

## Summer Undergraduate Bursary Programme 2020

### Application FAQ

#### Eligibility

You are eligible to apply for this programme if:

- You are a student in a University
  - **IMPORTANT:** This bursary does not support travel costs or additional living costs exceeding €250/week. If you are a successful candidate this can be discussed with Theme Leaders in order to make stay in Cork or Dublin as easy as possible.
  - **IMPORTANT:** if you are applying from outside the EU and require a visa to attend this programme you must include this in your cover letter to ensure successful candidate visa applications are completed before the start of the programme.
- You are in 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year or 4<sup>th</sup> year of your degree programme
- You are studying Science, Engineering, Technology or Mathematics

#### When does application open?

Applications for this programme open on Thursday 5<sup>th</sup> December 2019.

#### When does application close?

Applications close on Friday 31<sup>st</sup> January 2020.

#### How many places are available?

In total there are 20 places available, 10 with IPIC and 10 with Tyndall.

### When will successful candidates be informed?

Successful candidates will be informed by Friday 27<sup>th</sup> March 2020.

### What project will we be assigned?

Once you have been chosen as a successful candidate you will be sent a list of projects. You will be asked to indicate your preferred choice and return by Friday 24<sup>th</sup> April 2020.

### What information is required for a successful application?

A successful application includes:

- Current CV
- Cover letter
- Completed application form

### How much will I receive for this bursary?

Successful applicants will receive a bursary of €250/week during the course of this 10-week programme.

### Who should be contacted in relation to applications and questions?

If you have any queries in relation to the programme or application process, please contact Dr Caitriona Tyndall ([caitriona.tyndall@tyndall.ie](mailto:caitriona.tyndall@tyndall.ie)).

## Data Protection Notice

At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

### Who we are

Throughout this Notice, “we”, “us” and “our” refers to The Irish Photonics Integrated Centre (IPIC) and Tyndall National Institute, University College Cork. For more information about us, please refer to our website: <http://www.ipic.ie/>.

### How we collect your personal data

We collect your data from you when applying for the IPIC Summer Undergraduate Bursary programme 2020. It will be used by us only in accordance with the purposes outlined in this notice.

### The purpose and legal basis for collecting your data

Any personal data you provide to us via this application process will be processed fairly and lawfully. It will be used for the purposes of choosing successful candidates for the IPIC Summer Undergraduate Bursary programme 2020 and communicating with said candidates prior to the programmes start. The Data Protection Acts allows us to process your data because you have provided your explicit consent. You are entitled to withdraw your consent at any time. If you do withdraw your consent, The Irish Photonics Integrated Centre (IPIC) and Tyndall National Institute, University College Cork will no longer process your personal data and will take steps to delete all reference to your data securely.

### Details of third parties with whom we share personal data

Your data will not be shared with any third parties.

### How long we will keep your data

In keeping with the data protection principles we will only store your data for as long as is necessary. For the purposes described here we will store your data for 6 months in order to complete all application processes.

### Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

- to find out if we use your personal data, access your personal data and receive copies of your personal data;
- to have inaccurate/incomplete information corrected and updated;
- in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;
- to object to certain processing of your data by UCC;
- to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form;
- where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time;
- to not be subject to solely automated decision;
- to request that we stop sending you direct marketing communications.



If you wish to avail of these rights, please write to: The Information Compliance Manager, University College Cork, 4 Carrigside, College Road, Cork (or email [foi@ucc.ie](mailto:foi@ucc.ie)).

### Questions or Complaints

If you have any queries in relation to how your data will be used please contact The Marketing and Communications Office, Tyndall National Institute, Lee Maltings Complex, Dyke Parade, Cork by email [communications@tyndall.ie](mailto:communications@tyndall.ie).

If you have any complaints in connection with our processing of your personal data, you can contact UCC's Information Compliance Manager: **Information Compliance Manager, Office of Corporate & Legal Affairs, University College Cork, Western Road, Cork E: [foi@ucc.ie](mailto:foi@ucc.ie) Tel: +353 21 4903949**

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission's website ([www.dataprotection.ie](http://www.dataprotection.ie)), or by telephoning 1890 252 231.

In submitting this form, you understand and agree that your personal details will be used by The Irish Photonics Integrated Centre (IPIC) and Tyndall National Institute, University College Cork for the purposes outlined above.

