progression requirements of their scholarship (for medical or other reasons), the scholar should contact their Academic Mentor and the Ad Astra Strand (Academic, Elite Sports or Performing Arts) Director as soon as possible to review the various options available as provided by the academic regulations and relevant UCD policies and procedures.

6. Discontinuation of Ad Astra Academy Scholarship

Discontinuation of an Ad Astra Academy Scholarship may occur where a scholar is deemed no longer eligible, including where:

- a) A scholar withdraws from their programme of study/ the University.
- b) A scholar has failed to pass the annual review or probation period.
- c) A scholar is found to be in breach of the Student Code.
- d) A scholar does not meet the agreed progression requirements of the programme of study.
- e) A scholar is found to be in breach of the General and/or Specific Ad Astra Academy Terms and Conditions.
- f) A scholar is judged not to meet the criteria set out in section 3 above (Retention).

Discontinuation Outside of Annual Review

Decisions to discontinue Ad Astra Academy Scholarships may occur outside of the annual review process. Examples for discontinuation are listed but not limited to Section 6 of the Terms and Conditions. Where it is brought to the attention of the Academy that a scholar may no longer be eligible, the Review Group will be asked to convene to make a decision regarding the member's eligibility to continue as an Academy Scholar.

Scholars wishing to appeal the decision to discontinue an Ad Astra Academy Scholarship should refer to the appeal process that is detailed in Appendix 2 of the Terms and Conditions document.

UCD reserves the right to revise the Terms and Conditions at any time.

Signed: _____
Ad Astra Academy Director

Date:

Signed: _____
Ad Astra Strand Director

Date:

Signed: _____
Ad Astra Academy Scholar

Date:

Appendix 1: Annual Review Process

Annual Review Process:

- a) A Review Group (“the Group”) will be established.
- b) The Group will determine if the scholar has fulfilled the Terms and Conditions for membership of the Academy.
- c) Scholars shall be notified in writing of the decision of the Group before the start of the next academic year.
- d) Scholars will be notified of their right to appeal the decision of the Group, the procedure for lodging an appeal and the time limit for lodging an appeal.
- e) A written record of the review meeting process shall be kept and submitted to the Appeals Committee where an appeal arises.

Academic Annual Review Process:

The following will be carried out by the Group for the retention of the academic scholarship:

- A review of the scholar’s GPA. The scholar must achieve a minimum GPA of 3.68.
- A review of the scholar’s annual progress by their relevant academic mentor.
- A review of the scholar’s Ad Astra Academy End of Year Scholar Statement Form.
- A review of the scholar’s engagement with the Academy.
- The Group will take into consideration the scholar’s class rankings, where available.

Scholarships are renewed based on the above considerations. Students who do not meet the minimum academic requirement (GPA 3.68), can be invited for interview. A decision to call to interview will be based normally on: GPA of 3.65 or greater, class rankings, engagement with the Academy and academic mentor’s report.

Elite Sports Annual Review Process:

The following will also be carried out by the Group for the elite sports scholarship:

- The Group will receive annual progress reports for each scholar from relevant sources e.g. academic mentor, sports coach and associated UCD sports club.
- The Group will receive biannual training and competition progress reports from each scholar, to be submitted before the release of stipend payments.
- Each scholar must attend two review meetings at the same time interval with the Ad Astra Academy S&C staff and the Manager. These meetings will assess the athlete’s progress in their sport and ensure that they are receiving adequate support from the scholarship programme.
- A review of the Scholar’s Ad Astra Academy End of Year Scholar Statement Form.
- The Group will determine if the Elite Sports Scholar has fulfilled the terms and conditions of membership, in particular related to sporting progress, academic progression and engagement with the Academy.
- Scholars who, in the opinion of the Group, have not fulfilled the conditions of membership, will be informed of this in writing, and will be invited to attend a meeting with the Chair of the Ad Astra Selection Committee, the Director of the Academy, the Manager, and either the Academic Mentor or the Head of the High Performance Gym.

Performing Arts Annual Review Process:

The following will also be carried out by the Group for the performing arts scholarship:

- A review of the scholar's GPA and annual progress in consultation with their relevant academic mentor. The scholar must successfully progress to the next academic year.
- A review of the scholar's Ad Astra Academy End of Year Scholar Statement Form.
- A review of the scholar's engagement with the Academy. The scholar must actively participate in both Performing Arts and cross-strand Ad Astra events.
- A review of the scholar's performance and creative development in consultation with relevant Directors when appropriate. The scholar must display a commitment to on-going development of their skill and professional work etiquette.
- A review of the scholar's engagement with the Academy.
- Scholarships are renewed based on the above considerations. Students who do not meet the performing arts requirements, can be invited for interview and/or re-audition.

Outcome of the Annual Review:

- a) Successful completion (graduation) from the Ad Astra Academy.
- b) Continuation of the Ad Astra Academy Scholarship.
- c) Continuation of the Ad Astra Academy Scholarship with conditions.
- d) Discontinuation/Termination of the Ad Astra Academy Scholarship.

Appendix 2: Annual Review Appeals Procedures

Ad Astra Academy Scholars may appeal a decision of the Annual Review Group to the University's Student Appeals Committee on specified grounds, see c) below.

- a) The Student Appeals Procedure is not available to scholars that have withdrawn from the University; or scholars that have been suspended or excluded from the University; or where a scholar (Elite Sports) returns a positive result to a drugs test and the relevant National Sports Governing Body has suspended an athlete.
- b) An appeal may be made to the University's Student Appeals Committee within 10 working days from the date of issue of the Review Group's decision. Details of the appeal procedure can be found in the Student Appeals Procedure.
- c) Appeals may be made on the following grounds.
 - a. New evidence: Information directly relevant to the decision, which for good reason was not available to the Review Group.
 - b. Procedural irregularity: There is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the Review Group's decision.
- d) The Student Appeals Committee may:
 - a. Uphold the Appeal
 - b. Reject the Appeal

University College Dublin Ad Astra Academy Academic Scholarships
TERMS AND CONDITIONS

Terms of the Academic Scholarship:

- Scholars must maintain a first class academic performance. Minimum GPA is 3.68.
- It is mandatory for all Stage One Academic Scholars to attend at least 80% of the workshops and seminars that are provided to them, including one weekend workshop each trimester.
- Ad Astra Academy Academic module (IR20270 Ad Astra Personal and Professional Development Programme): This is a five credit elective module which is only available to Stage Two Ad Astra Academic Scholars. While it is not compulsory to register to the module for credit, it will be mandatory for all Ad Astra Academy Academic Stage 2 Scholars to attend at least 80% of the seminars/workshops which are provided in this module, and in addition, one weekend workshop.
- It is mandatory for all Stage Two Academic Scholars to attend at least 80% of the workshops and seminars that are provided to them in the spring trimester, including one weekend workshop.
- Study abroad for one trimester: A scholar must maintain a first class academic performance during their trimester in UCD. Minimum GPA is 3.68. For the trimester abroad, the scholar must achieve a 'Pass' for the modules taken overseas and submit a blog acceptable to the Academy with photos outlining their overseas experience.
- Study abroad for two trimesters: When a scholar, as part of their programme, undertakes study abroad for two trimesters, they will not be required to achieve a GPA of above 3.68. However, they must obtain a 'Pass' for that academic year and submit a blog acceptable to the Academy with photos outlining their experiences abroad.
- Professional Work Placement/Internship for one trimester: A scholar must maintain a first class academic performance during their trimester in UCD. Minimum GPA is 3.68. The scholar must achieve a 'Pass' for their Professional Work Placement/Internship module and submit a blog acceptable to the Academy with photos outlining their experience.
- Professional Work Placement/Internship for two trimesters: When a scholar, as part of their programme, goes on a work placement/internship for two trimesters, they will not be required to achieve a GPA of above 3.68. However, they must achieve a 'Pass' for their Professional Work Placement/Internship module and submit a blog acceptable to the Academy with photos outlining their experience.
- The scholar's class ranking will be taken into account as part of the annual review.

University College Dublin Ad Astra Academy Elite Sports Scholarships
TERMS AND CONDITIONS

- The UCD Ad Astra Academy Elite Sports Scholarship programme provides support to athletes in pursuit of their sporting and academic goals. It specifically benefits those competing at the highest sporting levels who wish to simultaneously study at UCD. The scholar must be registered to either an undergraduate or graduate level programme, (minimum level 8), and the programme structure must have a minimum of 50 credits per academic year.
- All Ad Astra Academy Elite Sports Scholars must be available to play/compete for their UCD club for the duration of their programme.

Terms of UCD Ad Astra Elite Sports Scholarship

1. In exceptional cases, such as Olympic selection, athletes may at the discretion of the Academy be allowed to split a maximum of one academic year, subject to meeting the criteria for Scholarship renewal each year.
2. There will be a two month probationary period from the start of the academic year (September) until the 31st October. All athletes will be reviewed at this time and their scholarship may be revoked during this period.
3. Scholars must not be self-coached, and must provide evidence of engagement with a sports coach or practitioner who has expertise in their sport. If it is agreed that a scholar will continue to work with their individual coach, or if they are not coached directly by a UCD club coach or are competing in sports without an established UCD sports club, they must:
 - a. Provide the name and contact details for their sports coach and:
 - b. Their sports coach must countersign this contract. There is an expectation that the coach working with the athlete may be contacted from time to time by the corresponding UCD coach to maintain communication.
4. These requirements will ensure that athletes receive appropriate support in their sporting endeavours. Additionally, it will allow Ad Astra Academy Elite Sport Scholarship service support staff to engage with the athlete's coach as needed.
5. Athletes must satisfy the requirement to adequately represent their UCD sports club on an annual basis. The minimum level of representation will be determined on a sport-by-sport basis in collaboration with the Ad Astra Academy Elite Sport Strand and a representative from the athlete's UCD club. This agreement will ensure that each athlete contributes to, and embodies the values of, their UCD sports club, while benefiting from the support provided by the Ad Astra Academy Elite Sport Scholarship programme.
6. Any Ad Astra Elite Sport scholar must inform the Director of the Ad Astra Academy Elite Sport Strand, in writing, of any professional contract (current or prospective) that may conflict with the terms and conditions set out in this document. Examples of such contracts include professional agreements with sports clothing companies.
7. Ad Astra Elite Sports Scholars are required to return the enclosed medical form when returning the signed Terms and Conditions. Please note that the form must be completed by a General Practitioner.
8. Ad Astra Elite Sports Scholars who have been a member of the Academy whilst completing their programme and wish to pursue further studies in UCD (e.g.

graduate programme), whilst remaining in the Academy, must reapply in the same format as all applicants.

9. Current UCD Ad Astra Academy Elite Sports Scholars wishing to re-enter Stage 1 of another programme, or who are applying for an internal programme transfer must re-apply to the Ad Astra Academy by the closing date, which is 31st January each year.

Benefits

Benefits of the UCD Ad Astra Academy Elite Sports Scholarship will be tailored to the needs of the individual athlete.

Retention

To retain the Scholarship throughout the programme of study recipients must:

1. Meet the progression requirements of the programme of study.
2. Maintain satisfactory sporting performance.
3. Commit to training and testing as specified by the UCD Ad Astra Academy.
4. Demonstrate progression by meeting sporting objectives as specified by the UCD Ad Astra Academy.
5. Fulfil, where possible, all UCD club-related training, fitness and skills programmes agreed in the club contract.
6. Effectively balance both academic and sporting demands.

UCD Representatives and Competition

Ad Astra Elite Sports Scholars in signing these terms and conditions agree to:

1. Represent UCD and UCD alone in all competitions as part of their respective UCD Sports club or team requirements.
2. Compete to the best of their ability in all competitions/matches for which they are selected to compete on behalf of their respective UCD club.
3. Be available for drug testing and monitoring of standards. Medical notes should be presented for any absenteeism or missed training session.
4. Observe and be subject to the rules, regulations and byelaws of the respective Sports National Governing Body to which they are affiliated.
5. Wear the UCD branded apparel of their respective UCD club while competing on behalf of the University.
6. Travel with the relevant UCD Sports team/Club.
7. Undertake to attend events/functions organised to raise funds for, or promote the UCD Ad Astra Academy.
8. Receive written release from UCD responsibilities (including impact on academic responsibilities) in advance of county, provincial or national representation.
9. Not play other sports or participate in other activities, which may be in conflict with their responsibilities to the respective UCD club without the permission of the Academy Director or their nominee.
10. Arrange the necessary transfers of club affiliation to the UCD Club in question by the commencement of their course. (nb: Track and Field athletes must ensure transfer to UCD by the 1st September deadline immediately preceding commencement at UCD).

Injury Protocol

In the event of any injury requiring withdrawal from normal training and/or competitive duties, the Academy Elite Sports Scholar must:

1. Report the injury to their team and /or individual coach, and the Elite Sports Strand Director or their nominee as soon as possible.
2. Make the team and/or their personal physiotherapist aware of the injury.
3. Complete the prescribed number of physiotherapy/physical therapy sessions in order to adequately rehabilitate his/her injury.
4. Be professionally approved to play/perform by the initial specialist physician and/or physiotherapy staff before full reintroduction to his/her sport.

Discontinuation of the Ad Astra Academy Elite Sports Scholarship

In addition to what is listed in this document, an Elite Sports Scholarship can be discontinued for the following:

- A scholar returns a positive result to any drugs test. The scholar will be automatically suspended from competing for UCD pending the outcome of the relevant National Sports Governing Body hearing.

Appendix 1: Annual Review

In addition to the general Annual Review Process (Page 5), the following annual review is specific to Elite Sports Scholarships:

- a) The Review Group will receive annual progress reports for each scholar from the relevant academic mentor, sports coach and associated UCD sports club.
- b) The annual review may include a discussion with the Academy Elite Sports Scholar.

University College Dublin Ad Astra Academy Performing Arts Scholarships Additional TERMS AND CONDITIONS

- The UCD Ad Astra Academy Performing Arts Scholarship programme provides support to Performing Arts Scholars in pursuit of their artistic and academic goals. It specifically benefits those performing at the highest levels who wish to simultaneously study for a degree at UCD.
- The scholar must be registered to either an undergraduate or graduate level programme, (minimum level 8), and the programme structure must have a minimum of 50 credits per academic year.

Terms of UCD Ad Astra Performing Arts Scholarship

1. There will be a two month probationary period from the start of the academic year (September) until the 31st October. All Performing Arts Scholars will be reviewed during this time and their scholarship may be revoked during this period.
2. Ad Astra Performing Arts Scholars that have been a member of the Academy whilst completing their programme and wish to pursue further studies in UCD (e.g. graduate programme), whilst remaining in the Academy, must reapply in the same format as all applicants.
3. The scholar must display a commitment to on-going development of their skill and professional work etiquette.
4. All Performing Arts Scholars must be available to perform for UCD for the duration of their studies.
5. Attendance at rehearsal as arranged by the Performing Arts Artistic Director and/or the Music Director is mandatory. Any absences must be requested in writing in advance and agreed with the Artistic Director and/or the Music Director.
6. Punctuality, preparation and professional conduct is required of all Performing Arts scholars.

Retention

To retain the Scholarship throughout the programme of study recipients must:

1. Meet the progression requirements of the programme of study.
2. Maintain satisfactory artistic performance.
3. Commit to rehearsals as specified by the Academy.
4. Demonstrate progression by meeting artistic objectives as specified by the Academy.
5. Effectively balance both academic and artistic demands.

UCD Representatives and Competition

Ad Astra Performing Arts Scholars in signing these terms and conditions agree to:

1. Represent UCD in scheduled performances as stipulated by the Academy.
2. Perform to the best of their ability in all performances for which they participate on behalf of UCD.

3. Be available for monitoring of standards. Medical notes should be presented for any absenteeism or skipped session.
4. Wear, as required, the UCD branded apparel while performing on behalf of the University.
5. Travel with the relevant UCD performance groups where required.
6. Endeavour to attend events/functions organised to raise funds for, or promote the Academy.
7. Receive written release from UCD responsibilities (including impact on academic responsibilities) in advance of any other performance or representation.
8. Not participate in other activities, which may be in conflict with their responsibilities to the Academy without the permission of the Academy Director or his/her nominee.

Support, Funding and Sponsorship

- The Ad Astra Performing Arts Scholar must receive clearance from the Ad Astra Performing Arts Strand Director before signing with any agency, management company, sponsor or other third party.