



# **Department of History**

## **Postgraduate Handbook**

**2019-2020**

An electronic copy of this handbook is available on the Department of History's website at [www.maynoothuniversity.ie/history](http://www.maynoothuniversity.ie/history)

## **ACADEMIC STAFF AND RESEARCH INTERESTS**

Hussam Ahmed, MA, PhD (McGill)

Specialises in the social and cultural history of the modern Middle East. Other research interests include Arab intellectual history, minorities in the Middle East, colonialism, statecraft and institution building.

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.

Alison FitzGerald, PhD (Royal College of Art)

Specialises 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 (1593-1674). 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.

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 the failed Nivelle Offensive of 1917.

*(Continued inside back cover)*

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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 postgraduate students as a new academic year begins. Many of you know the Department well, having stayed on in Maynooth after your BA to embark on a taught or a research Master's degree; others have come from further afield. Some are writing a doctoral thesis, and may well be close to completion – if so, I wish you every success in this final stage of the task you set yourself years ago. All of you – Masters and Doctoral students alike – form a very diverse group of people bound together by a common love for History, a subject which constantly renews and reinvents itself thanks to the efforts of each successive generation of practitioners. It is our mission in the Department to guide you in this task, whose importance was highlighted earlier this year by President Michael D. Higgins when he noted that “knowledge and understanding of History is intrinsic to our shared citizenship; to be without such knowledge is to be permanently burdened with a lack of perspective, empathy and wisdom.”

The relationship between academic staff and postgraduate students lies at the very heart of university life. The Department of History has a long and proud tradition of fomenting research of the highest order; its academic and administrative staff are committed to ensuring that earning your MA, M.Litt or PhD degree is as enjoyable, fulfilling and rewarding an experience as possible. And although you will be, to a great extent, working independently, always remember that you form part of a community of scholars that by its very nature is ready to assist you – a community whose connections reach far and wide across Ireland, Europe, and the world beyond.

The University, through the Graduate Studies Office, has put in place a number of supports for both Research and Taught Masters students, and I strongly encourage you to familiarise yourself both with the GSO (John Hume floor 3) and its website, as well as to participate in the various professional and personal development activities it oversees. The GSO also provides a forum for networking with graduate students across the various disciplines, and can provide assistance with scholarship and funding applications.

I wish you all the very best of luck in your endeavours, and very much look forward to meeting you individually and hearing about your work over the course of the coming academic year.

Professor Filipe Ribeiro de Meneses  
Head of Department  
September 2019

## 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 academic and administrative staff 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 2019-2020**

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

**First Semester lectures:** Monday, 23 September to Friday, 20 December 2019

No classes:

Study week: 28 October – 1 November 2019 (inclusive)

**Second Semester lectures:** Monday, 3 February to Friday, 8 May 2020

No classes:

Study week: 16-20 March 2020 (inclusive)

10 April 2020; 13 – 17 April 2020 (inclusive)

## **THE PURPOSE OF THE HANDBOOK**

This handbook is intended to offer basic guidance to postgraduate students on the Department of History and the organisation of graduate work within it. It brings together, in summary form only, the various provisions and arrangements affecting postgraduate students in the Department of History and is available online at <https://www.maynoothuniversity.ie/history/documentation>.

The handbook should be used in conjunction with the University course finder for 2019-2020 and the University timetable which are available at <https://www.maynoothuniversity.ie/current-students>.

This handbook describes Department-specific arrangements and should therefore be read in conjunction with the online information and handbook produced by the Graduate Studies Office.

<https://www.maynoothuniversity.ie/graduate-studies>, email: [graduatestudies@mu.ie](mailto:graduatestudies@mu.ie)

In addition, please refer to the relevant Maynooth University policies and regulations, including those on the examination of postgraduate degrees, available from Registry (Examinations Office and Student Records).

<https://www.maynoothuniversity.ie/exams/postgraduate-information>

email: [exams.office@mu.ie](mailto:exams.office@mu.ie))

The Graduate Studies Office has a wide range of supports in place for postgraduate students through Postgraduate Forum events, the Postgraduate Feedback Council and the student Induction programmes. Please contact [eilis.murray@mu.ie](mailto:eilis.murray@mu.ie).

### ***Disclaimer***

***This document was published in September 2019 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.***

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## **STAYING CONNECTED - STUDENT-STAFF COMMUNICATIONS**

Ensuring an excellent student experience is one of the key aims of the Department. 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.

### **Taught MA programmes**

For students taking a taught MA programme, the first person to contact with any questions or issues that may arise is the Co-ordinator for that particular MA programme. The following is a list of the MA Co-ordinators for 2019-2020:

<b>MA in European History:</b>	Dr David Lederer
<b>MA in Historical Archives:</b>	Dr Jacinta Prunty
<b>MA in Irish History:</b>	Prof Raymond Gillespie
<b>MA in Military History and Strategic Studies:</b>	Dr David Murphy
<b>MA Leadership, Management and Defence Studies:</b>	Dr Ian Speller

### **Structured research programmes**

The Research Postgraduate Programmes Co-ordinator (M.Litt and PhD) for 2019-20 is Professor Marian Lyons, who is also convenor of the Department's Research Seminar.

Students (Masters / Undergraduates) who are considering embarking on M.Litt or PhD study are expected to meet with the Postgraduate Recruitment Coordinator (Professor Raymond Gillespie) to discuss their thesis proposal in advance of making a formal application via PAC. Currently-registered PhD students who are coming close to the submission of the thesis are to meet with Professor Gillespie concerning the sign-off of the thesis by the Department as 'ready for examination'.

### **MA in Leadership, Management and Defence Studies**

The Department of History is responsible for co-ordinating the delivery of the MA in LMDS at the Command and Staff School at the Military College, Curragh Camp, County Kildare. The MA is available to Defence Forces and overseas military personnel taking the Senior Command and Staff Course and is taught in partnership with the military Directing Staff at the Military College. The Co-ordinator is Dr Ian Speller.

### **Higher Diploma in Leadership, Defence and Contemporary Security**

The Department of History is also responsible for coordinating the delivery of the HDip in LDCS at the Office Training Wing of the Infantry School at the Military College. The HDip is available to Defence Forces and overseas military personnel taking the Junior Command and Staff Course and is taught in partnership with the military Directing Staff at the Military College. The Co-ordinator is Dr Ian Speller.

### **The departmental website**

The departmental website is designed to provide postgraduates 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 when necessary.

### **Access to staff**

You are encouraged to consult with staff on academic or other matters concerning your postgraduate studies and your general progress as a student. All full-time lecturers have consultation times set aside to meet with students. These times are posted on their office doors and on the departmental website (<https://www.maynoothuniversity.ie/history/contact-us>). If all of the consultation times posted by a lecturer that 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 modules including uploading study materials, posting notices/announcements regarding classes, assignments, etc.

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

### **Social Media**

The Department of History has a presence on social media. The Department uses social media to publicise news and general activities among students, staff and alumni. The accounts to follow are:

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

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

## **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. You are required:

- to take reasonable care of your safety and that of any person who may be affected by your 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.

If a fire alarm sounds 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 designated assembly points. Under no circumstances should you attempt to return to the building until the all clear is announced. The University's Departmental Safety Statement may be consulted at <https://www.maynoothuniversity.ie/health-safety/department-safety-statement>.

## POSTGRADUATE DEGREE PROGRAMMES

### STRUCTURED RESEARCH

PhD and M.Litt students are required to have obtained a certain number of credits from course work or other accredited activities as well as completing the thesis.

- M.Litt students: if you register for the M.Litt (normally a two-year programme), you must over the two years take a minimum of **10** credits in taught modules (at least 5 in generic/transferrable modules and at least 5 in subject specific/advanced specialist modules) from the departmental/institutional structured programme, unless a waiver is granted by the Department's Standing Committee on Research. In addition, the Department of History requires M.Litt students to take certain modules (outlined below).
- PhD students: there are different categories of PhD students, depending on existing qualifications:

1) If you are a PhD student with a relevant Master's level qualification in History, or in a discipline cognate to the proposed research topic, you will be expected to take a minimum of **30** credits over the duration of the PhD programme (usually four years), to be agreed with the Supervisor(s), Head of Department, and/or the Research Postgraduate Programmes Co-ordinator.

2) If you are a PhD student with a Master's level qualification in a discipline not cognate to the proposed research topic, you will be required to take a minimum of **35** credits over the duration of the PhD programme (usually three years), to be agreed with the Supervisor(s), Head of Department, and/or the Research Postgraduate Programmes Co-ordinator.

3) If you are a PhD student who has completed a three-year undergraduate programme, you will be required to take a minimum of 60 credits over the duration of the PhD programme. Of these at least 15 will be transferable and 15 subject specific.

4) If you are a PhD student who has completed a four-year undergraduate programme, you will be required to take a minimum of 30 credits over the duration of the PhD programme. Of these at least 15 will be transferable and 15 subject specific.

Students may register for the M.Litt and PhD on a part-time or full-time basis. Meeting the demands of being a full-time PhD student in the Department of History while simultaneously in full-time employment is not possible. A person in full-time employment, even when the working hours are flexible, will not be accepted onto the full-time register by the Department of History. The part-time option is there for precisely this situation, and has been the route to success for a significant number of our best-known alumni. Students who are in employment are welcome to call to the Department to discuss their options. Prospective research students meet with Professor Gillespie, in the first instance, to discuss the feasibility of their thesis proposal before making application through PAC.

## M.LITT. PROGRAMME 2019-2020

If you are an M.Litt student, in addition to regular meetings with your assigned supervisor(s), you are **required** to take certain modules offered by the Department of History over the course of the programme. In Year 1, you are required to take the following:

I SEMESTER: HY662 Research tutorial 1 (2.5 credits)

II SEMESTER: HY663 Research tutorial 2 (2.5 credits)

YEAR LONG: HY821 History Research Seminar attendance 1 [Year 1] (5 credits)

In Year 2 you are required to take the following module:

HY822 History Research Seminar attendance 2 [Year 2] (5 credits)

Over the course of the programme, you are required to take **one** of the following two modules, usually offered in alternate years:

GSH2 Handling evidence (5 credits) (on offer semester 2, 2019-20)

GSH1 Approaching the past (5 credits)

In addition, students are **encouraged** to take the following module:

HY667 Skills and methods in History (on offer semester 1, 2019-20) (10 credits)

From this outline, you will see that you will obtain a minimum of 10 credits in your first year (**note that 30 credits is the maximum number that may be accumulated in a single year**). In particular cases, depending on your research topic, you may choose to take additional modules (e.g., a language module). (Full details of all modules that History students may take are available on Course Finder at <https://www.maynoothuniversity.ie/current-students>. Under 'Current Students' insert HYR600 and follow links.)

The proposed modules to be taken in 2019-20 must be agreed between you and your supervisor(s) at a meeting during September and the choices indicated in the Initial Meeting Record form, which, after being sent to the Head of Department, is submitted to Graduate Studies. Copies of the Initial Meeting Record should be kept by the student and supervisor(s). Modules that may be taken the following year can be indicated on the form in the space provided, but you should only register in September 2019 for modules you expect to take in 2019-20.

## M.LITT. CALENDAR 2019-2020

### Sept. 23 First semester begins

Sept. 26 HY662 Research tutorial 1 (weekly, Thursday 3pm) begins

Oct. 17 First Research Seminar (Thursday 5pm to 7pm, schedule as circulated)

Oct. 31 Deadline for Irish Research Council (IRC) applications (See [www.research.ie](http://www.research.ie))

### Feb. 3 Second semester begins

Feb. 6 HY663 Research tutorial 2 (weekly, Thursday 3.00pm) begins

Feb. 13 Research Seminar resumes (Thursday 5pm to 7pm, schedule as circulated)

Apr. 24 Annual report to supervisor(s)

To be confirmed: Three workshop dates for GSH2 Handling evidence

M.Litt students must comply with deadlines for taught modules. Failure to do so will necessitate repeating the course.

## **HY662 (SUBJECT SPECIFIC) RESEARCH TUTORIAL 1**

Module co-ordinator: Dr Lili Zách

**Credits: 2.5 (Semester 1)**

### **Aim**

This module aims to provide you with an opportunity in the first year of your research to apply ideas about formulating a research plan for your thesis. In particular, this involves the development of structured approaches to the thesis including the statement of aims and objectives and the location of the thesis in existing historiography.

**Learning outcomes:** on successful completion of this module, you should be able to:

- recognise the possible ways of structuring your thesis and consider appropriate methodological options and discussion of those options
- distinguish between aims and objectives and create specific structures for your work
- develop a strategy for organising the project and identifying relevant sources
- monitor the coherence and consistency of argumentation.

**Teaching and learning methods:** tutorial discussion and practical work on developing a research plan for your own thesis.

Class 1: Introduction

Classes 2-4: scholarship/grant applications, including application process for Irish Research Council (IRC) postgraduate scholarships, to include talks from previous successful applicants, and compilation of draft applications.

Classes 5-12: how to access principal research libraries in Ireland and elsewhere; identifying relevant primary and secondary sources for students' research topics; role of supervisor(s); compilation of preliminary lists of relevant sources; visits to Maynooth University libraries, to include information session (John Paul II Library) on digital resources for historians.

**Assessment:** structured plan for the thesis, possibly on the lines of an IRC grant application.

Pass standard: 40%

Deadline: Monday, 6 January 2020

## **HY663 (SUBJECT SPECIFIC) RESEARCH TUTORIAL 2**

Module co-ordinator: Prof Raymond Gillespie

**Credits: 2.5 (Semester 2)**

**Overview:** to provide an opportunity for you in the first year of your research to present your work to the class and obtain feedback. In particular, this involves the acquisition of techniques of research and presentation specific to historians, and the development of presentation skills and discussion of your own work in progress for peer appraisal.

**Learning outcomes:** on successful completion of the module, you should be able to:

- formulate the main aims and objectives of your thesis
- distinguish alternative approaches and be prepared to defend in a seminar your distinctive approach
- develop your presentation skills
- monitor the coherence and consistency of your emerging arguments and subject this to peer review
- reflect in a seminar paper on your own research.

**Teaching and learning methods:** seminars, to combine structured discussion of presentation skills with practical presentation of work in progress.

Classes 1-8: every participant presents a seminar paper based on her/his work in progress.

**Assessment:** Seminar paper of work in progress (c. 3,000-4,000 words), produced according to required norms of bibliography and citation conventions (100%).

Pass standard: 40%

Deadline: Friday, 8 May 2020

Obtaining a pass in HY662, HY663 and HY821 is a prerequisite for the award of the M.Litt.

Note: All research must be carried out in an ethical framework. Where formal interviews ('human participants') are involved, you are required to follow the policies and guidelines drawn up by Maynooth University Research Ethics Policy and Committee, available at the webpage of the Research Development Office, <https://www.maynoothuniversity.ie/research/research-development-office/policies>. Important matters covered in this document include: harm to the interviewee; informed consent and the constitutional right to privacy; deception (misuse / tampering); anonymisation of data; legal agreements; access and user restrictions; rights to freedom of expression – a right to tell your story as you see it. There are also templates to assist in drawing up formal letters setting up the research. For advice and prior approval of research involving oral history methodologies you need to contact the Maynooth University Ethics Committee at the outset of your studies.

## PHD PROGRAMME 2019-20

If you are a PhD student, your minimum of **30** credits over the programme must comprise at least 15 credits in generic/transferrable modules and 15 in subject specific/ advanced specialist modules. You should meet your supervisor(s) to discuss which modules will be most appropriate and fill in an Initial Meeting Record form, as above. You are strongly advised to take the modules required for M.Litt students.

### MODULES ON OFFER FOR STRUCTURED PHD HISTORY

For the most up-to-date information, please consult 'Course Finder' at:

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

#### HY900 SEMESTER 1

CTL1 5 PROFESSIONAL CERT IN POSTGRADUATE TEACHING & LEARNING  
(TUTORS & DEMONSTRATORS)

HY832 5 PHD RESEARCH TUTORIAL 1

HY837 10 PHD SKILLS AND METHODS IN HISTORY (**strongly recommended**)

HY846 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 2A 2 (Year 2, semester 1)

HY847 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 3A (Year 3, semester 1)

HY855 2.5 HISTORY RESEARCH SEMINAR ATTENDANCE 4A (Year 4, semester 1)

#### YEAR-LONG

FM801 5 CONFERENCE ORGANISATION

FM802 5 WORK-BASED PLACEMENT

FM803 5 RESEARCH PLACEMENT

FM804 5 ENGAGING WITH THE COMMUNITY: RESEARCH, PRACTICE AND  
REFLECTION

FM805 5 OUTREACH & COMMUNICATION

GST3 5 ACADEMIC WRITING MODULE

GST8 5 GRANT MANAGEMENT AND COMPLIANCE

GST13 5 RESEARCH FUNDING APPLICATION

GST15 5 ETHICS AND ACADEMIC PRACTICE FOR RESEARCH STUDENTS

HY821 5 HISTORY RESEARCH SEMINAR ATTENDANCE 1

HY822 5 HISTORY RESEARCH SEMINAR ATTENDANCE 2

HY823 5 HISTORY RESEARCH SEMINAR ATTENDANCE 3

HY824 5 HISTORY RESEARCH SEMINAR ATTENDANCE 4

HY841 5 HISTORY DEPARTMENT RESEARCH SEMINAR PRESENTATION

**Note:** Students make only **one** presentation, usually in year 2.

HY851 5 SUMMER SCHOOL PRESENTATION

HY862 5 ACADEMIC CONFERENCE PRESENTATION

HY864 5 POSTGRADUATE CONFERENCE PRESENTATION

HY866 5 MAJOR PUBLICATION

HY868 5 POSTGRADUATE LEVEL PUBLICATION

HY872 10 INTERNATIONAL MODULE 2

HY873 10 INTERNATIONAL MODULES 3

HY891 5 LANGUAGE FOR ACADEMIC PURPOSES 1

HY892 5 LANGUAGE FOR ACADEMIC PURPOSES 2

HY893 5 LANGUAGE FOR ACADEMIC PURPOSES 3

## **SEMESTER 2**

GSH2 5 HANDLING EVIDENCE

GST11 5 PROFESSIONAL SKILLS–THESIS COMPLETION & CAREER DEVELOPMENT

HY833 5 PHD RESEARCH TUTORIAL 2

## **PHD (FIRST YEAR) CALENDAR 2019-2020**

### **Sept. 23 First semester begins**

Sept. 26 HY832 PhD Research tutorial 1 (weekly, Thursday 3pm) begins

Oct. 17 First Research Seminar (Thursday 5pm to 7pm, schedule as circulated)

Oct. 31 Deadline for Irish Research Council (IRC) applications (See [www.research.ie](http://www.research.ie))

### **Feb. 3 Second semester begins**

Feb. 6 HY833 PhD Research tutorial 2 (weekly, Thursday 3.00pm) begins

Feb. 13 Research Seminar resumes (Thursday 5pm to 7pm, schedule as circulated)

Apr. 24 Annual report to supervisor(s)

GSH2 Handling evidence

Three workshops, dates to be confirmed

PhD students must comply with deadlines for taught modules. Failure to do so will necessitate repeating the course.

## MA IN EUROPEAN HISTORY, 2019-2020

Credits: 90

Programme co-ordinator: Dr David Lederer

The MA in European History is offered as a one-year, full-time course. It introduces students to wider debates in European history and prepares them to complete a minor research thesis in conjunction with taught modules.

Students are offered a mix of required and optional modules. Compulsory taught modules familiarise students with significant contributions to the field and major historiographical debates in early modern and modern European history from 1500 to the present, including genocide and the World Wars. Students can also choose optional modules from other taught MAs and may undertake language courses.

Students commence independent consultations with their supervisor on a proposed thesis during the first semester, concentrating on research and writing for the minor thesis in the second. A total of 30 credits are awarded for the thesis, with an option to conduct additional independent readings guided by their supervisor.

Assessment is through a mix of written assignments, in-class participation and presentations. Students also develop an extended thesis on a topic agreed upon with the supervisor and subject to departmental guidelines. For the thesis, emphasis is on independent study in close consultation with the supervisor. Taught modules are conducted during the week according to the regular student timetable.

To view module descriptors, please go to <https://www.maynoothuniversity.ie/current-students> and enter the relevant module code in Course Finder.

### PROGRAMME

**NB: With the exception of HY669 Master's Thesis (30cr), all modules are 10cr.**

#### Semester 1 – Compulsory

HY6003	Historiography of modern Europe I	Dr Lederer: Mon 11-1
HY667	Skills and methods in History	Co-ordinator Dr Lederer: Tue 4-6
HY668	Master's thesis preparation	Dr McLoughlin: Tue 2-3
HY681	Readings in modern European History I	Prof Meneses & Dr Lederer: Wed 12-2

#### Semester 1 – Optional

HY675	Modern warfare I	Dr Murphy & Dr Speller: Wed 3-5
HY697	Gender and history in Britain and Ireland: a survey	Dr Redmond: Tue 11-1
PH643	Philosophy of History	Contact Philosophy Department

#### Semester 2 – Compulsory

HY684	Readings in modern European History II	Prof Meneses: Wed 3-5
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#### Semester 2 - Optional

HY649	Medieval Ireland elective (MA)	Dr Potterton: Tue 11-1
HY676	Modern warfare II	Dr Murphy & Dr Speller: Wed 11-1
HY692	Strategic and security studies	Dr Murphy & Dr Speller: Mon 3-5
MU624	Individual project	Contact Music Department

#### Year Long - Compulsory

HY669	Master's thesis completion [30cr]	Meetings as agreed with supervisor
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**MA IN HISTORICAL ARCHIVES**  
**POSTGRADUATE DIPLOMA IN HISTORICAL ARCHIVES**  
Co-ordinator of programmes: Dr Jacinta Prunty

2019-2020  
2019-2020

### **Programme Aims**

This programme aims to prepare students for careers as archivists and records managers, for employment in related fields and for further research at doctoral and postdoctoral level. It offers those who already have responsibility for archives collections an excellent grounding in archival science and the opportunity to further develop skills in leadership, advocacy and collaboration. The MA programme includes a dissertation which allows students to explore questions of current relevance to the field of archival studies and/or records management and may be tied to the collection(s) or repository with which the student has first-hand experience, where practicable.

The Post Graduate Diploma reproduces the MA without the minor thesis. It is especially suited to persons who already hold a master's or doctoral degree and are seeking to acquire a professional qualification in archives and records management.

Both the MA in Historical Archives and the Postgraduate Diploma in Historical Archives have been accredited by the Archives and Records Association of the UK and Ireland as professional qualifications in archives and records management.



### **Modules**

The modules offered on this programme provide students with a foundation in archival science and records management that integrates both theoretical and practical elements. This is reflected in the modes of assessment, for example, students catalogue a small collection to international standards, submit a business plan for the management of records in their repository or organisation, prepare a funding bid and tender documentation, and host an exhibition, among other assignments.

**MA IN HISTORICAL ARCHIVES** (90 credits)

2019-2020

**POSTGRADUATE DIPLOMA IN HISTORICAL ARCHIVES** (60 credits)

**Semesters 1 & 2**

HY665, Archival arrangement and description, Dr J. Prunty (10 credits)

HY669, Master's thesis (preparation and planning), Dr J. Prunty (MA students only, 30 credits)

*HY665 and HY669, with J. Prunty, on alternate Thursdays 2pm in Semester 1, starting with HY665; Thursdays 6-8pm in Semester 2.*

**Semester 1**

HY622, Records and record-keeping in Ireland: historical perspectives, Professor Raymond Gillespie (5 credits), Thursdays 4-6pm, commencing university week 1

HY650, Records management, Mark Farrell (10 credits) Thursdays 6-8pm, commencing university week 1

HY615, Preservation management, Louise Walsworth Bell (Library, Conservator), (5 credits) Fridays 10am-12.30, commencing university week 1

HY618, Book collections in archives, Barbara McCormack and Hugh Murphy (Library), (x5 credits) Fridays 10am-12.30, commencing university week 8

**Fieldtrips, Semester 1**

Friday 25 October 2019 (morning: HY650, Central Bank of Ireland with M. Farrell; afternoon HY615 visit in Dublin (conservation) with Louise Walsworth Bell.

Friday 22 November 2019 (morning: HY650, Blanchardstown, visit to off-site storage facility, M. Farrell; afternoon: Dublin City Archives, Dr Mary Clark, Dublin City Archivist, Ms Ellen Murphy, Senior Archivist (meet Pearse Street, 2pm)

Guest lecture (visitors welcome), Thurs 24 October 2019, 6-8pm, Dr Evie Monaghan, Postdoctoral Fellow, The Frank Duff Archive (Legion of Mary headquarters, Dublin): challenges in archiving. Venue will be Iontas 1.37.

**Semester 2**

MD626, Media Archives (MA in Critical Media and Creative Practice, 10 credits), Thursdays 2-4pm, commencing university week 20, 6 Feb. 2019

HY664, Archives management, Miriam van der Molen and Nicola Kelly (joint module leaders) (10 credits) Fridays, 10am-12.30pm, commencing university week 20, 7 Feb. 2019

HY628, Leadership and project management, co-ordinated by J. Prunty, with contributions from Helen Fallon, Cathal McCauley, Hugh Murphy and others (5 credits) Fridays, 2pm – 4pm, commencing university week 27, Fri. 27 Mar. 2020

**Fieldtrips, Semester 2**

Friday 14 February 2020, National Archives of Ireland, 9.50am Bishop Street, Tom Quinlan, Keeper & Peggy Walsh (HY664 & HY622); 2pm Marsh's Library, 'Books as archives and books in archives', Dr Jason McElligott, Keeper (HY622 & HY618).

Friday 6 March 2020, Public Record Office of Northern Ireland, Dr Glynn Kelso & colleagues, travel to Belfast on 7.35am train from Connolly Station, Dublin (HY664 & HY650)

Programme co-ordinator: Prof Raymond Gillespie

### Aims

This programme allows students to examine and research the rich subject of Irish history from the earliest times to the present day, and to assess the major events that led to the emergence of modern Ireland.

The compulsory modules provide students with an in-depth knowledge of the sources and resources that are available to undertake a detailed research study, and the ability to assess and understand the major debates and controversies that have engaged historians in Irish history. Key issues, topics and arguments are explored through specialised optional modules dealing with social, political and military themes.

To view module descriptors, please go to <https://www.maynoothuniversity.ie/current-students> and enter the relevant module code in Course Finder.

### PROGRAMME

**Fulltime** – all modules taken within one academic year (70 compulsory credits, 20 optional credits)

**Part-time** – within two academic years (70 compulsory credits, 20 optional credits). Students are expected to take the taught modules (totalling 50 credits) in Year 1, and the thesis modules (HY668 and HY669, totalling 40 credits) in Year 2.

**NB: With the exception of HY669 Master's thesis completion (30cr), all modules are 10cr. Please note that from the optional modules, students must take either HY649 or HY697, or both.**

#### Semester 1 – Compulsory

HY667	Skills and methods in History	Co-ordinator Dr Lederer: Tue 4-6
HY668	Master's thesis preparation	Dr McLoughlin: Tue 2-3
HY694	Interpreting historical evidence	Prof R. Gillespie: Mon. 3-5

#### Semester 1 – Optional

HY6003	Historiography of modern Europe I	Dr Lederer: Mon 11-1
HY675	Modern warfare I	Dr Murphy & Dr Speller: Wed 3-5
HY681	Readings in modern European History I	Prof Meneses & Dr Lederer: Wed 12-2
HY697	Gender and history in Britain and Ireland: a survey	Dr Redmond: Tue 11-1
MD624	Irish media history	Contact Media Studies for details
PH643	Philosophy of history	Contact Philosophy Department for details

#### Semester 2 – Compulsory

HY6007	Debates and controversies in History	Co-ordinator Dr McLoughlin: Tue 3-5
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#### Semester 2 - Optional

HY649	Medieval Ireland elective (MA)	Dr Potterton: Tue 11-2
HY684	Readings in modern European History II	Prof Meneses: Wed 3-5
HY676	Modern warfare II	Dr Murphy & Dr Speller: Wed 11-1

#### Year Long - Compulsory

HY669	Master's thesis completion [30cr] -	Meetings as agreed with supervisor
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## **MA IN MILITARY HISTORY & STRATEGIC STUDIES, 2019-2020**

**Credits: 90**

Programme Co-ordinator: Dr David Murphy

This programme provides an in-depth introduction to the disciplines of military history and strategic studies. It aims to immerse students in the study of conflict from the late 1700s to the present-day, providing them with an overview of the development of modern warfare and also the skills necessary to analyse modern conflicts.

This interdisciplinary MA is taught through a series of modules that examine the key concepts in Military History and Strategic Studies. No specialist knowledge is required and this MA course will appeal to anyone interested in history, international relations, security studies and war studies.

There are a number of site visits associated with this course including a trip to the “Soldiers and Chiefs” exhibition at the National Museum of Ireland. In recent years, the course has also included field trips to the D-Day landing sites in Normandy and the battlefields of “Operation Market-Garden” in the Netherlands.

Assessment is through a mix of written assignments and in-class presentations. Students also develop a 20,000 word thesis on a subject of their choice. There is a significant emphasis on independent study.

To view module descriptors, see <https://www.maynoothuniversity.ie/current-students> and enter the relevant module code in Course Finder.

### **PROGRAMME**

**Part-time** – within two academic years (80 compulsory credits, 10 optional credits). Students are expected to take the taught modules (totalling 50 credits) in Year 1, and the thesis modules (HY668 and HY669, totalling 40 credits) in Year 2.

#### **Semester 1 – Compulsory**

HY667	Skills and methods in History	Co-ordinator Dr Lederer: Tue 4-6
HY668	Master’s thesis preparation	Dr McLoughlin: Tue 2-3
HY675	Modern warfare I	Dr Murphy & Dr Speller: Wed 3-5

#### **Semester 1 - Optional**

HY6003	Historiography of modern Europe I	Dr Lederer: Mon 11-1
HY681	Readings in modern European History I	Dr Lederer & Dr Newman: Wed 12-2

#### **Semester 2 – Compulsory**

HY676	Modern warfare II	Dr Murphy & Dr Speller: Wed 11-1
HY692	Strategic and security studies	Dr Murphy & Dr Speller: Mon 3-5

#### **Semester 2 - Optional**

HY649	Medieval Ireland elective (MA)	Dr Potterton: Tue 11-1
HY684	Readings in modern European History II	Prof Meneses: Wed 3-5

#### **Year Long - Compulsory**

HY669	Master’s thesis completion [30cr]	Meetings as agreed with supervisor.
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## **PLANNING YOUR RESEARCH AND WRITING**

### **THESIS DEADLINES**

#### **Taught masters programmes**

MA in European History

MA in Historical Archives

MA in Irish History

MA in Military History & Strategic Studies

Friday, 25 October 2019: 750-word summary of intended topic to the programme director,

Friday, 6 December 2019: Submit 2,000-word proposal to supervisor

Friday, 24 January 2020: Submit a draft chapter to supervisor

Friday, 1 May 2020: Submit a first complete draft to the supervisor

Friday, 5 June 2020: Submit a final draft of the thesis to the supervisor

Monday, 29 June 2020: Submit two hard-bound copies and an electronic copy to the History departmental office

#### **M.Litt and PhD**

All M.Litt and PhD theses must be signed off by the Head of Department before being submitted. This process can take up to four weeks to complete.

Please see <https://www.maynoothuniversity.ie/exams/postgraduate-information> for 2019-20 deadlines.

### **THE THESIS INTRODUCTION**

Every thesis submitted to the Department of History must have a well-written introduction, usually (but not always) requiring a full chapter. The need for an introduction applies whether it is an MA, an M.Litt, or a PhD thesis, although the scope, depth and word count will vary. The following general points are offered to assist you in getting this difficult but rewarding aspect of the thesis underway; your supervisor(s) will advise further.

Every thesis introduction should deal with the following (though not necessarily in this order):

A survey of the existing state of knowledge, debate and scholarship on the topic, and location of the proposed project within the current state of research. This typically involves an account of the existing secondary sources, the most recent journal articles, chapters in edited collections, monographs and published conference papers in your field, as well as selected classic studies, noting what you will build on / the directions you will take. The literature review is prepared in conjunction with your bibliography but note that the discussion is grouped thematically; it is not a review book-by-book nor is it confined entirely to books that you cite in the thesis itself. And do not be afraid to extend your reading beyond English-language texts alone; you do not need to be fluent in a second language to be able to read and comprehend papers in that language, especially when you are doing so at your own pace on a subject that really interests you.

An indication of what the author hopes to add to the existing body of knowledge and understanding. What will this thesis do? What gap will be filled? What new angle will be explored? What difference will it make? Indeed, why undertake this piece of research at all? Set out the key aims and objectives of the work (perhaps start with bullet points or pose a number of questions), and come back to refine these as the research and writing progress.

An outline of the principal primary sources to be used, their nature and location, and any particular challenges that arise. The bibliography of primary sources is your guide here, but the discussion is usually by type, creator or period, not by repository.

An indication of any special or unusual features of the proposed methodology. This may be incorporated into the discussion of sources, where appropriate, or taken separately.

A note on the thesis structure (briefly outline the contents of the chapters and explain the thinking behind the sequence– the shifts, and why).

Other ‘essential scaffolding’, to set the reader up and avoid backtracking later. This could include the dates framing the study, names of key players or organisations, place names and geography, definitions of key terms. These should be kept to a minimum, what is absolutely necessary only, keep the discussion for the body of the thesis.

A first draft of the introduction is required early in semester 1, as it helps you to clarify your plans. It gives the supervisor a sense of the inherent strengths and weaknesses of the proposed research, so that s/he can direct, or redirect, your work at any early stage. Between the first draft and the final version of the introduction, as submitted, there are likely to be changes. This is to be expected, as the focus and scope of a thesis often shifts in the course of the research and writing. You will come across new sources and widen your reading, and think again, with the benefit of experience, about what it is possible to do and how you might best go about it. The Introduction will be a ‘work in progress’ right up to the writing of the Conclusion, which should tie in with the Introduction itself (hence the need to revisit your first efforts, returning full circle).

Please note that a very high standard of written English is expected of all assignments at postgraduate level and in particular of the thesis. This applies where English is the student’s second (or even third) language. Any student in need of assistance in this regard is strongly advised to contact the Writing Centre (Centre for Teaching and Learning, Ground Floor, School of Education Building) early in the academic year and to participate in workshops, support writing groups, and online training as appropriate (email: [writingcentre@mu.ie](mailto:writingcentre@mu.ie)).

## **REQUIREMENTS FOR THE PRESENTATION OF ASSIGNMENTS AND THESES**

1. Every assignment (essay, project, PowerPoint slides) must be submitted with the prescribed cover sheet fully completed. A blank copy of the prescribed cover sheet is provided in the Appendices. You can photocopy this as necessary, or download it from the Department's website.
2. Work must be presented in a suitable digital format.
3. Every chapter or assignment must have a full title.
4. All assessed coursework should be presented in A4 page layout, either double spaced or 1.5 line spacing, with margins of at least 3cm on all sides.
5. Both sides of the page to be used when printing your assignments. Each page of the typescript should be numbered and securely stapled. Plastic covers, folders or binding should not be used. (An exception will be made for presentations exceeding twenty pages in length.)
6. All draft chapters of theses should include appropriate citations preferably as footnotes rather than endnotes. In the bibliography, the standard division between primary sources (manuscript and printed) and secondary sources should be made.
7. It is your responsibility to keep an exact copy of all projects/draft chapters of theses, etc., presented, and to make such back-up copies available as required.
8. Do not send presentations by email or email attachment unless you have received the consent of your supervisor.

### **Retained Copies**

The Department requires students to retain an exact copy (electronic and printout) of each piece of written work submitted to a tutor, lecturer or supervisor. Copies of submitted written work 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.).<sup>1</sup> Within the Department of History at Maynooth University, it is expected that all written work submitted will conform to *I.H.S.* rules. The full set of rules can be found on the Department’s webpage or online at <https://www.cambridge.org/core/services/aop-file-manager/file/57597b33fdacd191593ca09e/IHS-rules-for-contributors.pdf>). 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 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.

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<sup>1</sup> ‘*Irish Historical Studies*: rules for contributors’ in *Irish Historical Studies*, xxxiii, no. 131 (May 2003), pp 351-68.



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 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.

You should always subdivide your bibliography between primary and secondary sources as follows:

Primary sources (including manuscript sources and published printed sources such as parliamentary papers, printed collections of manuscripts, newspapers, contemporary published material, etc.)

Secondary literature (books, articles, theses).

A section for website-derived material may also be included, such as databases and websites. Note however that books, journal articles, books etc. which are available

online as well as in print, are listed in the standard way, under author. There is no need to distinguish between texts you read onscreen, as photocopies or in the printed journal.

Although additional sub-divisions will vary from thesis to thesis depending on the type and range of sources consulted, **the basic division into primary and secondary sources must always be observed.** Please see the sample bibliographical scheme below.

## **BIBLIOGRAPHY**

### **PRIMARY SOURCES**

Collections of private papers (manuscript)	page	391
Published collections of private papers		393
Newspapers and contemporary periodicals		393
Contemporary publications		394
Memoirs and histories written by contemporaries		395
Works of reference		396
Parliamentary publications		396

### **SECONDARY SOURCES**

General histories		397
Biographies		397
Special subjects		398

## 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 at <https://www.cambridge.org/core/services/aop-file-manager/file/57597b33fdacd191593ca09e/IHS-rules-for-contributors.pdf>, and 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 care with the possessive case. **John's book** is derived from the following: originally **John his book**, written as **John<sup>hi</sup>s 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; 20<sup>th</sup> 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: <sup>1</sup> *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, <https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>, available under Rules and Regulations for 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 it 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 online, without adequate references (that is, footnotes and bibliography) will be heavily penalised and may lead to the rejection of the entire piece of work by the Department.

Similarly, submitting essays, reviews or projects written by anyone other than yourself will result in heavy penalties. As the final assessment at postgraduate level is based largely on written assignments, including the thesis, plagiarism is equivalent to cheating at examinations. A module lecturer, tutor or thesis supervisor who finds plagiarism in an essay, thesis chapter or other assignment is obliged to report this to the Head of Department. 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.

If you are in any doubt about the correct use of sources in any given situation please consult a lecturer/supervisor 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, ever-changing exhibitions on the ground floor, sleep pods, 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, encyclopaediae, 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/share/e-mail the article.

The [library homepage](http://www.maynoothuniversity.ie/library) [www.maynoothuniversity.ie/library](http://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. 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, as well as a range of useful resources. Note that you can access the library catalogue on or off campus and note also the usefulness of the “Advanced Search” 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](mailto:library.russell@mu.ie)), or enquire at the John Paul II Library.

## **LIBRARY LINKS AND CONTACTS**

Library homepage: [www.maynoothuniversity.ie/library](http://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>

Research support Librarian: Ciarán Quinn, [ciaran.quinn@mu.ie](mailto:ciaran.quinn@mu.ie)

## TEACHING AND LEARNING

### THESIS SUPERVISION

Every research student is assigned a supervisor (or supervisors). Your supervisor is appointed by the University on the nomination of the Head of Department. After registration, every research student should arrange an introductory meeting with their supervisor(s) during which the University's 'customised and individualised programme of research' is agreed and recorded as the [GSF1: Initial Meeting Record](#). This important document is then approved by the Departmental Research Student Progression Committee and a copy sent to the Graduate Studies Office. This record informs the annual progress review which takes place at the end of each academic year. For further details please visit the [Graduate Studies Academic Policies](#) section of the website for a full overview of the PhD process.

The exchange between you and your supervisor(s) is one of the defining characteristics of university life. Your supervisor(s), on the basis of knowledge and experience, will provide perspective, direction and information, but the initiative in researching and writing a thesis must come from you. It is the duty of the supervisor(s) to warn you if you are making mistakes or failing to produce work to the required scholarly standard. However, the production of a thesis of the necessary quality is ultimately your own responsibility. You should note that it is not the supervisor's role to act as copy editor or proof reader, but supervisors should always alert students to weaknesses in language, presentation and/or layout.

If you are an M.Litt or PhD student, you should have submitted to your supervisor, by 6 December, a draft introduction to the thesis of approximately 4-10 pages. (See section above entitled 'Thesis introduction'.) If you are a PhD student, the proposal on the basis of which you were admitted to the programme may serve as a draft introduction, subject to the decision of the supervisor.

In lieu of this draft introduction, you may submit a draft application following the format set out for IRC postgraduate scholarships. Taking this option does not oblige you to submit an application to the IRC. Guidance for writing the IRC application will be provided in First Year research tutorials (HY662/HY832).

As soon as possible after consulting about the draft introduction, you and your supervisor(s) should agree a tentative list of chapter headings. Subsequent changes should also be agreed with the supervisor(s). Every draft chapter submitted to the supervisor(s) should be accompanied by a copy of the list of chapter headings and an updated bibliography.

You and your supervisor(s) should arrange a schedule of research and writing (bearing in mind for minor theses the general schedules laid down for specific MA programmes). The number, duration and frequency of meetings between you and your supervisor(s) will be decided by the supervisor(s). It is your responsibility to ensure that you make initial contact with your supervisor(s) and that you maintain frequent contact throughout the duration of the programme.

Any change in the scope or emphasis of your thesis should be negotiated with your supervisor(s). Any change in the topic of an MA or M.Litt thesis must be approved by the

Head of Department. Any change in the title of a PhD thesis has to be approved by the Faculty of Arts and the Academic Council. A complete final draft of every thesis (including the preliminary pages and the bibliography) should be submitted to the supervisor(s) in every case.

A PhD thesis will not be accepted for examination by the University until both the supervisor(s) and the Head of Department have first signed a formal statement to the effect that it is ready for examination. This does not commit the supervisor(s) or the Head of Department to an assertion that the thesis merits the award of the degree.

You should not depend on the availability of your supervisor(s) for consultation in July or August, unless this has been specifically arranged.

You are invited to use the Student-Staff Committee as a mechanism for airing and resolving difficulties. However, in the rare event of a dispute between you and your supervisor(s), either party may raise the matter – informally in the first instance – with the Head of Department.

Supervisors who are on study leave or sabbatical will normally continue to supervise research students. However, during prolonged periods of absence by a supervisor the Department may make appropriate additional provision to support the student's research, in consultation with the student.

## **ANNUAL REVIEW AND PROGRESSION**

You will meet with your supervisor(s) regularly during the academic year and your academic progress is formally reviewed at least once per academic year. Every M.Litt or PhD student is required to complete a standard form reporting on the year's work and setting out future plans: <https://www.maynoothuniversity.ie/graduate-studies/stipend-and-fees-forms-research-students>. You must return this form to your supervisor(s) who adds comments and then passes the report to the Research Postgraduate Programmes Co-ordinator (who brings it to the departmental committee dealing with student progression). The information contained in this report is extremely important as it informs the committee's deliberations and recommendation for progression / non progression in the case of each research student, whether part-time or full-time. The return of the student report form is obligatory even if you are on track to submit your thesis in the summer or autumn of that year.

It is important to note that there is no automatic continuation of registration; the University (Examinations Office) requires the Department in June of each year (with a second deadline in August), to state whether or not the student may be permitted to continue with his/her studies in the following academic year.

It is your responsibility to complete the form and forward it to your supervisor by the deadline specified (usually by late April) without further reminder. **Please note that this deadline may be advanced if that becomes necessary to meet the University's requirements for progression procedures.**



## ATTENDANCE

University regulations lay down that if your attendance is unsatisfactory you may be debarred from examinations. All postgraduate students are expected to have full attendance.

At the discretion of the lecturer, an individual module may have additional specifications in this regard, which will be indicated in advance of registration.

Failure to attend classes, without a very good reason, is taken seriously by the Department of History. You should note that work, in the sense of paid employment, is never acceptable as an excuse for missing class. When you have to miss a class, you are expected to explain this in advance to the lecturer/tutor or, if that is impossible, to explain as soon as possible afterwards. In either case there should also be a written explanation. Any medical certificates submitted by you are kept on a confidential file in the departmental office and are referred to at examination time.

If you have missed a class/lecture or tutorial, you are responsible for securing all information - both in terms of course work and administration details - conveyed by lecturers and tutors at your scheduled classes and tutorials.

## LATE WORK AND DEFAULTERS

Please do not ask for 'an extension' as lecturers have no discretion in the matter. **As a general rule an assignment submitted after the relevant deadline will not be marked.** However, if you think that you have a valid excuse, a late essay or project may be submitted with a letter of explanation attached, and medical certificate if appropriate. In that case the board of examiners will decide in June whether the excuse is acceptable or not.

All postgraduate students are expected to comply with deadlines for taught modules. Failure to do so will necessitate repeating the course.

## FEEDBACK ON ASSIGNMENTS AND GRADES

Students are encouraged to meet with their lecturers to receive feedback on their assignments. Learning from experience *before* you move on to another assignment, module or academic year is strongly 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.

Students seeking feedback on 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 (scheduled in the week following the release in late June of examination results) or make an appointment with the relevant lecturer.

A further university consultation day is scheduled in early September to deal with queries arising from results processed in the Autumn examination period.

### **STUDENT EVALUATION OF LEARNING EXPERIENCE**

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.

### **CODE OF CONDUCT**

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, 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 or other media may be in breach of this code of discipline. For further information, please see:

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

## **ENGAGING WITH THE DEPARTMENT'S RESEARCH COMMUNITY**

### **THE RESEARCH SEMINAR (HY821-HY824)**

#### **ATTENDANCE**

The Department's research seminar co-ordinator for 2019-20 is Professor Marian Lyons. Enquiries regarding the research seminars should therefore be addressed to Professor Lyons. Participation in the Department's research seminar is expected of all M.Litt and PhD students for the duration of the programme. All newly-registered students are required to make a short introduction presentation. All research students are required to attend the first and last meetings of the academic year (plenary sessions). In addition, students are obliged to attend at least seven other sessions over the course of the academic year. The schedule of meetings for the year may be consulted on the website. Any email communication from the Department to postgraduates concerning the research seminar (or any other matter) will be sent to the student's Maynooth University address only. An attendance sheet is circulated at the seminar. Meetings are of two hours' duration, normally on Thursdays from 5.00 pm to 7.00 pm.

Attendance at other seminars organised by the centres associated with the Department of History may be counted towards the Research Seminar attendance list for credit purposes provided that:

1. No more than one such alternative attendance is claimed per semester
2. Written confirmation of such attendance is provided to the History Office within two weeks of the attendance date.

It is your responsibility to ensure that your attendance is recorded.

#### **PRESENTATION**

All M.Litt and PhD students are required to make a full-length presentation to the Research Seminar in the second year of postgraduate registration. This, together with the annual reports and any other evidence that may be required, will provide substance for the annual review of a research student's progress.

Making a formal presentation at the seminar within the agreed time-limit is an important skill. The presentation is an essential part of the preparation of a major thesis and should be preceded by considerable discussion with the supervisor(s). This is an invaluable opportunity to reveal your research findings to an appreciative audience and receive a constructive critique. This kind of exchange is an essential feature of a postgraduate research education. The seminar presentation is an excellent exercise in clarifying your ideas and developing a command of the ability to communicate effectively.

At your presentation you should circulate a short hand-out and make use of PowerPoint as appropriate. It is very important not to exceed the time allocated to your presentation: always have a watch alongside your script. You should be prepared to answer questions afterwards and to engage in discussion about your approach to sources and interpretation. You should see your supervisor(s) within a few days of your presentation to obtain an assessment of your performance. A brief report on presentations is kept on departmental files.

## **CONFERENCE PRESENTATIONS (HY862, HY864)**

As a research postgraduate student, you should aim to make at least one presentation at a conference. It is expected that a student will seek his/her supervisor's advice in this matter. The principal opportunity for presenting papers is the annual conference of the Irish History Students' Association, usually held in February. Many conferences now dedicate time to postgraduate papers. The annual report form contains a section in which the student can report on such presentations.

## **POSTGRADUATE LEVEL PUBLICATION (HY868)**

Students are encouraged to consider publishing articles or reports on their work. Here, too, it is most important to take advice from your supervisor(s).

## **FINANCIAL ASSISTANCE**

### **SCHOLASTIC AWARDS**

The Graduate Studies Office maintains information online about scholarships and other assistance. It supports Maynooth University students to apply for research scholarships in Ireland, as well as managing the John and Pat Hume Doctoral Awards. Full information about the application process for the John and Pat Hume scholarships will be found at its webpage: <https://www.maynoothuniversity.ie/graduate-studies>

Graduate Studies offers support to those making application to the Irish Research Council Government of Ireland postgraduate scholarship scheme. This closes on 31 October 2019. Research students who are not in the final year of their programme are eligible to apply under the IRC postgraduate scholarship scheme with a view to securing funding for the following year(s). Students undertaking a taught MA (who have identified a viable PhD research project) are also eligible to apply to the IRC scheme. For official information visit <http://research.ie/funding/>.

The IRC employment-based postgraduate scholarship may also be of interest to History students; the MU contact person is [shona.leith@mu.ie](mailto:shona.leith@mu.ie).

From year to year the Department endeavours to secure funding to support small scholarships for a limited number of first year postgraduate students. The awards, if any, are made following the publication of BA results.

The Department is from time to time in receipt of funds destined to support postgraduate research. You will be informed of any such opportunities by the Head of Department.

## **RESEARCH COSTS**

The IRC postgraduate award is deemed to cover the expenses of research in addition to providing normal financial support.

The National University of Ireland has a travelling studentship scheme that can be of benefit to students writing theses using overseas sources. See [www.nui.ie](http://www.nui.ie).

If you have to travel outside of the Maynooth-Dublin area in order to work on significant and relevant sources held in archives and libraries elsewhere, you may apply for a subvention from the T.W. Moody Memorial Fund in History, provided that you have graduated from an Irish university within the previous seven years. The fund organisers usually seek applications in July and they will consider only applications forwarded with a recommendation from the Head of Department. There is no application form. Intending applicants should submit to the Head of Department by 14 June a short C.V. together with a statement of the journey, research and expenses they expect to undertake.

Where you have no other recourse, the Department can sometimes provide financial assistance for expenses directly relating to research. This may apply to photocopying of primary material or similar expenses. You should on no account expect any such assistance except insofar as it has been approved in writing by the Head of Department. [Any such expenses must be justified by the production of appropriate receipts and vouchers.]

## **TUTORING**

The Department appreciates the benefit that postgraduates can gain from tutoring and also acknowledges the contribution of postgraduate tutors to its work. Postgraduates are invited to indicate in writing if they would like to be considered for tutoring in the Department. Applications should be submitted by 30 June; interviews are usually held during August. Postgraduate tutors are normally paid on an hourly basis. Those in the first year of an IRC award are precluded from taking tutorial work.

The Centre for Teaching and Learning provides a Professional Certificate in Teaching and Learning for Tutors and Demonstrators (CTL1). The programme is offered to postgraduate students and graduates currently teaching within departments; postgraduate tutors in history can take this as a 5 credit module in the M.Litt and PhD programmes. Participants are required to have teaching hours (tutoring) for the duration of the programme (both semesters). See <https://www.maynoothuniversity.ie/centre-teaching-and-learning>.

## **CAREERS INFORMATION AND ADVICE**

Developing professional skills and building a career may seem like tasks for the future. But even now steps may be taken to enhance career opportunities both inside and outside academic life. As students begin postgraduate work it is important that they understand that opportunities for academic employment are extremely limited and that competition for available positions is intense. Graduates who hope to continue with postdoctoral research are strongly advised to make contact with the Research Development Office at Maynooth University which (to quote from its website) ‘is responsible for developing and supporting research capacity, performance and activity at Maynooth University’. Graduates need to take

an active role in creating further opportunities for themselves (and for others) with the assistance and support of the Research Development Office.

The postgraduate programme in history is designed to provide you with knowledge and skills that will prepare you for professional employment within and outside the academic setting. Maynooth University Career Development Centre is committed to helping you explore the full range of employment opportunities. Students are strongly encouraged to engage with the University Careers Service at the earliest opportunity.

The Department also circulates information on employment opportunities as these are brought to its attention via email and the departmental noticeboards located in Rhetoric House.

## REFERENCES

Full-time staff-members regard it as a pleasure to 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. 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.
- Tutors who are not also lecturers are strongly advised not to provide references.

## **PREPARING YOUR RESEARCH PROJECT OR THESIS FOR SUBMISSION**

### **Presentation of preliminary items, bibliography, etc.**

A favourable impression of your work is created by the neat and orderly presentation of the title page and preliminary items. The following order of preliminary items should be observed.

#### **Title page**

See samples of title page (below). **Note:** the title should be concise but informative; flowery quotations – sometimes used in the titles of published works – are not appropriate in a thesis title.

#### **Table of contents**

This table should immediately follow the title page. It should list all subsequent elements of the work, giving accurate page references. The numbers and titles of chapters should be given.

#### **Acknowledgements**

It is usual to acknowledge briefly any assistance received while engaged in the work.

#### **Abbreviations**

A list of abbreviated forms of frequently-used references should be given. For guidance see '*Irish Historical Studies: rules for contributors*' (in *I.H.S.*, xxxiii, no. 131 (May 2003), pp 351-68).

Please note that these preliminary pages are normally paginated in lower-case Roman numerals.

## **RECOMMENDATIONS FOR THE PRESENTATION OF POSTGRADUATE THESES**

While you will be well accustomed to printing off individual draft chapters for submission to the supervisor, you should be aware that preparing the complete thesis draft at the end will involve very considerable time and attention to detail.

### **1. THESIS**

A statement of investigation or research presenting the author's findings and any conclusions reached, submitted by the author in support of his or her candidature for a higher degree, professional qualification or other award.

### **2. BINDING AND COLOUR**

The thesis shall be bound within boards. (For M.Litt and PhD theses see below.) The binding shall be of a fixed kind in which leaves are permanently secured. The board shall have a sufficient rigidity to support the weight of the work when standing upon a shelf.

#### **Colour:**

MA in European History	Purple
MA in Military History & Strategic Studies	Bottle Green
MA in Irish History	Light Green
M.Litt & PhD	Black

**3. COVER TITLE**

If the outside front board bears the title of the work it should be in at least 24 pt (8mm) type. The name and initials of the candidate, the qualification and the year of submission may also be shown. If the cover material bears any design, the design shall be clear of any lettering. **Please note that the name must be that under which the candidate is registered in Maynooth University.**

**4. SPINE TITLE**

The spine of the work shall bear in at least 24 (8mm) type, if practicable, the surname and initials of the candidate, the year of submission, and the qualification for which the work is submitted in that order. The information shall normally be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine shall also bear the number of each volume.

**5. TYPE**

Theses shall be presented in a permanent and legible form in typescript or print. Copies presented by xerographic or comparably permanent processes are acceptable.

**6. PAPER**

Standard A4 size paper should be used.

**7. LAYOUT**

Margins at the binding edge shall be not less than 40mm. and other margins not less than 20mm. Double or one and a half spacing is recommended in typescripts, except for indented quotations and footnotes, where single spacing may be used.

**8. PAGINATION**

Pages shall be numbered consecutively through the thesis, including Appendices, but excluding photographs and/or diagrams which are not embodied in the text. Page numbers shall be centred at the bottom of the page, approximately 10mm above the edge. Preliminary items are paginated in lower-case Roman numbers: i, ii, etc.

**9. MULTI-VOLUME THESES**

If there is more than one volume, each volume shall carry its own pagination.

**10. TITLE PAGE**

The title of every volume shall give the following information in the order listed: (see attached samples in the appendix below).

- (i) The full title of the thesis and sub-title if any. Please note that the wording of the title should be as approved by the department.
- (ii) The total number of volumes if more than one, and the number of the particular volume.
- (iii) The full name of the author, followed, if desired, by any qualifications and distinctions. **Please note that the name must be that under which the candidate is registered in Maynooth University.**



- (iv) The qualification for which the thesis is submitted.
- (v) The name of the institution to which the thesis is submitted (Note: National University of Ireland, Maynooth rather than Maynooth University).
- (vi) The department, faculty or organisation in which research was conducted.
- (vii) The month and year of submission.
- (viii) Name of the head of the department concerned.
- (ix) Name of the supervisor (or supervisors) of the research.

The title should describe the content of the thesis accurately and concisely.

Note: The title-page should bear the University logo. This can be downloaded from <https://www.maynoothuniversity.ie/communications-marketing/university-identity-guidelines> (on-campus access only).

**11. COMPLETION YEAR OF M.LITT.**

The official completion date of an M.Litt is the year in which it is approved by a board of examiners.

**12. COMPLETION YEAR OF PhD**

The official completion year of a PhD thesis is the year in which it is approved at a *viva voce* examination. Thus a thesis submitted in October 2019 will have 2019 on the title page of the soft bound copies submitted. When the final hardbound copies are being presented to the Examinations office the year on the title page and spine will be 2019 if the *viva* is held before 31 December, or 2020 if the *viva* is held after 31 December.

**13. TABLE OF CONTENTS**

The table of contents shall immediately follow the title page. Chapter numbers and headings shall be included.

**14. SUMMARY / ABSTRACT**

There shall be a one-page summary/abstract of the thesis of not more than 300 words. This should be placed inside the front cover (not bound in).

**15. BIBLIOGRAPHY**

The thesis shall include a bibliography of the works consulted in its composition.

**16. NUMBER OF COPIES**

**MA** Two hard-bound copies and one electronic copy to be submitted to the History departmental office by 29 June 2020.

**M.Litt** **Two soft-bound copies** to be lodged with the Maynooth University Examinations Office before the date specified on Examination Notices (<https://www.maynoothuniversity.ie/exams/information-students>) for the year in question. Subsequently, if the examiners recommend that the degree be awarded, **two** copies incorporating any changes required by the examiners

must be supplied in hard covers, together with one electronic copy, before the degree can be awarded.

**PhD** Three copies to be submitted to the Maynooth University Examination Office. Copies to be gum-bound in soft covers. Subsequently, if the examiners recommend that the degree be awarded, three copies incorporating any changes required by the examiners must be supplied in hard covers before the degree can be awarded.  
No thesis may go forward for examination until the final draft has been approved by the supervisor and the head of department, using form prescribed by the Examinations Office.

**NOTE 1:** (applies to **M.Litt and PhD** theses)

Students should note submission forms may be downloaded from the Examinations Office website: <https://www.maynoothuniversity.ie/exams/postgraduate-information>.

**NOTE 2:** (applies to **all** theses)

Students should note that it is their responsibility to hand theses to the Examinations Office, and **not** to the Department of History.

**NOTE 3:** (applies to **M.Litt and PhD** theses)

Students should note that there is a university requirement to provide an electronic copy of the final approved version, to accompany the hard copies. Provision is made for a temporary hold on the 'Thesis depositor declaration form' but please note that the student must take responsibility for obtaining the necessary signatures, and for renewing the permission, if such is required. Depositors wishing to withhold permission must apply in writing to the Dean of Graduate Studies and provide written support from their supervisor or head of department.

**APPENDIX I DEPARTMENT OF HISTORY MARKING SCHEME**

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

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.

**APPENDIX II M.LITT. & PHD THESIS SAMPLE COVER PAGE**

[logo]

(may be downloaded from <https://www.maynoothuniversity.ie/communications-marketing/university-identity-guidelines>)

**TITLE**

**by**

**AUTHOR'S NAME**

**THESIS FOR THE DEGREE OF M.LITT. / PHD  
DEPARTMENT OF HISTORY  
NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH**

**HEAD OF DEPARTMENT: Professor Filipe Ribeiro de Meneses**

**Supervisor(s) of Research:**

**Month and Year of Submission**

**APPENDIX III MA THESIS SAMPLE COVER PAGE**

[logo]

(may be downloaded from <https://www.maynoothuniversity.ie/communications-marketing/university-identity-guidelines>)

**TITLE**

**by**

**AUTHOR'S NAME**

**IN PARTIAL FULFILMENT OF THE  
REQUIREMENTS FOR THE DEGREE OF MA IN \_\_\_\_\_  
DEPARTMENT OF HISTORY  
NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH**

**Head of Department: Professor Filipe Ribeiro de Meneses**

**Supervisor(s) of Research:**

**Month and Year of Submission**



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

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 (on leave)

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. (Seconded to the Arts and Humanities Research Institute)

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.

Filipe Ribeiro de Meneses, 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 research interests are centred on the First World War and Twentieth-Century Portugal and its colonies.

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.

**APPENDIX IV**

**PRESCRIBED COVER PAGE FOR ALL ASSIGNMENTS**

SURNAME (in capitals), First Name

Student number

Programme  
(MA, M.Litt, PhD)

Module code & title

Tutor/Lecturer

Date submitted

Essay/project title  
(*in full*)

**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