



Department of History

Undergraduate Handbook

2017-2018

An electronic copy of this handbook can be found on the History department's website at <https://www.maynoothuniversity.ie/history>

ACADEMIC STAFF AND RESEARCH INTERESTS

Terence A. Dooley, MA, PhD (N.U.I.)

Specialises in Irish social and political history of the nineteenth and twentieth centuries, particularly the land question, the fortunes of great houses and estates, the work of the Irish Land Commission and the local politics of the revolutionary period. Has expertise also in policy matters concerning heritage and restoration.

M. Denise Dunne, MA, PhD (N.U.I.)

Primary research interest is in the history of European integration focusing in particular on British policy on European integration. Other areas of research include the US-European transatlantic relationship in the context of European integration and the institutional development of the European Union from inception to date. Broad research and teaching interests encompass twentieth-century European and American history.

Colmán Etchingham, PhD (Dublin)

Research interests: pre-Norman Ireland from the fifth century to the twelfth, in particular the organisation of the church and its role in society, early Irish law, Irish kingship, the annals as a source, Vikings as raiders and settlers and Viking-Age relations between Ireland and Britain.

Alison FitzGerald, PhD (Royal College of Art)

Specializes in Irish design history and material culture, in particular the study of Irish goldsmiths, jewellers and allied traders.

Raymond Gillespie, PhD (Dublin)

Social and cultural change in early modern Ireland; the diffusion of print and the changing experience of reading in Ireland 1580-1700.

David Lederer, PhD (New York)

Global history; Renaissance and Reformation; early modern Germany; history of emotions; gender studies.

Marian Lyons, MA, M.ès L., PhD (N.U.I.)

Irish migration to Europe and migrant experiences on the continent in the early modern period, with particular emphasis on France and specifically Jacobite migrants in Paris, c.1690-c.1730. Franco-Irish diplomatic and political relations in the sixteenth century. Ireland's trading associations with France in the early modern era. Thomas Arthur, MD, of Limerick (1590-1675). The Kildare dynasty in fifteenth and sixteenth-century Ireland. Women in late medieval and early modern Ireland.

Dympna McLoughlin, PhD (Syracuse)

Interests: Irish social history; gender; history of medicine. Research specialisms (nineteenth century Ireland): gender and class; poverty and subsistence; emigration and the poor law; children.

JoAnne Mancini, PhD (Johns Hopkins)

History of the United States and its colonial antecedents; intersections of American and world history.

Filipe Ribeiro de Meneses, BA Mod, PhD (Dublin)

Lectures in Spanish and Portuguese twentieth century history, the First World War and the development of fascism, and Europe's colonial empires in the nineteenth and twentieth centuries. His primary area of research is the Portuguese New State and its leader, António de Oliveira Salazar.

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WELCOME

On behalf of the Department of History at Maynooth University, I would like to extend a warm welcome to all our undergraduates as you embark on a new year of studies. The academic staff are dedicated to supporting your learning through high quality teaching and research supervision. All are active scholars, involved in original research, which they bring to the classroom. Working together with the administrative staff, we aim to ensure that your experience at Maynooth University is stimulating, rewarding and enjoyable.

That however depends also on you. Success at university requires a wholehearted engagement with the different modules that make up your programme of studies, a willingness to put in the time and effort that is needed at this level, a readiness to assume personal responsibility for one's learning, and an openness to sharing with fellow students and staff, inside and outside the classroom. It is very much a joint venture.

Maynooth has a long-established reputation of being a friendly place where the welfare of students matters. Alongside the advice offered by the Department of History, you have access to a large number of offices and services set up by the University to support you throughout your time at Maynooth. I strongly encourage you to familiarise yourself with the range of facilities available to you on campus, and beyond your home department. This is indeed a wonderful place to study, and your time here will be all the richer if you take advantage of the academic and personal development opportunities that are open to you.

My wish, and that of all here in the Department of History, is that you will find enjoyment in the systematic study of the past, where curiosity is awakened, assumptions overturned and thinking stretched. History is an exciting discipline, and Maynooth, we think, is an excellent place to get launched on the journey. I look forward to meeting very many of you over the course of the year.

Dr Jacinta Prunty
Head of Department
September 2017

Disclaimer

This document was published in September 2017 and was correct at the time of publication. The Department of History reserves the right to modify any statement if necessary, including making variations to the content or methods of delivery of programmes of study. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

THE PURPOSE OF THE HANDBOOK

This handbook is intended to offer basic guidance to undergraduate students on the Department of History and the organisation of undergraduate work within it. It brings together, in summary form, the various provisions and arrangements affecting undergraduate students in the Department of History. It is relevant to all students taking modules in history, including students on the BA Local Studies programme except insofar as they are governed by regulations specific to that programme. It is very important that you carefully read through the handbook and retain it for reference throughout the year.

Distributed at the first tutorial of each year group, it is also available online at:

<https://www.maynoothuniversity.ie/history/documentation>

It should be read in conjunction with the university course finder for 2017-2018, the university timetable and Moodle, all available at: <https://www.maynoothuniversity.ie/current-students>

Students need also to familiarise themselves with Maynooth University Registry which is responsible for

Student Records and Registration: <https://www.maynoothuniversity.ie/records>

Examinations and timetabling: <https://www.maynoothuniversity.ie/exams>;

Conferring: <https://www.maynoothuniversity.ie/conferring>

Other university offices of importance to undergraduates are the following:

Programme Advisory Office

The Programme Advisory Office is available to assist and advise undergraduate students with programme choices and programme options. The Programme Advisory team can assist first year students with questions about subject combinations, changing subjects and progression options for second year. Continuing students may also avail of the service if you are unsure about your programme options, for example if you have any questions about the flexible degree pathways, or whether or not to choose to take an Elective.

Email: programme.choices@mu.ie

Phone: 01 474 7428

Website: www.maynoothuniversity.ie/programme-advisory-office

Location: Room 1.17, ground floor Rowan House

Experiential Learning Office

Experiential learning modules, such as Professional Development and Employability (involving employer-led sessions) are managed by the Experiential Learning Office. It also has responsibility for the MU SPUR (paid six week summer research placement) where you will be 'learning by doing and reflecting', and have the opportunity to connect classroom content with real-world experience. The Department of History has participated in SPUR-type schemes since they started and hopes to do so again in Summer 2018.

Email: Aisling.Flynn@mu.ie

Tel: 01 474 7760

Website: <https://www.maynoothuniversity.ie/experiential-learning-office>

Location: Room 1.18, ground floor Rowan House.

MAYNOOTH UNIVERSITY DEPARTMENT OF HISTORY



The Department of History at Maynooth University is one of Ireland's leading centres for the teaching and research of history. Our dynamic staff of academic and administrative people are dedicated to providing you with high quality teaching and research supervision. We are committed to ensuring that your experience at Maynooth University is stimulating, rewarding and enjoyable. Our research interests cover a wide variety of periods and themes.

To find out more about individual members of the academic staff and their research interests please visit: <https://www.maynoothuniversity.ie/history/our-people>.

KEY TERM DATES 2017-2018

Please see <https://www.maynoothuniversity.ie/registrar/key-term-dates>

First Semester lectures: Monday, 18 September to Friday, 15 December 2017

Study week: 30 October – 3 November 2017 (inclusive)

Second Semester lectures: Monday, 29 January to Friday, 4 May 2018

Study week: 19-23 March 2018 (inclusive)

No class: 26-30 March 2018 (inclusive)

HEALTH AND SAFETY

The university is committed to complying with all relevant health and safety legislation and has legal obligations to implement its health and safety policies. Your commitment and co-operation is essential for the implementation of this policy. Each student is required:

- to take reasonable care of his / her safety and that of any person who may be affected by their activities;
- to co-operate with the university;
- to report defects;
- not to interfere with anything provided to secure the safety, health and welfare of persons on the premises.

In the event of a fire alarm sounding while you are in class, or on any business in the Department of History located in Rhetoric House, please evacuate the building and proceed to one of the prescribed assembly points. For Rhetoric House they are located in the car park to the front of Logic House and in the Riverstown courtyard. Under no circumstances should you attempt to return to the building until the all clear is announced.

The department's health and safety statement may be consulted on the departmental website.

STAYING CONNECTED - STUDENT-STAFF COMMUNICATIONS

Ensuring an excellent student experience is one of the key aims of the Department of History. A major part of that experience relates to how we communicate with you. There are a number of channels to ensure effective communications between staff and students.

Undergraduate Year Co-ordinators, 2017-18

- First year: Dr Etchingham & Dr Potterton/Dr Wright
- II Year: Dr Lederer/Prof Gillespie
- III Year: Prof F.R. de Meneses & Dr Newman/Prof Dooley
- International Students (including BA International): Prof F.R. de Meneses
- Access/Mature students (MAP): Dr McLoughlin
- Student-Staff Committee: Dr Wright

The department's website

The department's website is designed to provide you with as much information as possible about the department, its staff and the courses on offer. It can be accessed at <https://www.maynoothuniversity.ie/history>.

Email

The Department of History communicates with students using their **Maynooth University** email addresses. Your email will most likely be used for urgent communication, or to provide instructions or information related to teaching. It is vital that you check your email regularly and respond in a timely manner where necessary.

Access to staff

You are encouraged to consult with lecturers on academic matters concerning your studies in the university and your general progress as a student. All full-time lecturers have specific consultation times set aside to meet students, and these times are posted on their office doors and on the departmental website (see <https://www.maynoothuniversity.ie/history/contact-us>). If all of the consultation times posted by a lecturer you wish to see clash with your classes, you can ask for an appointment to see the lecturer at another mutually convenient time.

Individual lecturers and tutors will indicate the extent to which they can deal with enquiries by email. Email communication is not a substitute for face-to-face student-staff consultation.

Moodle

Many lecturers use Moodle, the university's virtual learning environment, to provide on-line support for their courses. Moodle is available at:

<https://www.maynoothuniversity.ie/current-students>

Social Media

The Department of History has a presence on social media which is currently maintained by Dr Jennifer Redmond and Dr Regina Donlon. You should consult the Department's Facebook and Twitter accounts to find out about seminars, workshops, conferences, prizes, jobs and achievements made by faculty and students. The accounts to follow are:

Facebook: <https://www.facebook.com/maynoothhistory>

Twitter: @MaynoothHist <https://twitter.com/MaynoothHist>

UNDERGRADUATE DEGREE PROGRAMME

FIRST YEAR (MH101 ENTRY): COURSE STRUCTURE AND MODULES, 2017-18

Students registering for the first time are directed to the university guides on the curriculum:

A guide for First Year Arts (MH101) Students which sets out all first year undergraduate Level 8 MH101 subject options

A guide for First Year Students, which sets out all first year undergraduate Level 8 programmes (excluding MH101).

These guides are also available online at Maynooth University Student Records and Registration: <https://www.maynoothuniversity.ie/records/student-registration>

Students who are repeating first year, in full or in part, who first registered before 2016 need to take advice from Maynooth University Student Records and Registration about the modules they need to take to progress; they are welcome to call to the departmental office for further clarification. See also 'Changes to Marks and Standards, short summary guide for current students (v28 April 2016)'.

I YEAR DOUBLE MAJOR (15 credits)

First semester

Core module [7.5cr]: HY121 Introduction to medieval history: Vikings & Normans (Dr Etchingam & Dr Potterton) (2 lectures per week + compulsory weekly tutorial)

Second semester

Core module [7.5cr]:HY122 Making the modern world: themes in history (Dr Jonathan Wright) (2 lectures per week + compulsory weekly tutorial)

If you initially select the standard 15 credit option outlined above, and subsequently decide that you particularly like History, you may be permitted to register for an additional 7.5 credits of History, with written permission only, at the beginning of the second semester.

SINGLE MAJOR (30 credits)

First semester

Core module [7.5cr]:HY121 Introduction to medieval history: Vikings & Normans (Dr Etchingam & Dr Potterton) (2 lectures per week + compulsory weekly tutorial)

Plus

HY131 The practice of history [7.5cr] (3 lectures per week) (Dr Fitzgerald, Dr Newman, Dr Speller)

Second semester

Core module [7.5cr]: HY122 Making the modern world: themes in history (Dr Jonathan Wright) (2 lectures per week + compulsory weekly tutorial)

Plus

HY132 Documents in history [7.5cr] (3 lectures per week) (Prof Gillespie, Dr Prunty)

OPTIONS AVAILABLE IN HISTORY AFTER FIRST YEAR

Students who take *either 15 or 30* credits of History in First Year and who pass History may proceed to one of the following degree structures: Double Major, Major with Minor, or Minor History.

Double Major

You take two subjects (History and one other) to degree level, with equal study of each.

Major with Minor

The History Major takes roughly two-thirds of your study time, and you take a second subject as a Minor.

Minor

The History Minor involves about one third of your study time, and you take a second subject as a Major.

Single Major

Effective from 2017-18, students who take *either 15 or 30* credits of History in First Year and who achieve an average subject mark of at least 50% in History may proceed to **Single Major** History. If you opt for Single Major, you specialise in History as your only subject.

REGISTERING FOR SPECIAL TOPICS AND ELECTIVE MODULES IN HISTORY

Second and Third year students are required to select from a number of History special topics and History elective modules, which are outlined below. Places are limited to ensure an even distribution of numbers. As a consequence not all students will get their first choice.

The university arranges for students to register for modules on-line in early September. Module descriptors and degree structures may be viewed in advance of registration on the university's Course Finder at <https://www.maynoothuniversity.ie/current-students>.

For overview and assessment of optional and special topic modules, see flyers at the department's website, <https://www.maynoothuniversity.ie/history/documentation>.

Please note the following extracts from the university regulations.

First-year students may change a subject choice up to the end of the fourth week of the first semester. No changes are permitted after this date.

Second and higher year students may change their module choices online, subject to availability of places, in each semester up to the end of the second week of that semester. No changes are permitted after this date.

Full-time students may withdraw from a module up to 6 weeks after the start of first semester, and register for a replacement module in second semester (with permission of the Head of Department) provided that their credits remain above 25 and that there are extra appropriate credits available in the second semester. After this date withdrawal is not allowed.

UNIVERSITY ELECTIVE STREAMS

Your elective modules may be entirely in History or, alternatively, you may choose to take a University Elective stream (10 credits) in which you may gain exposure to a discipline outside your chosen subject(s). This will require choosing two 5 credit modules in lieu of a 5 credit optional module in each of your subjects. Thus, **in the case of History**, you may replace one 5-credit elective module (only) in *either* semester one *or* semester two. The other 5 credits will be from your second subject.

BA DOUBLE MAJOR DEGREE: COURSE STRUCTURE AND MODULES ON OFFER, 2017-2018

Students pursuing the Double Major BA degree programme require 15 credits per semester. In addition to a core compulsory module (5cr) in each semester, Double Major Second Year students take one of three special topics (5cr) each semester and one or more History electives (5cr).

SECOND YEAR DOUBLE MAJOR

Semester I

Compulsory core module [5 cr]: HY212 Europe in the Early Modern World (Dr Lederer)
(One lecture and one compulsory tutorial per week)

Select one of the following three special topics [5cr]

HY232 Modern Ireland social elective B (Dr Mc Loughlin)

HY240 American History A (Dr Mancini)

HY293 Europe 1911-1945 (Prof. F.R. de Meneses)

Select 5 credits from the following History elective modules [5cr unless otherwise indicated]

HY220 Reading [2.5cr]

HY224 Settlement and society in Ireland (Dr Potterton)

HY262 World history A (Dr Prunty)

HY275 Modern Ireland History B (Dr Donlon)

HY278 Domestic worlds: the Georgians at home (Dr FitzGerald)

HY282 Introduction to the history of the emotions (Dr Lederer)

HY283 Early modern Europe – culture [Witchcraft] (Prof Lyons)

HY286 Early modern British elective (Prof O'Connor)

HY292 Ireland in Prehistory (Dr Potterton)

SG203 Early Christian Ireland (Dr Etchingham)

HY285 Doing local studies (Professor Dooley)

SECOND YEAR DOUBLE MAJOR

Semester II

Compulsory core module: HY213 Early Modern Ireland and Britain [5cr] (Prof Gillespie)
(One lecture and one compulsory tutorial per week)

Select one of the following three special topics [5cr]:

HY241 American history special topic B (Dr Mancini)

HY270 Revolution in Ireland (Dr Donlon)

HY294 Europe post 1945 (Dr Newman)

Select 5 credits from the following History elective modules [5cr unless otherwise indicated]

HY217 Reading [2.5cr]

HY233 Picturing the Renaissance (Dr FitzGerald)

HY247 Early modern Europe (TBC)

HY249 History of suicide: global outlook (Dr Lederer)

HY256 Early modern Ireland (Prof Gillespie)

HY272 Modern British elective (Dr Wright)

HY273 Modern Ireland history: oral history (Dr Milne)

HY291 Spain & Portugal: twentieth century (Prof F.R. de Meneses)

SG252 Ireland encounters Scandinavia: The Viking Age (Dr Etchingham)

HY276 Gender and history (TBC)

HY384 The Great War, 1914-1918 (Dr Murphy)

THIRD YEAR DOUBLE MAJOR

Third Year Double Major students take one mandatory core module [7.5cr] and one or more History electives (total 7.5cr) per semester

Semester I

Compulsory core module: HY310 Europe in the nineteenth and twentieth centuries [7.5cr]
(Prof. F.R. de Meneses/ Dr Newman) (Two lectures and one compulsory tutorial per week)

Select 7.5 credits from the following History elective modules (7.5cr unless otherwise indicated)

HY307 Reading module 3A [2.5cr] (Dr Lederer)

HY332 Readings on early Irish law and society [2.5cr] (Dr Etchingham)

HY323 Business of luxury: decorative arts 18th century Europe (Dr FitzGerald)

HY339 Europe: political, social and economic boundaries [5cr] (Prof O'Connor)

HY340 The Irish country house: a history (Prof Dooley)

HY360 Introduction to International relations (Dr Dunne)

HY368 Eastern European history (Dr Newman)

HY370 Health and medicine: a history (Dr McLoughlin)

HY373 American history elective B (Dr Mancini)

HY386 The Irish Diaspora in the early modern period (Prof Lyons)

SG302 Law, society & learned classes in early Christian Ireland [5cr] (Dr Etchingham)

THIRD YEAR DOUBLE MAJOR

Semester II

Core module: HY311 Ireland in the modern world [7.5cr] (Prof Dooley) (Two lectures and one compulsory tutorial per week)

Select 7.5 credits from the following History elective modules 7.5cr unless otherwise indicated

HY317 Reading module 3B [2.5 cr] (Prof Gillespie)

HY331 Readings on the Viking Age in Ireland [2.5cr] (Dr Etchingham)

HY243 Age of baroque: art, design and society in 17th century Europe (Dr FitzGerald)

HY321 European Union: from idea to institutions (Dr Dunne)

HY346 Irish French relations, 1580-1800 [5cr] (TBC)

HY350 The Holy Roman Empire (Dr Lederer)

HY377 The Medieval Irish town (Dr Potterton)

HY378 Transnational history A: twentieth century (Prof. F.R. de Meneses)

HY383 American history special (Dr Mancini)

SG301 Ireland and the Vikings [5cr] (Dr Etchingham)

BA SINGLE MAJOR DEGREE: COURSE STRUCTURE AND MODULES ON OFFER, 2017-2018

Students pursuing the Single Major BA degree programme require 30 credits per semester in Second and Third Years.

Second Year Single Major, Semester 1

Compulsory core module [5 cr]: HY212 Europe in the Early Modern World (Dr Lederer)
(One lecture and one compulsory tutorial per week)

HY201 Documents in History Level 2 **Compulsory** (Dr Lederer)

HY285 Doing local studies **Compulsory** (Prof Dooley)

Select one of the following special topics [5cr]

HY232 Modern Ireland social elective B (Dr Mc Loughlin)

HY240 American History A (Dr Mancini)

HY293 Europe 1911-1945 (Prof F.R. de Meneses)

Select 10 credits from the following History elective modules [5cr unless otherwise indicated]

HY220 Reading [2.5cr]

HY224 Settlement and society in Ireland (Dr Potterton)

HY262 World history A [Missions/Far East] (Dr Prunty)

HY275 Modern Ireland History B (Dr Donlon)

HY278 Domestic worlds: the Georgians at home (Dr FitzGerald)

HY282 Introduction to the history of the emotions (Dr Lederer)

HY283 Early modern Europe – culture (Prof Lyons)

HY286 Early modern British elective (Prof O'Connor)

HY292 Ireland in Prehistory (Dr Potterton)

SG203 Early Christian Ireland (Dr Etchingham)

Second Year Single Major, Semester II

Compulsory core module: HY213 Early Modern Ireland and Britain [5cr] (Prof Gillespie)
(One lecture and one compulsory tutorial per week)

HY203 Historiography [Level] 2 **Compulsory** Dr Newman

HY276 Gender and history **Compulsory** (TBC)

Select one of the following special topics [5cr]:

HY241 American history special topic B (Dr Mancini)

HY270 Revolution in Ireland (Prof Dooley)

HY294 Europe post 1945 (Dr Newman)

Select 10 credits from the following History elective modules [5cr unless otherwise indicated]

HY217 Reading [2.5cr]

HY233 Picturing the Renaissance (Dr FitzGerald)

HY247 Early modern Europe (TBC)

HY249 History of suicide: global outlook (Dr Lederer)

HY256 Early modern Ireland (Prof Gillespie)

HY272 Modern British elective (Dr Wright)

HY273 Modern Ireland history (Dr Milne)
HY291 Spain & Portugal: 20thC [Sp & P. in dictatorship,1923-75](Prof F.R. de Meneses)
HY384 The Great War, 1914-1918 (Dr Murphy)
SG252 Ireland encounters Scandinavia: The Viking Age (Dr Etchingham)

Third Year Single Major, Semester 1

Compulsory core module: HY310 Europe in the nineteenth and twentieth centuries [7.5cr]
(Prof. F.R. de Meneses/ Dr Newman) (Two lectures and one compulsory tutorial per week)

Select 22.5 credits from the following elective modules

HY307 Reading module 3A [2.5cr] (Dr Lederer)
HY332 Readings on early Irish law and society [2.5cr] (Dr Etchingham)
HY262 World history elective [5cr] (Dr Prunty)
HY278 Domestic worlds: the Georgians at home [5cr] (Dr FitzGerald)
HY282 Introduction to history of the emotions [5cr] (Dr Lederer)
HY283 Early modern Europe – culture [5cr] (Prof Lyons)
HY286 Early modern British Elective [5cr] (Prof O'Connor)
HY323 Business of luxury: decorative arts 18th century Europe [7.5cr] (Dr FitzGerald)
HY339 Europe: political, social and economic boundaries [5cr] (Prof O'Connor)
HY340 The Irish country house: a history [7.5cr] (Prof Dooley)
HY360 Introduction to International relations [7.5cr] (Dr Dunne)
HY368 Eastern European history) [7.5cr] (Dr Newman)
HY370 Health and medicine: a history [7.5cr] (Dr McLoughlin)
HY373 American history elective B [7.5cr] (Dr Mancini)
HY386 The Irish Diaspora in the early modern period [7.5cr] (Prof Lyons)
SG302 Law, society & learned classes in early Christian Ireland [5cr] (Dr Etchingham)

Third Year Single Major, Semester 2

Compulsory core module: HY311 Ireland in the modern world [7.5cr] (Prof Dooley) (Two lectures and one compulsory tutorial per week)

Compulsory HY399 Extended History essay

Select 15 credits from the following elective modules:

HY317 Reading module 3B [2.5 cr] (Prof Gillespie)
HY331 Readings on the Viking Age in Ireland [2.5cr] (Dr Etchingham)
HY243 Age of baroque: art, design and society in 17th century Europe [7.5cr] (Dr FitzGerald)
HY321 European Union: from idea to institutions [7.5cr] (Dr Dunne)
HY346 Irish French relations, 1580-1800 [5cr] (TBC)
HY350 The Holy Roman Empire [7.5cr] (Dr Lederer)
HY377 The Medieval Irish town [7.5cr] (Dr Potterton)
HY378 Transnational history A: twentieth century [7.5cr] (Prof. F.R. de Meneses)
HY383 American history special [7.5cr] (Dr Mancini)
SG252 History 2: Ireland encounters Scandinavia [5cr] Dr Etchingham
SG301 Ireland and the Vikings [5cr] (Dr Etchingham)

BA MAJOR WITH MINOR DEGREE: COURSE STRUCTURE AND MODULES ON OFFER, 2017-2018

Students pursuing the BA Major with Minor degree programme require 20 credits per semester in Second and Third Years.

Second Year

Semester 1

Standard 15 credits for Double Honours *plus*

HY201 Documents in History, Level 2 **Compulsory** Dr Lederer

Semester II

Standard 15 credits for Double Honours *plus*

HY203 Historiography, Level 2 **Compulsory** Dr Newman

Third Year

Standard 15 credits per semester for Double Honours *plus* another 5 credits per semester from those electives listed within the Double Honours list

LECTURE TIME TABLE FOR CORE MODULES 2017-2018

For the most accurate and up-to-date information on the lecture timetable and the location of lecture and tutorial venues please visit:

<https://www.maynoothuniversity.ie/current-students>

FIRST YEAR

Standard History students (15 credits) take the following modules:

First Semester

HY121 Introduction to Medieval History: Vikings & Normans Monday at 1pm, Wednesday at 4pm
+ compulsory weekly tutorial

Second Semester

HY122 Making the modern world: themes in history Monday at 1pm, Wednesday at 4pm
+ compulsory weekly tutorial

Double History students (30 credits) must also take the following modules:

First Semester

* HY131 The practice of history Tuesday 12pm, Thursday 1pm,
Friday 2pm

Second Semester

* HY131 Documents in history Tuesday 12pm, Thursday 1pm,
Friday 2pm

SECOND YEAR

First semester core module

HY212 Europe in the early modern world
Tuesday at 11am + compulsory weekly tutorial

Second semester core module

HY213 Early modern Ireland and Great Britain: the Four Nations
Tuesday at 11am + compulsory weekly tutorial

THIRD YEAR

First semester core module

HY310 Europe in the nineteenth and twentieth centuries
Monday at 11 am, Tuesday at 10 am + compulsory weekly tutorial

Second semester core module

HY311 Ireland in the modern world
Monday at 11 am, Tuesday at 10 am + compulsory weekly tutorial

THE BA INTERNATIONAL – STUDY ABROAD

Study abroad provides a brilliant opportunity for students to experience living and studying in another country. The Department of History encourages students to participate in the BA International. Under the programme you have the opportunity to spend your third year in a university in another country and then return to Maynooth University to take the final year. During the year abroad you take modules in both of your BA subjects; these modules have to be approved by the relevant departments. Any student who would like to make enquiries is invited to consult the International student co-ordinator, Professor F. de Meneses. The study abroad experience is a great addition to your C.V.!

TEACHING AND LEARNING

TUTORIALS

In the early days of the first semester you will be given guidance on how to sign up for a tutorial. You must sign up promptly and ensure that you select an hour that does not clash with a class in your other subject(s) in **either** semester. Tutors do not decide the membership of their tutorial groups. All arrangements concerning membership of the tutorial groups are the responsibility of the departmental office and you should therefore address any queries or difficulties you might have to the office and not to a tutor.

Under the guidance of your tutor, you will have the opportunity to discuss the content of the core modules in your tutorial and to develop the intellectual and technical skills that are required in history. These include researching, synthesis, interpreting a variety of sources, referencing and citation.

Generally, readings will be set every week for your tutorial; the details are uploaded on the Moodle page for that module. If you experience any difficulty in obtaining the set readings you ought to consult your tutor, allowing them a reasonable time to reply. If the matter is very urgent, contact your lecturer or bring it up after the tutorial.

The tutor will lead discussion on the tutorial topics but your contribution is expected and very much welcomed. The more you put into your tutorials by way of preparation and participation in discussion, the more you will benefit. The smaller, friendly group setting enables students to become more effective and confident communicators in writing and orally, through discussion, debate, reviews, essays and presentations.

In Third Year students will normally make oral presentations in their tutorials, usually based on the set readings or source documents. This is a core skill for history students to acquire. These presentations are part of your assessment and are graded according to selected criteria, which will be outlined by your tutor.

In First Year, sixty-five percent of the marks for both HY121 and HY122 are allocated to tutorial assignments (continuous assessment).

In Second Year, fifty percent of the marks in respect of core modules are allocated to tutorial assignments.

In Third Year, forty percent of the marks in respect of core modules are allocated to tutorial assignments.

All First, Second and Third Year tutorial essays and assignments are handed to tutors in class in accordance with the deadlines stipulated.

Second Year and Third Year History elective projects and First Year single honour projects are deposited in the essay box located at the foot of the stairs in Rhetoric House in accordance with the deadlines stipulated.

CLASS PRESENTATIONS

As a university graduate you can expect to have to deliver presentations to audiences of different types throughout your professional life. You will most likely have many opportunities to speak in public during your working life, and indeed some of these cannot be avoided if you are seeking to advance in your chosen career.

In the Department of History we recognise that effective oral communication is an important life skill, which we nurture in our students. During your undergraduate years with this department you will have several opportunities to deliver presentations, for example to your tutorial group, or to your elective module group. Tutors and lecturers will guide you in the development of your oral communication and presentation skills.

The template that tutors and lecturers use in their assessment of in-class presentations will vary depending on the module in question, the length and complexity of the presentation itself, and whether or not the proposed mark goes towards the final module grade and the weight it carried.

You should always speak with your tutor or lecturer about the assessment template that they use in advance of any presentation that you deliver. The template in Appendix II is a sample assessment template and is offered only as a guide for students in their preparation.

ATTENDANCE AT TUTORIALS AND LECTURES

Under university regulations you are expected to attend all of your courses satisfactorily. Please note that work, in the sense of paid employment, is never acceptable as an excuse for missing your lectures or tutorials.

While it is not feasible for the department to record attendance at core module lectures, please bear in mind that if it emerges that a student's attendance at lectures for any module is unsatisfactory, he/she may be debarred from presenting for the relevant examination.

Attendance at tutorials and elective modules is always recorded (except HY217, HY220, HY307, HY317, HY331, HY332, HY384). You are responsible for signing the attendance register at those classes where a roll is kept, and you should also keep your own account of your record of attendance. If you arrive late for a class you may be marked absent.

It may happen that due to exceptional circumstances, you are obliged to leave a lecture or tutorial before it concludes. You should speak to the tutor or lecturer in advance to let them

know. Unannounced departures can be distracting and disruptive to staff and your fellow students, and may result in you being marked absent.

If you have to miss a class for a very good reason, you are expected to explain this in advance to the lecturer/tutor or, if that is not possible, to explain as soon as possible afterwards. In either case a written explanation should be submitted to the department.

All medical certificates submitted by students are kept on a confidential file and are referred to at examination time. While medical certificates may explain a student's absence, they do not excuse that absence. You are responsible for securing all information - both in terms of course work and administration details - conveyed by lecturers and tutors at his/her scheduled lectures and tutorials.

For modules where attendance is recorded, and for each semester's tutorials, you must have attended at least fifty percent of classes to meet the module condition(s). This condition applies even if classes were missed owing to reasons beyond your control. Failure to meet this module condition will mean the module result is capped at a maximum of 35%. See relevant module descriptors on Course Finder.

GUIDELINES ON THE USE OF ELECTRONIC EQUIPMENT

The intellectual and privacy rights of both staff and students assume the mutual respect and consideration essential to a good learning environment. The following guidelines seek to protect the intellectual and privacy rights of both staff and students and to take account of the relevant legislation concerning data protection and copyright issues.

Students are not permitted to make any audio or video recordings of tutorials, lectures or other teaching sessions. A student who wishes to record a lecture must ask the permission of the member of staff delivering the lecture, prior to any recording. The member of staff concerned reserves the right to decline permission.

Students with specific learning needs, which may require the recording of lectures, must be registered with the Access Office and must have informed the lecturer in question of their intention to record, in good time prior to the recording. Any recordings made are for strictly personal use only. It is not permitted to make recordings available to other individuals through any means (websites, podcasts, social media, etc). Similarly, lecture materials, including hand-outs, PowerPoint slides and other aids are the intellectual property of the lecturer. They are shared solely to benefit individual learning.

If permission to record is granted by the lecturer, the availing student must be aware that the lecturer retains the right to request that the recording machinery be switched off at any point if it is considered inappropriate that the recording continue. For example, when other students are presenting or engaged in class discussion.

Laptops may only be used in class to take notes. Neither social networking nor net surfing are permitted during class on any electronic devices. Mobile phones should be turned off or put in silent mode.

CODE OF CONDUCT/DISCIPLINE

Under the university's Code of Discipline every student is expected and required to respect the rights of fellow students and the authority of the University academic and other staff in the performance of their duties. All are expected and required, and at all times, to observe the criminal laws of the State as well as to conduct themselves in a manner conducive to the academic environment of the University. Activities such as using a mobile phone during class, recording lecturing staff without permission, or sharing inappropriate comments about fellow students or lecturers on Facebook may be in breach of this code of discipline. The university's Code of Discipline is available on-line at:

<https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>

ESSAY WRITING

PRESENTATION OF ASSIGNMENTS

1. Every assignment (essay, project, PowerPoint slides), must be submitted with prescribed cover page fully completed. (This handbook contains a blank copy of the prescribed cover sheet, to be photocopied as necessary, or download it from <https://www.maynoothuniversity.ie/history/documentation>.)
2. Double or one-and-a-half line spacing must be used, with a sufficient margin (not less than 2cm) top and bottom and at each side.
3. Both sides of the page to be used when printing your assignments (where possible).
4. The pages must be numbered and securely stapled together at the top left-hand side. It is not permitted to use binders or folders.
5. All essays and history elective projects must include a bibliography of the books and articles consulted, in alphabetical order of authors. Where appropriate, the standard division between primary sources (manuscript and printed) and secondary sources should be made.
6. Essays and projects sent by e-mail or fax are not acceptable, excepting prescribed assignments in I Arts.
7. History elective projects due on 3 January 2018 may be submitted by post, provided that the envelope is date-marked no later than 3 January 2018.

Assignments that do not follow these instructions will not be accepted as fulfilling requirements.

Retained Copies

The Department of History requires each student to retain an exact copy of each piece of written work submitted to a tutor, lecturer or supervisor. Copies of written work submitted to a tutor, lecturer or supervisor are not returned to the student. In the event of submitted work being mislaid, the student will be expected to provide a replacement copy when asked. Back-up copies of files must be kept until the examination process is concluded.

REFERENCING AND BIBLIOGRAPHIES

(a) Referencing

Referencing is the practice of acknowledging or citing the source of quotations, information, ideas, theories and illustrations used in any piece of academic writing. Carefully and correctly referencing one's written work is a core skill of the historian and, as such, students of history must learn the basic rules and conventions at an early stage. In time, referencing will come as second nature, allowing you to focus on content, style and the construction of a convincing argument or thesis. Fundamentally, proper referencing in the writing of history enables the author to acknowledge the source of the information being used and to support the arguments and theories being presented. It allows the reader to check the original source material and to come to her/his own conclusions.

As a student of history, it is essential that you learn when references are required and use them appropriately. In addition to weakening an argument, the absence of proper references in any piece of scholarly writing exposes the author to allegations of plagiarism – a serious matter (see below). Drawing from another's work but leaving the reader to presume it is your own - what might be termed 'borderline plagiarism' - is mean and dishonest, and not in the spirit of scholarly research. If you quote (i.e., reproduce the author's exact words or use numerical information) from a book, journal article, or other source, you should always provide a reference. Where you directly 'lift' the text of another author and use it as your own (without quotations marks), even if you footnote the source, you are guilty of plagiarism. Quotations can be useful illustrations of a key point or give the flavour of a document, but keep them short and do not overdo them. Your written work must be presented in your own words.

In essence, references should be used to give credit for all information taken from another source (i.e., a book, book chapter, journal article, electronic source or original document), whether quoted directly, summarised, paraphrased or presented in a different format. There is no need to give a footnote or endnote reference for undisputed information, e.g., Daniel O'Connell was born in 1775; World War One began in 1914. But for a particular interpretation (say) of O'Connell's career, it is helpful to give a reference. For example, in your reading you may notice that O'Connell's campaign for repeal of the Act of Union has led to some debate among historians. Fergus O'Ferrall is one historian who has suggested that O'Connell never thought he would actually obtain repeal; it was merely a tactical issue. If you wish to make this point, it will help the reader if you give a reference to the source: Fergus O'Ferrall, *Daniel O'Connell* (Dublin, 1981), p. 74.

When it comes to the practicalities of academic referencing, consistency is essential. Within the discipline of history, different publishers, journals and university departments adhere to different standards and conventions. In Ireland, historians have tended to stick to the 'rules

for contributors' as set out by *Irish Historical Studies (I.H.S.)*.¹ Within the Department of History at Maynooth University, it is expected that all written work submitted will conform to *I.H.S.* rules, unless agreed/stipulated otherwise in advance. The full set of rules can be found freely online (www.irishhistoricalstudies.ie/rulesforcontributes.pdf; or use the link of the department's webpage). The most basic requirements are outlined below.

Books: first citations should give the author's full name, title of the book in *italics*, city/town and date of publication (these details will usually be given on the title page or on the back of the title page) in brackets and the page/pages being referred to. For example:

Michel Foucault, *Madness and civilisation: a history of insanity in the age of reason* (London, 1995), p. 1. Or, if a number of pages are being referred to, pp 1–10.

Subsequent citations should give the author's surname, a shortened title of the book in *italics* and the page/pages being referred to. For example:

Foucault, *Madness and civilisation*, pp 1–10.

Chapters in a book: first citations should give the author's full name, title of chapter in single inverted commas, editor's full name followed by (ed.) or, if there is more than one editor (eds), title of the book in *italics*, page extents of the chapter and page/pages being referred to. For example:

Neal Garnham, 'The criminal law, 1692–1760: England and Ireland compared' in S. J. Connolly (ed.), *Kingdoms united? Great Britain and Ireland since 1500* (Dublin, 1999), pp 215–24 at p. 215.

Subsequent citations should give the author's surname, a shortened title of the chapter in single inverted commas and the page/pages being referred to. For example:

Garnham, 'The criminal law', p. 215.

Journal articles: first citations should give the author's name, title of the article in single inverted commas, journal title *italicised*, volume number, year, page extents of the article and page/pages being referred to. For example:

Emmet Larkin, 'The devotional revolution in Ireland, 1850–75' in *American Historical Review*, lxxvii (1972), pp 625–52 at p. 625.

Subsequent citations should give the author's surname, a shortened title of the article in single inverted commas and the page/pages being referred to. For example:

Larkin, 'Devotional revolution', p. 625.

Film or DVD/video: first citations should give the video or film title *italicised*, series title (in parentheses, *italicised*), name/names of director/filmmaker OR personal producer OR corporate/institutional producer. Key actors or other key performers. Version, release, or other distinguishing information, if appropriate. Format (e.g., film, video, DVD), that is, the format that you watched, NOT the format of the original work). Studio name OR production company

¹ *Irish Historical Studies: rules for contributors* in *Irish Historical Studies*, xxxiii, no. 131 (May 2003), pp 351–68.

OR distributor. Original production/release date (separated from the studio/production company/distributor by a comma). For example:

Following Fidel (Portrait of the Caribbean, 6). Dir. Roger Mills. Videocassette. Prod. BBC Television. Dist. Ambrose Video, 1992.

Subsequent citations should give a shortened title of the video or film in italics. For examples

Following Fidel (video).

Electronic sources: all material accessed via the internet must be fully referenced. For books or articles which you have consulted in electronic format, please follow the usual bibliographic conventions first: author, title, place and date of publication and page/pages referred to, then (as you viewed it online) give the name of the site, the URL, and the date on which you visited that site. For example:

Jacob Riis, *How the other half lives* (New York, 1890), p. 1, online at Project Gutenberg, <http://onlinebooks.library.upenn.edu/webbin/gutbook/lookup?num=45502> (14 Sept. 2017).

Many internet resources have an online existence only. In such cases, you follow the same pattern in so far as the source allows: author, title, date created (if given), followed by the details of the website. For example:

Julie Brooks, 'The office of the chief secretary of Ireland', National Archives of Ireland, <http://www.csorp.nationalarchives.ie/> (14 Sept. 2017).

Sometimes it is the website itself that is the reference and there is nothing else you can do but give the name of the website and the URL. For example:

Irish History Online, <http://catalogues.ria.ie/Presto/home/home.aspx> (14 Sept. 2017).

Note that you need to supply the name (in prose) of the institution or website as well as the URL to ensure that in the event of the web address changing, there is still some possibility of locating the material, if it is still present on the web at all. Providing the URL alone is not sufficient.

(b) Bibliographies

At the end of your essay or assignment you should list in alphabetical order all the books, articles or other sources (including electronic sources) that you consulted. Bibliography entries should include all the information given in the footnotes in a first citation, the only difference being that in a bibliography, the author's surname should be listed first. For example:

Foucault, Michel, *Madness and civilisation: a history of insanity in the age of reason* (London, 1995).

Garnham, Neal, 'The criminal law, 1692–1760: England and Ireland compared' in S. J. Connolly (ed.), *Kingdoms united? Great Britain and Ireland since 1500* (Dublin, 1999), pp 215–24.

Larkin, Emmet, 'The devotional revolution in Ireland, 1850-75' in *American Historical Review*, lxxvii (1972), pp 625–52.

STYLISTIC CONVENTIONS

As with footnotes, the conventions to be followed for all written work submitted to the Department of History are those of ‘*Irish Historical Studies*: rules for contributors’ (in *I.H.S.*, xxxiii, no. 131 (May 2003), pp 351–68). This document is available online <http://www.irishhistoricalstudies.ie/rulesforcontri.pdf> while there is also a link to it on the department’s webpage. The following are the most basic requirements.

Capitals Capital letters should be used sparingly; otherwise they become so numerous as to be rendered meaningless. As a general rule use capitals

- to open a sentence
- to mark the first word in the title of a book or an article
- to signify a proper name (the name of a person, place, association or institution)
- in the title of periodicals (e.g., *Journal of Contemporary History*)
- to enable the initial letters to be used for abbreviations (e.g., J.C.H.)

The following are examples of correct usage: the pope; Pope Pius IX; King Henry VII of England; the king of England; the 1937 constitution; the Anglo-Irish treaty; the Belfast agreement; the Charity Organisation Association; the Iveagh Trust; the Congested Districts Board; Northern Ireland; northern England; the river Liffey; Methodist; Roman Catholic; the church of St John the Evangelist; the general valuation.

Apostrophes Avoid unnecessary apostrophes. The following are correct: MPs; 1500s, 1880s (*not* M.P.’s; 1500’s, 1880’s). **It’s** is the abbreviation of **It is** or **It has**. Note: It’s a fact that its name is Spot. There is no need for ’s in regular plurals. Note: **Mary had several books** (not book’s). Take great care with the possessive case. **John’s book** is derived from the following: originally **John his book**, written as **John his book**, then becoming **John’s book**. If in doubt about an apostrophe, leave it out and then go back and examine why it might be needed. If there is no reason (i.e., for possession or to indicate contraction) then it is not needed.

Numbers In general spell out numbers up to ninety-nine. Use numerals from 100. Spell out ages (seventeen, forty) and historical periods (seventeenth century).

Dates Use the form 20 October 1969 (and not October 20, 1969; 20th October 1969; or the twentieth of October 1969). The short *I.H.S.* form is used in footnotes: Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec. Thus: ¹*Freeman’s Journal*, 4 Feb. 1891.

Spelling and proof-reading Before relying on electronic spelling and grammar check, students should check what dictionary has been loaded, such as English (Ireland) *or* English (United Kingdom). Go to Review, Language, Set Proofing Language, select language as English (Ireland) *or* English (United Kingdom) and Set as Default. Spelling & Grammar is also found under Review. Use of the electronic Spelling & Grammar check should always be followed up by a careful check of printout (hardcopy) before final correction and submission. On the prescribed cover page, students must confirm that they have proofread the assignment in advance of submission.

PLAGIARISM

All students are advised to consult the University's policy document on plagiarism, available under Rules and Regulations for Students: <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>. This document sets out why the use of another's work without due acknowledgement is deemed to be serious academic misconduct deserving of academic penalties.

Copying another's work, either verbatim or with only minor changes of wording, and presenting the results as if they were your own work, is both unethical and illegal under copyright laws. It is a form of dishonesty, indicating a complete disregard for others' work. Plagiarism also reveals an unwillingness to think for oneself, being therefore diametrically opposed to the spirit of university studies. The direct copying of passages (including illustrations) from a book, an article or any other source, whether in hardcopy or found on the internet, without adequate references (that is, foot/end notes and bibliography) will be heavily penalised and may lead to the rejection of the entire piece of work by the department.

Similarly, submitting essays or projects written by anyone other than yourself will result in heavy penalties. As your final assessment is partly based on written assignments, plagiarism is equivalent to cheating at examinations. A module lecturer or tutor who finds plagiarism in an essay or project is obliged to report this to the head of department, who in turn may have to report it to the registrar. The penalty can extend beyond loss of marks for the essay or project in question to exclusion from the final examinations for that year. Cases may also be sent on to the Academic Discipline Board, which has its own rigorous procedures and can impose penalties up to and including expulsion from the university.

A student who is in any doubt about the correct use of sources in any given situation should consult a tutor or lecturer for advice.

MAYNOOTH UNIVERSITY LIBRARY

Students in History are urged to make the most of the outstanding facilities of the John Paul II University Library. It offers a variety of study spaces, an ever-changing exhibition on the ground floor and (with its coffee shop) a place to meet between classes. It is open from early to late, with additional opening hours coming up to examination times. The staff are renowned for their helpfulness and expertise.

MU Library is a portal to a vast collection of History resources in print and online – books, e-books, journal articles, e-journals, electronic dictionaries, subject databases, and more – which can be identified through the catalogue, ‘LibrarySearch’. Your library card (student card) entitles you to borrow material from the Library (even laptops). Most of the e-journals are in full-text format and allow you to print/save/e-mail the article.

The **library homepage** <https://www.maynoothuniversity.ie/library> has information, training, materials, supports and services that will help you in your studies. Your attention is drawn in particular to the following:

MU Library offers popular online **training sessions** that you can follow at your own pace, see **LIST Online** (Library & Information Skills Training) <http://nuim.libguides.com/list> or you can attend one of the interactive LIST sessions in the library on a variety of information topics and critical skills, including the new ‘Fake News’ and ‘Is it not all on Google?’ sessions in Semester 1, 2017. In October-November 2017 the Library will be running a more advanced strand of LIST sessions. Dates and times of LIST training sessions are advertised at the entrance to the Library and online at: <http://nuim.libguides.com/list>.

MU Library has a dedicated **History subject page** (<http://nuim.libguides.com/history>); it is recommended that you bookmark this page, as it is used to highlight new history-specific material acquired by the Library (see the “New 2 MU” tab in the History subject guide). Note that you can access the library catalogue on or off campus and note also the usefulness of the Advanced Searching option.

In the John Paul II Library, **Special Collections and Archives** holds archival collections of private origin (post 1851) which, when fully processed, are made available for research in its reading room (by appointment). It also holds fragile and scarce materials (catalogue prefix LY). The **Russell Library** houses the historical collections of St Patrick’s College, Maynooth, founded 1795 as a seminary for the education of Irish priests. Its holdings date from the 16th to the mid-19th century across a range of subjects including: theology, mathematics, science, geography and history. Other important collections include: medieval and Gaelic manuscripts, archival material and incunabula (pre-1501 printing). Material at the Russell Library may be consulted by making an appointment by telephone (01-7083890) or by email (library.russell@mu.ie), or enquire at the John Paul II Library.

LIBRARY LINKS AND CONTACTS

Library homepage: <https://www.maynoothuniversity.ie/library>

History subject guide: <http://nuim.libguides.com/history>

LIST online: <http://nuim.libguides.com/list-online>

LIST sessions in the Library: <http://nuim.libguides.com/list>

Undergraduates contact: Áine Carey, aine.carey@mu.ie

Research support Librarian: Ciarán Quinn, ciarann.quinn@mu.ie

ASSESSMENT

MARKS AND STANDARDS

All students should familiarise themselves with the current Marks and Standards document produced by the Examinations Office of the university, and available at <https://www.maynoothuniversity.ie/exams/information-students>. In particular, students whose studies have been interrupted and are now returning to the university, and students who need to repeat a module or modules, must ensure that they are fully informed of these regulations. Staff at Registry will be happy to explain the rules for progression and passing and the rules concerning registration, withdrawal and repeating, as they apply to individual cases. For further information please see: Rules and Regulations for Students, <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>.

In the grading of assignments (tutorial, special topics and elective modules) the staff and tutors in the Department of History use the Marking Scheme attached under **Appendix II**, which can be found at the end of this Handbook. All students should familiarise themselves with this marking scheme and the conceptual equivalents that appear alongside each grade band. Before you submit any assignment, check the department's Marking Scheme and ask yourself if the work you are submitting meets the criteria specified in the grade band in which you hope to achieve your mark.

LATE WORK AND DEFAULTERS

Please do not ask your tutor or module lecturer for 'an extension'. He/she has no authority to overrule departmental regulations in this matter. **As a general rule a History essay or elective project submitted after the relevant deadline will not be awarded any marks.** If a student thinks he/she has a valid excuse, a late essay/project may be submitted with a letter of explanation attached, and a medical certificate if appropriate. Letters and certificates should be dated and contain details of the student's full name, student number, address, and year. While medical certificates may **explain** a student's absence, they do **not excuse** that absence. Any such documentation, together with the essay or project, should normally be submitted **WITHIN TWO WEEKS OF THE EXPIRY OF THE PERIOD FOR WHICH THE EXPLANATION IS OFFERED.** Inability to meet this requirement should be reported, in writing, to the module lecturer or departmental office **IMMEDIATELY.**

In respect of History elective modules assessed wholly or predominantly on the basis of projects, late submission of such projects must include a written explanation and relevant medical or other certificates. In any event, late submissions will not be accepted after 20 January in respect of first semester or 25 May in the case of second semester. Students submitting after those dates will need to register as autumn repeat candidates for the module in question.

Note: For autumn (or external) repeat, students must have fulfilled the departmental attendance requirements and must have departmental approval. The essay/project component only may be submitted. There is no option to repeat other continuous assessment components. Marks received during the semester in respect of in-class tests, presentations etc., will be carried over. Essays/projects for autumn repeat must be submitted by 1 August and may be capped at 40%.

As with all documentation presented to the department, students are required to retain exact copies of letters of excuse and medical certificates, and may be required to produce these subsequently.

FEEDBACK

FEEDBACK ON ASSIGNMENTS AND GRADES

The tutorial schedules provide for feedback to students at return of essay marks. Students seeking feedback on the modules assessed in semester one should see the relevant lecturer (during her/his scheduled consultation hours) during the early weeks of the second semester.

Students seeking feedback on modules assessed in semester two should attend on the university consultation day or make an appointment with the relevant lecturer.

A university consultation day is scheduled in the week following the release, in late June, of examination results. (A further university consultation day is scheduled in early September to deal with queries arising from Autumn (repeat) examinations). The History Department expects that students with any questions about their progress during the year will attend the History Department on that day, where every effort is made to respond to queries promptly. Queries raised after that date must be made in writing, and delays in processing such queries can be expected.

Students are encouraged to meet with their lecturers to receive feedback on their assignments and exam performance. The question posed on the prescribed cover page, ‘What did you find stimulating/challenging about this assignment?’ may help in reflecting on how you went about this last assignment and inform your plans for the next. Learning from experience *before* you move on to another assignment, module or academic year is strongly to be recommended. There is no real substitute for one-to-one office consultation nor should students expect detailed guidance on the preparation of course work/assignments, or feedback on assignments via email. Please call to see your lecturers in person at their advertised office hours.

Every student has the right to academic privacy with their tutor and lecturers and the duty to respect that of colleagues; personal grades will only be discussed confidentially.

STUDENT EVALUATION OF LEARNING EXPERIENCE (SELE)

At the end of each module students will be invited to complete an online form evaluating various aspects of the module. Please engage with this survey as fully as you can. Lecturers are pleased to have the benefit of your comments in helping them to review their teaching and assessment and to integrate improvements.

STUDENT REPRESENTATION – THE STUDENT STAFF LIAISON COMMITTEE

Students of each class will be invited to elect representatives to the department's Student-Staff Liaison Committee, as follows:

| | | | | | |
|----------|---|------------------------------------|---|---------------------------|---|
| I Year | 4 | MA in European History | 1 | MLitt and PhD | 1 |
| II Year | 3 | MA in Irish History | 1 | MA in Historical Archives | 1 |
| III Year | 3 | MA in Military & Strategic Studies | 1 | Exchange Students | 1 |

The convenor of this committee is a member of staff and the membership is composed of these delegates and a member of the executive of the Students' History Society. The committee meets regularly throughout the year to consider any problems that affect the work of students, and related matters.

Your class representative is always willing to bring student issues to the attention of the department. Should you have any issues, you ought to let them know. Alternatively, you can approach any of the lecturers or the head of department. Many issues can be resolved swiftly by talking to the lecturer concerned.

LOOKING AHEAD – PLANNING YOUR POSTGRADUATE OPTIONS

TEACHING COUNCIL OF IRELAND REGISTRATION REQUIREMENTS

Students who are considering pursuing a career in teaching at second level, or who may wish to pursue this option at some point in the future, need to bear in mind that the Teaching Council of Ireland has stipulated requirements regarding the composition of undergraduate history degrees for anyone seeking to register with the Council from 1 January 2017 onwards. These requirements apply to all current undergraduate students. The following is the most recent information available from the Teaching Council (as of 21 Sept. 2017).

In order to meet the registration requirements set down in the Teaching Council [Registration] Regulations in respect of the curricular subject of History, an applicant must meet **all** of the following criteria:

- (a) Applicants must hold a degree-level qualification, with History studied up to and including third year level or higher (or modular equivalent).
- (b) The qualifying degree must be equivalent to at least Level 8 on the National Framework of Qualifications (NFQ) and with a minimum pass result in all examinations pertinent to the subject of History.
- (c) The qualifying degree must carry at least 180 ECTS (European Credit Transfer System) credits (or equivalent) with the specific study of History comprising at least **60** ECTS credits (or equivalent) and with not less than **10** ECTS credits (or equivalent) studied at **third-year** level or higher (or modular equivalent).

1. The study of History during the degree must show that the holder has acquired sufficient knowledge, skills and understanding to teach the History syllabus (as approved by the Minister for Education & Skills, and published by the National Council for Curriculum and Assessment) to the highest level in post-primary education (see www.curriculumonline.ie). To meet this requirement the degree must include the study of a minimum of **15** ECTS credits (or equivalent) in **Irish** History.
2. Applicants must also have completed a programme of post-primary initial teacher education (age range 12-18 years) carrying a minimum of 120 ECTS credits (or equivalent).

Environmental and Social Studies (ESS)

An applicant who meets the criteria for **History** will also be deemed to have acquired the competency to teach the Junior Cycle curricular subject **Environmental and Social Studies**.

Students are advised to consult the website of the Teaching Council on a regular basis for updates/additional information (www.teachingcouncil.ie).

ADMISSION TO POSTGRADUATE PROGRAMMES IN THE DEPARTMENT OF HISTORY

The Department of History offers a range of postgraduate programmes that cater for the interests of a wide variety of students and reflect the breadth and depth of scholarship among members of the department. Irish History, European History, Military History and Strategic Studies, and Archives are all strongly represented, with chronological periods from Early Christian Ireland to the present day.

MA programmes (Taught Masters)

Admission to these programmes will be based on a number of factors. The most basic requirement is at least a good 2.2 in History, and (if a double / joint honours degree), a good degree overall. However, please note that such a degree is not a guarantee of admission. In addition, the applicant's record within the department is considered before offers are made.

Research programmes (M.Litt./PhD)

Students wishing to pursue research degrees in history may apply for the M.Litt. or the M.Litt./PhD programme. Applicants with a BA (but without an MA) who wish to pursue doctoral study are required to register in the first instance for an M.Litt. (two-year programme). At the end of Year 1 of the M.Litt., it is possible to request a transfer to the PhD programme – a further three years: details can be found in the History Department Postgraduate Handbook.

Admission to both the M.Litt. and the M.Litt./Structured PhD programmes (for which some course-work is compulsory, but in which the degree depends entirely on the quality of the major thesis), is based on a number of factors. The most basic requirement is a good 2.1 or 1st class degree in History, and (if a double / joint honours degree), a good degree overall. However, such a degree is not a guarantee of admission. Among other factors, the Departmental Supervisory Committee considers the applicant's written work and evaluates a substantial research proposal (for M.Litt., 1,000 words; for M.Litt./PhD, 4,000 words), covering 1) the proposed research topic; 2) a critical survey of the main secondary sources in the field – what has been written on the subject; 3) a survey of the available primary source material; 4) how the applicant intends to approach the subject – what gaps are to be filled, what key questions will be tackled. The availability of a suitably-qualified supervisor to take on an additional research student is a further factor in admissions.

During the first semester of Year 3 of the BA, students considering applying for a place on the M.Litt. or M.Litt/PhD programmes should consult at least one member of the department about a research field in which they are interested, and prepare a research proposal, as outlined above. Undergraduates who are considering embarking on M.Litt/PhD or direct entry PhD registration are expected to meet with Professor Raymond Gillespie to discuss their thesis proposal in advance of making a formal application via PAC (Postgraduate Applications Centre, www.pac.ie). The draft proposal should be emailed to the department (history.department@mu.ie) by 3 June and submitted in hard copy to the History office. The department will aim to let each applicant know by mid July whether or not the proposal has been accepted.

Graduate Studies Office and the Irish Research Council

Undergraduates are advised to consult the MU Graduate Studies website regularly for information on funding opportunities, programmes on offer, deadlines, and support with making applications (<https://www.maynoothuniversity.ie/graduate-studies>). The Graduate Studies Office manages the MU John and Pat Hume Doctoral Awards (opens in November 2017). The Irish Research Council offers a number of different types of awards, including an employment-based postgraduate scholarship (<http://research.ie/funding/>); support with making an application to this important scheme (closes 1 November 2017) is available from Graduate Studies. Typically students who hope to transfer to the PhD apply for an IRC award in the first year of the M.Litt. with a view to obtaining funding for the following three years. Students undertaking a taught MA (who have identified a viable PhD research project) are also eligible to apply to the IRC scheme. For updated information and

All students considering postgraduate study will be invited to attend an information session organised by the department during the year at which details of the various programmes and funding options are provided; the Graduate Studies Office also holds information sessions during the year.

REFERENCES

Full-time staff members will normally act as referees when requested to do so by students with whose work they are familiar. It should be remembered that recommendations normally take account of interpersonal as well as academic skills, and accordingly observing the following recommendations will help staff members to do justice to student applications.

- Requests for references should be made formally by email or letter, full details being given of the nature of the course or appointment for which an application is being made. The requirement for a written request still applies even if you also make the request in person.
- Full documentation relating to the course or appointment should be supplied, including all forms (duly completed) and envelopes that are required for the furnishing of references. Referees should have details of the applicant's postal address, email address and telephone number to facilitate communication.
- As much notice as possible should be given to referees, the final date for the submission of the reference or testimonial being clearly specified.
- It is desirable for the referee to have an updated copy of the applicant's *curriculum vitae* to provide background to the writing of a reference. It is unreasonable to expect people to go to the trouble of writing a reference for you if you do not take the trouble to provide them with a *curriculum vitae*. It should indicate subjects studied and your results in University examinations to date, and also relevant extracurricular activities, such as voluntary work, sports, travel etc.
- It is usual for staff members to provide a confidential report adverting to a particular course or appointment rather than an 'open reference' which may in any case be of limited value.
- Staff-members always appreciate a brief note informing them of the outcome of applications for courses or appointments.
- Tutors who are not also lecturers are strongly advised not to provide references.

APPENDICES

APPENDIX I: TEMPLATE FOR THE ASSESSMENT OF IN-CLASS PRESENTATIONS

ASSESSMENT CATEGORIES FOR STUDENT IN-CLASS PRESENTATIONS EXPLAINED

Excellent (First class): A skilful presentation featuring excellent material that is very well structured; shows a sure command of concepts; excellently informed; very effective communication of concepts; presented in an accurate, accessible and engaging manner; excellent capacity to engage the group.

Very good (Second class, Grade one): A very competent presentation; good grasp of concepts; well structured; very well informed; clear, intelligible delivery; effective communication of concepts; some minor problems with content and/or delivery but not significantly impeding the group's engagement with the presentation.

Good (Second class, Grade two): A competent presentation; well informed; fairly good grasp of main concepts; generally coherent and well structured; satisfactory communication of concepts; generally clear, intelligible delivery with some significant weaknesses in terms of content and/or presentation; some difficulty in engaging the group.

Fair (Third class/Pass): A barely acceptable presentation; adequately informed; information adequate; some evidence of preparation; some engagement with the topic but not free of irrelevance; displays basic grasp of concepts; some major problems with content and/or delivery; difficulties in engaging the group.

Poor (Fail): Unacceptable presentation; poorly prepared; no or very little relevant information; difficult to follow; poor structure; unsatisfactory communication of concepts and content; no or little effort / capacity to engage the group.

TEMPLATE FOR ASSESSMENT OF STUDENT IN-CLASS PRESENTATIONS

| | | |
|------------------------------|-------------------------------|---------------------|
| <i>Student name:</i> | <i>Student number:</i> | <i>Module code:</i> |
| <i>Date of presentation:</i> | <i>Topic of presentation:</i> | <i>Lecturer:</i> |

CONTENT *COMMENT* *(Excellent, very good, good, poor)*

Introduction

Clarity

Outline of content

Main body of presentation

Evidence of research / thoughtful preparation

Structure, signposting & sequencing of material

Coherence of presentation

Communication of key concepts / ideas

Communication of secondary concepts / ideas

Evidence of understanding of key concepts / ideas

Evidence of understanding of secondary concepts / ideas

Conclusion

Conciseness

Recapitulation

Thought provoking

Questions

Standard of responses to questions on presentation

PRESENTATION *COMMENT* *(Excellent, Very good, good, poor)*

Language

Appropriate register

Explanation of specialist vocabulary

Oral communication skills

Articulateness

Clarity

Audibility

Pace of presentation

Management of presentation aids (PowerPoint slides, handout)

Quality and relevance of presentation aids (PowerPoint slides, handout)

ENGAGEMENT *COMMENT* *(Excellent, Very good, good, poor)*

With the group

Of the audience

Grade awarded:

General comment (overall impression):

APPENDIX II: ASSESSMENT / EXAMINATIONS / GRADING

FIRST ARTS

| | | |
|---|---|-----|
| HY121 | Continuous assessment | 65% |
| | 1.5-hour written examination in January | 35% |
| HY122 | Continuous assessment | 65% |
| | 1.5-hour written examination in May | 35% |
| Modules specific to Double History | | |
| HY131 | Continuous assessment | 65% |
| | One-hour written examination in May | 35% |
| HY132 | Continuous assessment | 65% |
| | One-hour written examination in May | 35% |

SECOND ARTS

| | | |
|-------|---------------------------------|------|
| HY212 | One-hour examination in January | 50% |
| | Tutorial assignments | 50% |
| HY213 | One-hour examination in May | 50% |
| | Tutorial assignments | 50% |
| HY232 | Two-hour examination in January | 100% |
| HY250 | Two-hour examination in January | 100% |
| HY294 | Two-hour examination in January | 100% |
| HY241 | Two-hour examination in May | 100% |
| HY270 | Two-hour examination in May | 100% |
| HY294 | Two-hour examination in May | 100% |

(Format of the examination papers will be announced by the respective module lecturers.)

BA HONOURS

| | | |
|-------|---------------------------------|-----|
| HY310 | Two-hour examination in May | 60% |
| | Continuous assessment | 40% |
| HY311 | Two-hour examination in January | 60% |
| | Continuous assessment | 40% |

(Format of the examination papers will be announced by the respective module lecturers.)

History elective modules are generally assessed by projects, etc., without an examination in January/May, but there are exceptions as follows:

HY384, SG203, SG252

Please check module documentation.

APPENDIX III: MARKING SCHEME

| Grade | Conceptual equivalents | Guide marks |
|------------------------------|---|---------------|
| FIRST CLASS | Outstanding answer in every respect and in addition casting the question/issue in a new light | 80–100 |
| | Excellently informed; excellently constructed argument displaying a sure command of concepts and some originality of thought | 70–79 |
| SECOND CLASS, GRADE 1 | Very well informed; coherent, well-constructed argument displaying good grasp of concepts | 60–69 |
| SECOND CLASS, GRADE 2 | Information good and question/issue addressed; a fairly good grasp of concepts displayed | 50–59 |
| THIRD CLASS | Information adequate and question addressed; displays basic grasp of concepts | 45–49 |
| PASS | Adverts to question/issue, but not free of irrelevance; information very limited or inadequately utilised or expressed in derivative language | 40–44 |
| | Little relevant information and/or question not addressed | 25–39 |
| | Little sense of what is required and/or no more than scraps of relevant information | 0–24 |

This scheme applies to all essay-type questions/answers.

Within a given grade band, the mark awarded will reflect the level of achievement within the range covered by the conceptual equivalent that applies to that grade.

See Registrar’s website <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students> for various regulations and procedures, including Marks and Standards.

ACADEMIC STAFF AND RESEARCH INTERESTS (*continued from inside front cover*)

David Murphy, PhD (Dublin)

Specialises in military history with a particular interest in Irish regiments in British and continental service, the Crimean War, and French military archives. He is currently carrying out research on the Arab Revolt of 1916-18 and also the failed Nivelles Offensive of 1917.

John Paul Newman, PhD (Southampton)

Specialises in Balkan and Yugoslav cultural history with a particular interest in the First World War and its legacy in the region.

Thomas O'Connor, PhD (Paris IV-Sorbonne)

Irish in Europe 1550-1800; British migration to Europe and the Americas; Jansenism in the seventeenth century; Spanish and Portuguese Inquisitions; history of religion.

Michael Potterton, PhD (N.U.I.)

Specialises in the archaeology and history of Ireland from the twelfth to the sixteenth century, especially urban and rural landscapes, settlement and society. Further research interests include hinterlands, crannogs, contacts between Ireland and the Continent, and the archaeology of Ireland from prehistoric times to the present.

Jacinta Prunty, PhD (N.U.I.)

Urban, social and cartographic history with a particular focus on the mapping of towns and on the town itself in nineteenth and early twentieth-century Ireland; the history of religious life from the early nineteenth century and associated residential homes, schools and other institutions; Protestant and Catholic missionary activity; the management of religious archives.

Jennifer Redmond, PhD (Dublin)

Specialises in Irish emigration to England in the twentieth century; gender and sexual politics; demography and population change; modern Ireland; women and education; Irish women in the labour force; digital humanities.

Ian Speller, PhD (London)

Dr Speller's research interests are in the field of military history and strategic studies. In particular his research focuses on maritime strategy and naval policy, the history of the Royal Navy and of expeditionary operations in the twentieth century.

Jonathan Wright, PhD (Queen's University, Belfast)

A historian of Ireland and the British world in the late eighteenth and early nineteenth centuries, his research addresses two core areas: politics and political cultures in the age of revolution and reform (c. 1789-1832); and British and Irish imperial history (with a particular emphasis on the Ulster experience of empire). He is currently working on a biography of the Ulster-born writer and colonial administrator Sir James Emerson Tennent and a series of articles exploring Ulster's involvement in the slave-trade and connections with the wider Atlantic World.

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APPENDIX IV: PRESCRIBED COVER PAGE FOR ALL HISTORY ASSIGNMENTS

SURNAME (in capitals), First Name

Student number _____

Year (I, II, III) _____

Tutor/Lecturer

Date submitted _____

Type of assignment (please tick \checkmark as appropriate):

Elective project _____

Module Code _____

Tutorial essay/assignment _____

Module Code _____

Other (please specify) _____

Essay/project title (in full)

Did you: Consult exclusively scholarly materials? _____ Proofread the assignment? _____

Discuss the assignment with a tutor/lecturer? _____

What did you find stimulating/challenging about this assignment? Please answer in the space below.

I have read and accept the university's policy on plagiarism. I have proofread the assignment. I confirm that this is entirely my own work and that it has not been submitted for assessment as part of this or another programme.

Signature:

Comments of marker/examiner

Proposed mark

Date of feedback to student