



**Programme for Access to Higher Education (PATH)
Strand 2**

1916 Bursary Fund

for students from target groups identified as currently being
under-represented in higher education

Implementation Guidelines 2021/22



An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science

HEA | HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

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1. Overview of the 1916 Bursary Fund

1.1. Background

The [National Plan for Equity of Access to Higher Education 2015-2019](#) (National Access Plan) was published in December 2015. The overall vision of this plan is to ensure that the student body entering, participating in, and completing higher education at all levels reflects the diversity and social mix of Ireland's population. In December 2018, a [Progress Review of the National Access Plan and Priorities to 2021](#) was published which, among its recommendations, included an extension of the National Access Plan to 2021. The next National Access Plan will run from 2022 until 2026 with a two-month consultation process on the Plan launching in April 2021.

The current National Access Plan identified six priority groups who have traditionally been under-represented in higher education and set quantitative targets for each of these groups. These are:

- socio-economic groups that have low participation in higher education;
- first-time mature students;
- students with disabilities;
- part-time/flexible learners;
- further education and training award holders; and
- Irish Travellers.

The National Access Plan also indicated subgroups requiring particular support, including lone parents, teen parents, and ethnic minorities.

Subsequent to the launch of the National Access Plan, the Department of Education and Skills established the [Programme for Access to Higher Education \(PATH\) Fund](#), dedicated to increasing the participation of these under-represented groups in higher education. The three strands of PATH demonstrate the Government's prioritisation of, and commitment to, supporting and further developing equity of access to higher education. It is envisaged that the impact of PATH will be long-lasting and ensure better targeting of the most disadvantaged groups in Irish society.

1.2. Objective and Scope of the 1916 Bursary Fund

The objective of the 1916 Bursary Fund, provided under strand 2 of PATH, is to encourage participation and success in higher education by students who are the most socio-economically disadvantaged and who are from communities significantly under-represented in the student body availing of higher education (see section 2.1.1). Target groups include those students from socio-economically disadvantaged communities who have low levels of participation in higher education, Irish Travellers, students with a disability, first-time mature students and further education award holders Lone parents and ethnic minorities who are socio-economically disadvantaged are also target groups. PATH promotes regional and community partnership strategies to develop innovative ways of targeting eligible students. PATH complements existing student supports and access initiatives available for students who are most economically disadvantaged.

Following a competitive call for proposals from regional clusters of higher education

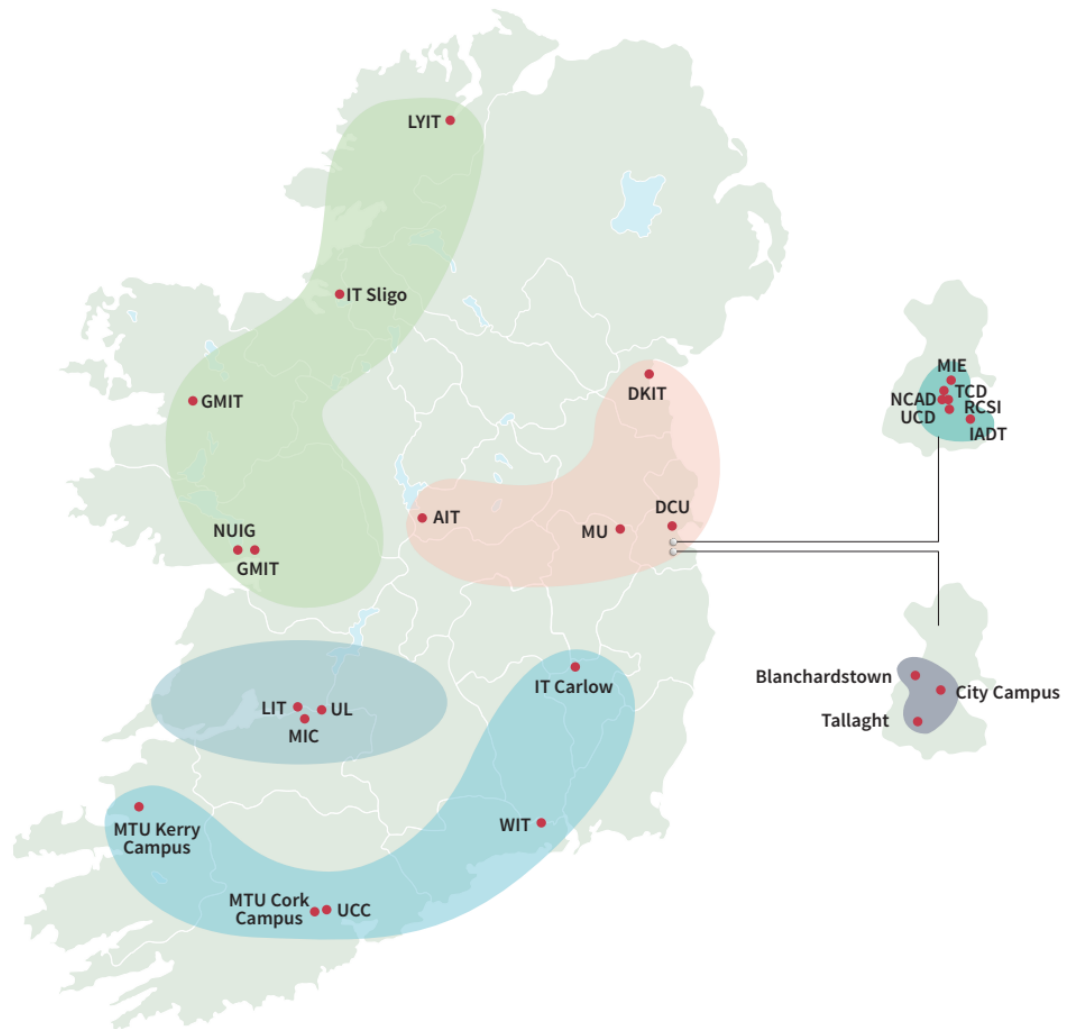
institutions (HEIs), the HEA initially approved a defined number of bursaries to each cluster for the three academic years commencing 2017/18. Funding was initially provided for the award of 200 bursaries per year. The bursaries are worth €5,000 per year of study. The current composition of clusters is outlined in the map in Figure 1.

On foot of recommendations made by the HEA in its initial assessment of PATH 2, a decision was taken to continue the 1916 Bursary Fund for a further three years commencing in the academic year 2020/21.

The continuation of the 1916 Bursary Fund for a further three years will support a further estimated 600 students across the six clusters of HEIs, bringing the total number of individual students supported since its introduction as a targeted measure to 1,200 by 2022. At least 20% of these bursaries will be targeted at lone parents.

In addition, with RCSI University of Medicine and Health Sciences joining the Leinster Pillar 1 cluster with effect from 2020/21 academic year, the number of bursaries to be awarded each year is now 203.

With effect from the 2021/22 academic year, a three-tier system of bursary provision has also been introduced. This consists of the existing 203 bursaries arising from the original call worth €5,000 per annum (Tier 1), 120 bursaries worth €2,000 per annum (Tier 2) and a number of once-off bursaries worth €1,500 payable for the 2021/22 academic year only (Tier 3). Tier 1 and 2 bursaries will also be payable to students as they progress to postgraduate study. The allocation of funding for Tier 2 and 3 bursaries is based on a combination of the number of students from disadvantaged areas in each HEI and overall student numbers. The three-tier system of bursary provision is discussed in further detail in section 1.3.



West North-West
Letterkenny Institute of Technology (LYIT)
Galway-Mayo Institute of Technology (GMIT)
Institute of Technology Sligo (IT Sligo)
National University of Ireland, Galway (NUIG)

Leinster Pillar 1
University College Dublin (UCD)
Institute of Art Design and Technology, Dún Laoghaire (IADT)
Marino Institute of Education (MIE)
National College of Art and Design (NCAD)
RCSI University of Medicine and Health Sciences (RCSI)
Trinity College Dublin (TCD)

MEND
Dublin City University (DCU)
Athlone Institute of Technology (AIT)
Dundalk Institute of Technology (DKIT)
Maynooth University (MU)

TU Dublin
TU Dublin – Blanchardstown Campus
TU Dublin – Tallaght Campus
TU Dublin – City Campus

Mid-West
University of Limerick (UL)
Mary Immaculate College (MIC)
Limerick Institute of Technology (LIT)

South
University College Cork (UCC)
MTU Cork Campus
MTU Kerry Campus
Institute of Technology Carlow (IT Carlow)
Waterford Institute of Technology (WIT)

Figure 1 – Regional clusters of HEIs¹

¹ In anticipation of the upcoming establishment of the Technological University of the Shannon: Midlands Midwest, AIT and LIT will continue to be members of their respective clusters (MEND and Mid-West).

1.3. Governance and Administration

The 1916 Bursary Fund is managed by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). HEIs are expected to operate the 1916 Bursary Fund in accordance with these guidelines.

The HEA devolves responsibility for the application, selection and award processes for the 1916 Bursary Fund to the regional clusters of HEIs.² Funding for each regional cluster is allocated through a lead institution, accountable to the HEA for progress as outlined in section 4. Release of funding will be contingent on the receipt of satisfactory reports demonstrating progress in line with agreed project plans.

As part of the implementation of PATH 2 for the 2021/22 academic year, three tiers of bursaries will be available for awarding to students:

- **Tier 1 - €5,000 per annum** for the duration of studies awarded to a total of 203 students across the six clusters. The number of bursaries allocated to each cluster is based on the outcomes of the original call for proposals (and subsequent inclusion of RCSI into the Leinster Pillar I cluster). Tier 1 bursaries will also be paid as a student progresses into postgraduate study. This means that students already in receipt of a 1916 Bursary and who are completing their undergraduate studies in 2020/21 will be entitled to continue to receive a bursary for postgraduate study. See section 3.4 for further details.
- **Tier 2 - €2,000 per annum** for the duration of studies to a total of 120 students across the six clusters who met the criteria for the 1916 Bursary but who did not ultimately qualify on the cluster's order of merit for a Tier 1 bursary. The number of bursaries allocated to each cluster is based on a combination of the number of students from disadvantaged areas in each HEI and overall student numbers. Tier 2 bursaries will also be paid as a student progresses into postgraduate study which means that a recipient starting their undergraduate course in 2021/22 will later be entitled to continue to receive a bursary for postgraduate study.
- **Tier 3 – Once-off bursary of €1,500 payable for the 2021/22 academic year only** to students who met the criteria for the 1916 Bursary but who did not ultimately qualify on the cluster's order of merit for a Tier 1 or Tier 2 bursary. Funding for Tier 3 bursaries is also based on a combination of the number of students from disadvantaged areas in each HEI and overall student numbers. The provision of this once-off bursary is in recognition of the exceptional circumstances that incoming students will experience when starting college in 2021/22 and the impact of Covid-19 on family incomes of students from target groups.

All three tiers of bursary form part of PATH 2 – 1916 Bursary Fund and, as relevant, are subject to the overall terms and conditions of the Fund as set out in these guidelines.

² As part of the development of a common application system for the 1916 Bursary, for the 2021/22 academic year it is expected that a number of clusters will jointly develop a pilot common application process.

In relation to Tier 1 and 2 bursaries, the number of bursaries allocated to each cluster for awarding to new entrants for the 2021/22 academic is set out in the table below. The number of Tier 3 bursaries to be paid will depend on the amount of remaining funding available to each cluster following the allocation of Tier 1 and 2 bursaries (including for continuing students and students progressing to postgraduate study):

	Tier 1 Bursaries (€5,000 per annum)	Tier 2 Bursaries (€2,000 per annum)	Tier 3 Once-Off Bursary (€1,500 payable for 2021/22 academic year only)
Leinster Pillar I (UCD, TCD, NCAD, IADT, Marino Institute, RCSI University of Medicine and Health Sciences)	43	20	To be determined following payment of all Tier 1 & 2 bursaries
MEND (DCU, MU, DkIT, AIT)	40	21	
South (UCC, MTU (formerly CIT and IT Tralee), WIT, IT Carlow)	35	29	
Mid-West (UL, MIC, LIT)	35	15	
West/North-West (LyIT, NUIG, GMIT, IT Sligo)	25	20	
TU Dublin	25	15	
Total	203	120	

Each cluster will receive an overall PATH 2 funding allocation for the 2021/22 academic year which will be used by the cluster to pay for:

- new and continuing Tier 1 bursaries (including students progressing to postgraduate study)
- new Tier 2 bursaries
- once-off Tier 3 bursaries

The HEA will notify each cluster separately in relation to PATH 2 funding allocation for the 2021/22 academic year.

It is important to note that in managing its funding allocation, each cluster should ensure priority is given to new and continuing Tier 1 bursaries (including students progressing to postgraduate study) and new Tier 2 bursaries. The number of Tier 3 bursaries to be allocated by clusters will depend on the amount of funding remaining to each cluster after Tier 1 and 2 payments.

Appendix 2 provides a worked example of the approach to be taken by clusters in managing their allocation.

2. Application and award process for the 1916 Bursary Fund

2.1. Eligibility criteria for awarding new bursaries in 2021/22 academic year

- 2.1.1. All applicants must demonstrate that they would qualify for the special rate of maintenance grant under the Student Grant Scheme (SUSI) and/or are in receipt of a Department of Social Protection (DSP) long-term means-tested social welfare payment.

Applicants must also have been resident in the State (Republic of Ireland) for three of the past five years on the date on which their first year of study commences **AND** be from one or more of the following target groups:

- students from communities that are socio-economically disadvantaged or that have low levels of participation in higher education;
- first-time mature students (23 or older on 1 January of their year of entry to higher education);
- students with a disability (particularly those with a physical or mobility impairment, those who are deaf or hard of hearing and those who are blind or have a visual impairment);
- members of Irish Traveller community;
- further education and training award holders progressing to higher education;
- lone parents (confirmed by the Department of Social Protection (DSP) as holding a long-term means-tested social welfare payment) – at least 20% of Tier 1 bursaries will be targeted at lone parents; and
- students from ethnic minorities who are lawfully present in the State and are:
 - a national of an EU Member State, a state which is a contracting state to the EEA agreement, the UK or the Swiss Confederation,
 - or person whose current immigration status or leave to remain under the Department of Justice, is one of the following:
 - **Refugee, Programme Refugee, Family Reunification:**
 - A refugee or other person entitled for the time being to the rights and privileges specified in section 3 of the Refugee Act 1996, including a person granted:
 - Leave to enter and remain in the State as a programme refugee under section 24 of that Act, or
 - permission to enter and reside in the State as a family member of a refugee pursuant to section 18 of that Act;
 - A person who is, pursuant to the International Protection Act 2015:
 - given a refugee declaration under section 47(1) of that Act, or
 - a programme refugee under section 59 of that Act.

- **Subsidiary Protection:**
 - A person, pursuant to the European Communities (Eligibility for Protection) Regulations 2006 (S.I. No. 518 of 2006)
 - 1. who the Minister for Justice and Law Reform has determined is eligible for the time being for subsidiary protection pursuant to Regulation 4 of those Regulations, or
 - 2. to whom the Minister for Justice and Law Reform has granted permission for the time being in writing to enter and reside in the State pursuant to Regulation 16 of those Regulation.
 - A person, pursuant to the European Union (Subsidiary Protection) Regulations 2013 (S.I. No. 426 of 2013):
 - who is a person eligible for subsidiary protection and in relation to whom a subsidiary protection declaration is in force and to whom a permission to reside within the State has been granted pursuant to those Regulations; or
 - to whom the Minister for Justice and Equality has granted permission to enter and reside in the State pursuant to Regulation 25 of those Regulations; or
 - to whom the Minister for Justice and Equality has granted permission to reside in the State pursuant to Regulation 26 of those Regulations.
 - A person who is given a subsidiary protection declaration under section 47(4) of the International Protection Act 2015.
- **European Communities (Free Movement of Persons Regulations) 2006 and 2008**
 - A person who is a family member of a person who is a national of –
 - an EU Member State,
 - a state which is a contracting state to the EEA Agreement,
 - the Swiss Confederation, and
 - has permission to remain in the State as a family member of such person under the provisions of the European Communities (Free Movement of Persons Regulations) 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004.
- **Spouse, civil partner or dependent child of Irish national residing in the State**
 - A person who has permission to remain in the State
 - (i) by virtue of marriage to, or a civil partnership with, an Irish national residing in the state, or
 - (ii) as a dependent child of a person coming with clause(i)
- **Dependent child of naturalized Irish citizen residing in the State**
 - A person who has permission to remain in the State as a dependent child of a person who has acquired Irish Citizenship by naturalization, residing in the State.

- **Humanitarian leave to remain**
 - A person in respect of whom the Minister for Justice and Equality has granted humanitarian leave to remain in the State under any enactment for the time being in force.
 - A person granted permission to reside in the State under section 49 of the International Protection Act 2015
- **Decision not to deport under section 3 of the Immigration Act 1999**
 - A person in respect of whom the Minister for Justice and Equality has granted permission to remain following a determination not to make a deportation order under section 3 of the Immigration Act 1999.

For further clarification, see [section 14 of the Student Support Act 2011](#) and Regulation 5 the Student Support Regulations 2021 ([Statutory Instrument No. 132 of 2021](#)).

- 2.1.2. Persons who are in the protection system or at the leave to remain or at deportation order stage are not eligible to apply for a 1916 Bursary. Persons who are in the protection system or at the leave to remain (not at deportation order) stage however can apply to be considered for support under the Student Support Scheme for Asylum Seekers³ (otherwise known as the Student Support Scheme). Students who are currently living in direct provision are not eligible for support under the 1916 Bursary Fund; the only exception is in respect of those residents who have been granted either refugee status, subsidiary protection status or leave to remain, and who are currently transitioning out of direct provision.
- 2.1.3. All applicants must be first-time new entrants to higher education to undergraduate study.
- 2.1.4. All applicants must be pursuing an approved full-time or approved part-time undergraduate course as defined in Appendix 1.
- 2.1.5. All applicants must be pursuing their studies in one of the approved institutions in the regional clusters of HEIs (see Figure 1).

2.2. Promotion

- 2.2.1. It is required that HEIs work closely with community groups and organisations, e.g. DEIS schools, further education providers, to ensure that eligible applicants are aware of the 1916 Bursary Fund and to promote awareness of the Fund. HEIs will be expected to show evidence of this engagement as part of the reporting process.
- 2.2.2. Where possible, clusters are encouraged to work with each other towards the development of common approaches to promotion of the 1916 Bursary Fund in order to ensure clarity for students.
- 2.2.3. The 1916 Bursary Fund must be advertised on the websites of participating HEIs. The material provided should be clear, consistent with these guidelines and include the relevant contact details should a potential applicant require further information about the application and award process.
- 2.2.4. From time to time, bursary recipients may be invited to participate in events to promote the 1916 Bursary Fund. This participation should be voluntary, and no obligations

³ <https://www.gov.ie/en/service/e786a-student-grant-scheme-for-asylum-seekers/>

should be placed on a bursary recipient in this regard.

2.3. Application process

- 2.3.1. While clusters are expected to carry out pre-entry application processes including close collaboration with community partners and organisations, it is recognised that clusters may not be in a position to offer or award bursaries to students until they have been offered a place on a course in a HEI within the cluster and can confirm that they will receive the special rate of SUSI grant and/or are in receipt of a long-term DSP means-tested social welfare payment. Therefore, clusters are recommended to develop and manage their processes in order to reflect this.
- 2.3.2. Clusters should ensure that applicants applying for a bursary are fully aware that there is no automatic entitlement to a 1916 Bursary. Applicants should be made aware that although they may meet the eligibility criteria of the scheme, the number of bursaries available is limited.
- 2.3.3. Prior to making an application, students must be made aware that a bursary will not be awarded to successful applicants until they have been formally offered a place at the HEI to which they are applying, and confirmation has been received that they satisfy the requirements set out under section 2.1.1.

2.4. Selection process

- 2.4.1. In the case of Tier 1 bursaries, it is a requirement of funding that at least 20% of bursaries in a given year will be awarded to lone parents.
- 2.4.2. The HEA expects that all selection processes are fully documented in line with General Data Protection Regulation requirements.
- 2.4.3. The outcome of the selection process should be notified to applicants as soon as possible after it has concluded.
- 2.4.4. Applicants should be permitted to appeal the outcome of their application in respect of process only. Any such appeal must be completed within 21 days of the applicant being made aware of the outcome of their application.
- 2.4.5. In the case of Tier 2 bursaries, these bursaries shall be awarded to students who met the criteria for the 1916 Bursary but who did not ultimately qualify on the order of merit for a Tier 1 bursary.
- 2.4.6. In the case of Tier 3 bursaries, these bursaries shall be awarded to students who met the criteria for the 1916 Bursary but who did not ultimately qualify on the order of merit for a Tier 1 or Tier 2 bursary.
- 2.4.7. In the case of Tier 2 and 3 bursaries, clusters should ensure they maintain a reserve list of 1916 Bursary (Tier 1) applicants.

2.5. Award process

- 2.5.1. It is the HEI's responsibility to confirm that successful applicants satisfy the eligibility requirements set out in section 2.1 prior to formally offering them a bursary.
- 2.5.2. HEIs should work towards the early notification of outcomes of the selection process including, where possible, a notification of a conditional offer of a bursary. The formal awarding of a bursary, however, may only occur once the student has accepted their

place at the relevant HEI.

- 2.5.3. All bursary recipients should be advised of the institutional supports available to them to enhance their student experience in higher education.
- 2.5.4. Should a bursary recipient accept a place in an approved HEI outside of the cluster to which they applied, the student will be entitled to receive the bursary while registered as a student in the approved HEI to which they have transferred. Where a cluster receives a transferred-in bursary, that cluster is expected to fund that bursary from within its overall PATH 2 allocation to be provided by the HEA. See section 3.7 for further detail.
- 2.5.5. Where a transfer happens within a cluster, it is assumed that HEIs will transfer bursaries between themselves resulting in the number of allocated bursaries varying accordingly. The HEA should be notified in either instance as part of progress reporting.

3. General conditions of the 1916 Bursary Fund

3.1. Payment

- 3.1.1. Bursaries for 2021/22 are in the amount of €5,000 per annum (Tier 1) and €2,000 per annum (Tier 2) for both full-time and part-time students and no variations should be applied to this amount. This amount applies throughout a student's studies, including both undergraduate and postgraduate study.
- 3.1.2. In the case of Tier 3, the bursary amount (€1,500) is once-off and shall be payable for the 2021/22 academic year only. This should be made clear to students in receipt of the bursary and that funding will not continue for subsequent academic years.
- 3.1.3. In the case of Tier 1, bursaries should be paid in instalments, directly to the bursary recipient's Irish bank account, over the course of an academic year. In the case of Tier 2 and 3, clusters and HEIs have discretion to make a payment to the student in one instalment.
- 3.1.4. It is the HEI's responsibility to coordinate payment of the bursary in a timely manner.

3.2. Duration of bursaries

- 3.2.1. In the case of Tiers 1 and 2, a bursary will be awarded for the normal duration of a full-time undergraduate course as defined in Appendix 1. The bursary may also be held for progression at undergraduate level, i.e. from Level 6 to Level 7 and from Level 7 to Level 8. Where the normal duration of a Level 8 course exceeds four years, the bursary will be awarded for the full course duration.
- 3.2.2. A Tier 1 and 2 bursary will be awarded for the normal duration of a part-time undergraduate course (i.e. Level 6, 7 or 8), up to a maximum period of six years.
- 3.2.3. A Tier 1 and 2 bursary may be continued where the awardee is progressing for the normal duration of a full-time or part-time postgraduate course level as defined in Appendix 1. The bursary may be held for progression from Level 8 Higher Diploma to Level 9 and Level 10, subject to an overall cap of four years for postgraduate studies. Bursary recipients will not be permitted to do two postgraduate courses that are at the same NQF level e.g. two Level 9 courses within the overall cap of four years. See further detail in section 3.4.

- 3.2.4. In the case of Tier 3, the bursary is once-off and will be awarded for the 2021/22 academic year only, i.e. for the first year of undergraduate study.

3.3. Student progression

- 3.3.1. Bursary recipients are expected to abide by the regulations of their HEI and undergo any examinations or assessments as required of their course. The HEI is required to verify, at regular intervals, that the bursary recipient is continuing to satisfy their course requirements prior to paying further instalments. Where this is not the case, no further instalments should be paid.
- 3.3.2. In the case of Tiers 1 and 2, bursaries may be renewed where it has been confirmed that the recipient has progressed to the next year of their course. The first instalment due in a new academic year should not be made until the bursary recipient has been fully registered at their HEI.
- 3.3.3. In the case of Tiers 1 and 2, bursaries should not be paid in respect of a repeat period of study, therefore any student repeating a year must have their bursary paused until they progress. The HEI is permitted to waive this rule where there are exceptional circumstances, e.g. certified serious illness or extenuating circumstances. Any such recipients funded for a repeat year of study should continue to receive the bursary for the duration of their course.

3.4. Progression to postgraduate study

- 3.4.1. In relation to postgraduate study (Level 8 Higher Diploma, Level 9 or 10), a 1916 Bursary recipient who has successfully completed their undergraduate course and wishes to progress to a postgraduate course an institution approved for PATH 2 funding will be entitled to apply to have their bursary renewed for postgraduate study.
- 3.4.2. A postgraduate bursary will be in the amount of €5,000 per annum (Tier 1) and €2,000 per annum (Tier 2) for both full-time and part-time students and no variations should be applied to this amount.
- 3.4.3. A 1916 Bursary recipient wishing to progress to postgraduate study will be expected to formally notify their HEI of their intention to progress to postgraduate study in order to renew their bursary. Clusters will not be required to re-assess the student's eligibility – subject to continued compliance with the overall terms of the Fund as set out in these Guidelines
- 3.4.4. In relation to a bursary recipient who chooses to pursue a postgraduate course in a different approved HEI or cluster, the student should be advised to apply to the HEI or cluster where they intend to do their course. In such cases, the student should be provided with a letter of confirmation from the HEI where they completed their undergraduate study confirming that they are a 1916 Bursary recipient. Clusters should support students by facilitating contact with relevant staff in the HEI or cluster where the student intends to do their postgraduate course.⁴
- 3.4.5. Where a cluster receives a transferred-in bursary as provided for under section 3.4.4, that cluster is expected to fund that bursary from within its overall PATH 2 allocation

⁴ Transfer of bursaries may only take place where the student is transferring to a HEI that is part of one of the six regional clusters (see Figure 1). Similarly, students may not transfer bursaries to study in another jurisdiction outside the State.

to be provided by the HEA.

- 3.4.6. For the 2021/22 academic year, postgraduate bursaries are open to both current PATH 2 1916 bursary recipients (i.e. students completing their undergraduate studies in 2020/21) and, as an exceptional measure, previous PATH 2 1916 Bursary recipients (i.e. students who completed their undergraduate studies prior to 2020/21). Previous 1916 Bursary recipients who have already commenced a course of postgraduate study will also be entitled to receive a bursary for the remainder of their postgraduate studies (subject to the progression requirement and the overall cap of four years).
- 3.4.7. Bursary recipients who wish to defer their postgraduate study may do so for a maximum one academic year with the prior written approval of their HEI. Deferral may occur before the student commences their studies or during their studies. A student who has not yet applied for a postgraduate course may also defer their bursary for a maximum of one year. The HEA must be kept apprised of any such deferrals as part of the reporting process.
- 3.4.8. As per section 3.6.1, students are not permitted to hold a 1916 Bursary at postgraduate level in conjunction with any other bursary, scholarship or award, irrespective of value.
- 3.4.9. Where relevant, students are permitted to hold a 1916 Bursary in combination with a SUSI grant or long-term DSP means-tested payment or other supports specified in section 3.6.

3.5. Tier 3 bursaries

- 3.5.1. In addition to the Tier 1 and 2 bursaries, as part of each cluster's overall PATH 2 funding allocation, funding will also be available for a number of once-off bursaries (Tier 3 bursaries) that may be awarded to students who met the criteria for the 1916 Bursary but who did not ultimately qualify for a Tier 1 or Tier 2 bursary.
- 3.5.2. Tier 3 bursaries will be in the amount of €1,500 and will be payable for **the 2021/22 academic year only** – for the first year of their undergraduate course
- 3.5.3. The provision of this once-off bursary is in recognition of the exceptional circumstances that incoming students will experience when starting college in 2021/22 and the impact of Covid-19 on family incomes of students from target groups.
- 3.5.4. The number of Tier 3 bursaries is subject to available funding. Therefore, clusters should ensure they maintain a reserve list of 1916 Bursary applicants who may be entitled to receive this once-off bursary.
- 3.5.5. Other conditions, as relevant and as set out in this document, that apply to the awarding of full 1916 bursaries also apply to the awarding of once-off bursaries.
- 3.5.6. Clusters are reminded that the provision of Tier 3 bursaries for 2021/22 is once-off and there should be no expectations of future such allocations being available.

3.6. Conditions in respect of other supports

- 3.6.1. Students are not permitted to hold a 1916 Bursary (Tier 1, 2 or 3) in conjunction with any other bursary, scholarship or award, irrespective of value.
- 3.6.2. Where relevant, a bursary recipient is permitted to avail of any additional financial supports available to them where they are benefitting from the opportunity to study abroad as part of their course e.g. Erasmus+.
- 3.6.3. Bursary recipients who are participating in the Tusla NTRIS Employment Support

Scheme for Travel and Roma Communities may also continue to receive the 1916 Bursary while in receipt of the Tusla Scheme Grant. Similarly, bursary recipients may also continue to receive financial support through Dormant Accounts Funding that supports members of the Irish Traveller community in higher education.

- 3.6.4. Where relevant, students are permitted to hold a 1916 Bursary in combination with a SUSI grant.
- 3.6.5. Students on Back to Education Allowance or other DSP social welfare payments can hold a 1916 Bursary without it having any impact on their Back to Education Allowance entitlement or other social welfare payment.
- 3.6.6. A 1916 Bursary will be considered as income disregard for the purposes of reckonable income in relation to SUSI grants or means-tested social welfare payments.
- 3.6.7. Bursary holders are permitted to apply for the Student Assistance Fund and/or be covered for supports under the Fund for Students with Disabilities.

3.7. Deferral or transfer of bursaries

- 3.7.1. In the case of Tier 1 and 2 bursaries, bursary holders are permitted to defer their bursaries at undergraduate level for a maximum of one academic year with the prior written approval of their HEI. Deferral may occur before the student commences their studies or during their studies. The HEA must be kept apprised of any such deferrals as part of the progress reporting process. Conditions in respect of deferral of bursaries at postgraduate level are set out in section 3.4.7.
- 3.7.2. A bursary holder who wishes to change course must obtain the prior written approval of their HEI. The HEA must be kept apprised of any such changes as part of the progress reporting process.
- 3.7.3. In the case of Tier 1 and 2 bursaries, a bursary may be retained by a student who, prior to commencement of their course in the HEI that has awarded them a bursary, wishes to transfer to another HEI (on the basis of a different course offer). This will be at the discretion of the HEI/cluster who originally awarded the bursary and appropriate arrangements must be made between the two clusters/HEIs to facilitate transfer. The HEA must be kept apprised of any such changes as part of the progress reporting process.⁵
- 3.7.4. Subject to the conditions of student progression as outlined in section 3.3, a Tier 1 or 2 bursary may be retained by a student who during their studies wishes to transfer to another HEI, provided that the student has completed at least one full year of study. The HEA must be kept apprised of any such changes as part of the progress reporting process.
- 3.7.5. Where a cluster receives a transferred-in bursary as provided for under sections 3.7.3 and 3.7.4, that cluster is expected to fund that bursary from within its overall PATH 2 allocation to be provided by the HEA.
- 3.7.6. Conditions in respect of the transfer of bursaries at postgraduate level are set out in section 3.4.4.
- 3.7.7. In the case of Tier 3 bursaries, in the event of a student transferring to a different cluster, the cluster receiving the student is expected to fund the cost of that bursary (if

⁵ Transfer of bursaries may only take place where the student is transferring to a HEI that is part of one of the six regional clusters (see Figure 1). Similarly, students may not transfer bursaries to study in another jurisdiction outside the State.

not already paid to the student) from within its overall PATH 2 allocation to be provided by the HEA.

3.8. Termination of bursaries

- 3.8.1. A HEI may terminate a bursary at any time where the bursary holder is no longer adhering to the requirements of the 1916 Bursary Fund.
- 3.8.2. A bursary holder may terminate their bursary at any time; however this action should not be taken without prior consultation with their HEI.
- 3.8.3. In circumstances where a bursary has been terminated, it may be re-allocated by the HEI subject to the following conditions:
 - every effort has been made to support the original bursary holder who has indicated they wish to withdraw from higher education;
 - the HEI is fully satisfied that the original bursary holder will not be returning to higher education;
 - where possible, an exit interview has been conducted with the original bursary holder to understand their reasons for non-progression;
 - a formal notice of termination has been issued to the original bursary holder;
 - the new bursary holder meets the eligibility criteria as outlined in section 2.1;
 - the duration of the re-allocated bursary does not exceed the duration of the original bursary; and
 - the HEA is kept apprised of any re-allocated bursaries as part of the progress reporting process.

4. Reporting and evaluation requirements under the 1916 Bursary Fund

- 4.1 The HEA is responsible for monitoring performance and ensuring effective progress under the 1916 Bursary Fund.
- 4.2 HEIs are required to report any issues which may impact on the timely and effective provision of bursaries to the HEA immediately.
- 4.3 The lead HEI for each regional cluster is responsible for preparing and submitting annual progress and financial reports addressing a range of qualitative and quantitative indicators.
- 4.4 The lead HEI for each regional cluster is accountable for proper use of the 1916 Bursary Fund.
- 4.5 Release of funding will be contingent on the receipt of satisfactory reports demonstrating progress in line with agreed project plans.
- 4.6 The lead HEI for each regional cluster will be required to report on progress to enable regular updates to be provided to the National Action Plan Steering Group.
- 4.7 A full impact assessment of PATH including PATH 2 – 1916 Bursary Fund will be carried out in 2022.
- 4.8 The HEA reserves the right to commission audits of participating HEIs for financial or other compliance matters. The HEA will take appropriate action where deemed necessary.

5. Data collection under the 1916 Bursary Fund

- 5.1 Clusters are required to comply with data requests received from the HEA. The HEA

will collate aggregate and anonymised data received as part of the progress reporting process for evaluation, public interest and statistical purposes and may share it with trusted third parties in accordance with general data protection requirements.

- 5.2 Reporting for the 2021/22 reporting will be based on the new three tier model and clusters should be cognisant of this in the collection of data for same.
- 5.3 The HEA is currently in the process of developing a reporting system to support the administration of PATH with immediate priority given to PATH 2 – 1916 Bursary Fund. It is expected that such a reporting system will be in place for the 2021/22 academic year.
- 5.4 Clusters are advised that data on the number of bursary recipients who attended a DEIS school should be recorded.
- 5.5 It is the responsibility of the HEI to inform students of the data collection arrangements outlined above and to ensure that all processes associated with data processing for applications and awards are GDPR-compliant.

6. Contact details

Any queries relating to these guidelines should be emailed to access@hea.ie.

Appendix 1 - 1916 Bursary Fund - approved courses

Undergraduate

A **full-time** or **part-time** undergraduate course leading to a major higher education and training award at Level 6 (Higher Certificate), Level 7 (Ordinary Bachelor Degree), Level 8 (Honours Bachelor Degree) on the [National Framework of Qualifications \(NFQ\)](#), or equivalent award that:

- (a) takes not less than **two years** to complete, and
- (b) on the successful completion of which a student is awarded a **major** higher education and training award, leading to an award of Level 6 or above on the NFQ, which is a recognised qualification pursuant to the NFQ, and
- (c) is provided by one of the approved institutions in the regional clusters of HEIs.

Postgraduate

A **full-time** or **part-time** postgraduate course leading to a major higher education and training award at Level 8 (Higher Diploma), Level 9 (Postgraduate Diploma), Level 9 (Masters) or Level 10 (Doctorate) on the [National Framework of Qualifications \(NFQ\)](#), or equivalent award that:

- (d) takes not less than **one year** to complete, and
- (e) on the successful completion of which a student is awarded a **major** higher education and training award, leading to an award of Level 8 (Higher Diploma) or above on the NFQ, which is a recognised qualification pursuant to the NFQ, and
- (f) is provided by one of the approved institutions in the regional clusters of HEIs.

Appendix 2 - Worked example of approach to managing path 2 funding allocation for academic year 2021/22

Cluster A's 2021/22 allocation is €1,000,000. The cluster has an annual allocation of 35 Tier 1 bursaries and, for the first time, 15 Tier 2 bursaries.

Tier 1 bursaries (€5,000 per annum)	
New bursaries 21/22 cohort (35)	€175,000
Continuing bursaries from previous cohorts	€425,000
Students progressing to postgraduate study (20)	€100,000
Tier 1 total	€700,000

Tier 2 bursaries (€2,000 per annum)	
New bursaries 21/22 cohort (15)	€30,000
Tier 2 total	€30,000

Tier 3 bursaries (€1,500 payable for 2021/22 academic year only)	
Tier 1 and 2 total	€730,000
Balance remaining from overall PATH 2 allocation for 2021/22	$(€1,000,000 - €730,000) = €270,000$
Tier 3 total	$€270,000 / €1,500 = 180$ once-off bursaries