Department of History

Postgraduate Handbook

2023-2024

An electronic copy of this handbook is available on the Department of History's website at www.maynoothuniversity.ie/history

ACADEMIC STAFF AND RESEARCH INTERESTS

Laura Brown, PhD (N.U.I.)
Specialises in Victorian and post-Victorian military and colonial history, with a particular interest in Egyptomania, Victorian vampire 'hunting', public and private artefact collections, and African material culture.

Raul Cârstocea, PhD (University College London)
Specialises in the intellectual, cultural and conceptual history of Central and Eastern Europe in the 19th and 20th centuries, with a particular focus on state formation and nation-building processes, nationalism, anti-Semitism, fascism, and the Holocaust.

Dejan Djokić, BA, PhD (London)
Dejan's research spans across, and brings together, three main strands: the Yugoslav war; global and cultural history of the Cold War; and history of Southeastern Europe since the Middle Ages.

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.

Alison FitzGerald, PhD (Royal College of Art)
Specialises in visual and material culture. Research interests include the history of silver, collecting, retailing and leisure, with a particular emphasis on Ireland and the wider world during the eighteenth and nineteenth centuries.

Roisín Higgins, PhD (St Andrews)
Specialises in the social and cultural history of twentieth-century Ireland with a current focus on the Troubles. Research encompasses sensory history, conflict, memory, commemoration, oral history and the history of experience.

David Lederer, PhD (New York University)
Early modern Germany and Central Europe (Holy Roman Empire); Renaissance and Reformation; Culture, Gender and Society; Global Histories of Emotions, Psychiatry and Suicide; Witchcraft 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.

CONTENTS

Welcome from Professor Terence Dooley, Head of Department

> 'Knowledge and understanding of History are intrinsic to our shared citizenship; to be without such knowledge is to be permanently burdened with a lack of perspective, empathy and wisdom.' Michael D Higgins, President of Ireland.

Dear Postgraduate Students,

As Head of the Department of History at Maynooth University, and on behalf of all my colleagues, it is my great pleasure to extend a very warm welcome to you all. Some of you are just beginning your journey, others are well advanced in their studies. Either way, this is intended to be a most fulfilling and rewarding experience for you, and it is my earnest hope that you will enjoy every step of the way to an MA, an MLitt, or a PhD.

You are a very important part of what is arguably the most vibrant History Department in the country, staffed by dynamic and highly supportive academics and administrators who not only provide superb teaching and research supervision but who are fully committed to supporting you in every way we can. Colleagues have pioneered and continue to lead research in a wide variety of areas that cover the history of Ireland, Europe, North America, Asia, and the world in general. They have set research agendas in Ireland and internationally on a range of diverse topics across a very broad chronological span. For those of you at MA level seeking research topics, I would urge you to read staff research profiles on the department website (https://www.maynoothuniversity.ie/history) to familiarise yourself with lecturers' areas of specialism and to take time to speak with them during their office hours. We are always delighted to welcome enquiries from interested students.

And, indeed, I would strongly recommend you familiarise yourself with the wealth of primary research material in Maynooth University Library and the Russell Library, both online and in their Special Collections, covering a diverse range of subjects including conflict and warfare, empire, military studies, Big Houses and landed estates, gender and women's history, witchcraft persecutions, migration and so on. For those doing the MA in Irish History, there is a wealth of untapped research material in Special Collections (for example, the Northern Irish Troubles Collection, the Marquis of Sligo Papers, and the St. Canice's Collection), and also in the Maynooth University-Office of Public Works Archive and Research Centre (OMARC) at Castletown House (mainly relating to country houses and landed estates, art and material culture.)

The Department of History at Maynooth University has a very long tradition of postgraduate output. Our graduates have gone on to fill high profile positions in academia (both as academics and administrators), the civil service, diplomatic corps, in industry, as politicians, educators, and a variety of other career areas. The vast majority of almost 200 books in the Maynooth Local History series emanates from theses completed in the Department. Our weekly research seminars bring scholars to you from institutions across the world, many of whom work in collaboration with colleagues in the Department. You are here because you have the ambition to build a very successful career for yourselves, and the Department of History will do all it can to help ensure you fulfil that ambition.

It is imperative that you make the most of every day you spend with us as a postgraduate learning both from meeting with your peers in social clusters where you can discuss and debate and from established scholars who carry a lifetime of experience and who are more than willing to share this with you. It is an immensely exciting time to be a postgraduate because never has the field of history looked so exciting, varied, and cosmopolitan in what it has to offer to students today.

Prof Marian Lyons, Departmental Co-ordinator of Research Postgraduate Programmes, has kindly written the introduction to this important handbook. I strongly recommend you read the same and acquaint yourself with everything that is in the handbook. While the staff of the History Department are willing to help you in every way we can, as postgraduates much of the responsibility devolves upon you and your willingness to work hard to achieve your goals and ambitions.

I hope you all have a wonderful year and please feel free to come and see me if at any time you wish to discuss your present or your future.

Terence Dooley,

Professor of History & Head of Department & Director of the Centre for the Study of Historic Irish Houses and Estates, September 2023

INTRODUCTION

This handbook is intended to offer basic guidance to postgraduate students on the Department of History and its Postgraduate programmes. A .pdf version is available online via the Department's website https://www.maynoothuniversity.ie/history/documentation

As the handbook describes Department-specific arrangements, it should be consulted in conjunction with the **University course finder** for 2023-2024 and the **University timetable** which are available at https://www.maynoothuniversity.ie/current-studentshttp://www.maynoothuniversity.ie/current-students.
You are also advised to logon regularly to the **Graduate Studies website** where you will find information on all aspects of postgraduate study at MU.
https://www.maynoothuniversity.ie/study-maynooth/postgraduate-studies
mailto:Email 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
You should also familiarise yourself with university policies relating to Ethical approval for research, the Code of conduct, and the Departmental safety statement (see p. 26 below).

On behalf of all the staff of the Department I extend a warm welcome to our new post-graduates and wish all of our postgraduates an enjoyable, successful and fulfilling year ahead.

KEY TERM DATES 2023-2024

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

First Semester lectures: Monday, 25 September – Friday, 22 December 2023
Study week: 30 October – 3 November 2023

Second Semester lectures: Tuesday, 6 February – Friday, 10 May 2024

Study week: 25-28 March 2024

No class: 29 March 2024; 1-5 April 2024

STAYING CONNECTED: STUDENT-STAFF COMMUNICATIONS

There are a number of channels through which we endeavour to ensure effective communications between staff and students.

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.
https://www.maynoothuniversity.ie/history

Taught MA programme Co-ordinators (first point of contact)
    MA European History: Prof Filipe Ribeiro de Meneses
    MA Irish History: Dr Jonathan Wright
    MA Local History: Dr Michael Potterton
    MA Military History & Strategic Studies: Dr David Murphy

Research Postgraduate Programmes Co-ordinator (M.Litt and PhD): Prof Marian Lyons.
Students (Masters / Undergraduates) who are considering embarking on M.Litt or PhD study are expected to meet with Prof Lyons 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 should meet with Professor Lyons 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. Co-ordinator: Prof 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. Co-ordinator: Dr Ian Speller.

Consulting 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.

Email
The Department of History communicates with students using their **Maynooth University** email addresses. It is vital that you check your email regularly and respond in a timely manner when necessary.

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. We use social media to publicise news and general activities among students, staff and alumni. The accounts to follow are:
      Facebook: https://www.facebook.com/maynoothhistory
      X (formerly Twitter): @MaynoothHist https://twitter.com/MaynoothHist

Departmental Student-Staff Liaison Committee
In Semester 1, students on each programme in the Department are invited to elect one representative to this committee which meets regularly throughout the year to consider any problems that affect the work of students, and related matters. You are encouraged to get to know your class representative and to tell them about any difficulties you may have with the working of the Department.

GRADUATE STUDIES SUPPORTS

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 consult the Graduate Studies Office website for details.

STRUCTURED RESEARCH POSTGRADUATE DEGREE PROGRAMMES

M.Litt and PhD 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** (2 years full-time; 3 years part-time): you must take a minimum of **10** credits in taught modules (at least 5 in generic/transferable 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.

- **PhD** (4 years full-time; 6 years part-time): 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, 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, to be agreed with the Supervisor(s), Head of Department, and/or the Departmental 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 as 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.

Full-time & Part-time options
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 circumstance. Students who are in employment are welcome to meet Prof Lyons to discuss their options.

M.LITT. PROGRAMME 2023-2024

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 in semester 2, 2023-24, via three workshops – dates to be confirmed)
        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, 2023-24) (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 2023-24 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 2023 for modules you expect to take in 2023-24.

M.LITT. CALENDAR 2023-2024

Sept. 25   First semester begins

Sept. 7   HY662 Research tutorial 1 (weekly, Thursday 3pm) begins

Oct. 5   First Research Seminar (Thursday 6pm to 7.15pm, schedule as circulated)

Feb 6   Second semester begins

Feb. 8   HY663 Research tutorial 2 (weekly, Thursday 3.00pm) begins

Feb. 15   Research Seminar resumes (Thursday 6pm to 7.15pm, schedule as circulated)

Apr. 25   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: Prof Marian Lyons

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 preparation 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: Tuesday, 2 January 2024

HY663 (SUBJECT SPECIFIC) <u>RESEARCH TUTORIAL 2</u>
Module co-ordinator: Prof Filipe Ribeiro de Meneses

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 their 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: Monday, 13 May 2024

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 <u>required</u> 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 2023-24

For a PhD student, the minimum of **30** credits over the programme must comprise at least 15 credits in generic/transferable modules and 15 in subject specific/ advanced specialist modules. By the start of the academic year, you should meet your supervisor(s) to discuss which modules will be most appropriate and fill in an **Initial Meeting Record form**. You are strongly advised to take the following modules in Year 1 of the PhD programme:

Semester 1
- HY832 PhD Research tutorial 1 [2.5 credits] *[Subject-specific]*

Semester 2
- HY833 PhD Research tutorial 2 [2.5 credits] *[Subject-specific]*

- GSH2 Handling Evidence   [5 credits]
  (delivered in three workshops, dates to be confirmed)

  [Generic/transferable]

Year-long
- HY821 History Research seminar [5 credits - attendance across both semesters]

PHD (FIRST YEAR) CALENDAR 2023-2024

Sept. 25   First semester begins

Sept. 7   HY832 PhD Research tutorial 1 (weekly, Thursday 3pm) begins

Oct. 5   First Research Seminar (Thursday 6pm to 7.15pm, schedule as circulated)

Oct. 12   Deadline for Irish Research Council (IRC) applications (See www.research.ie)

Feb. 6 (Tuesday) Second semester begins

Feb. 8   HY833 PhD Research tutorial 2 (weekly, Thursday 3pm) begins

Feb. 15   Research Seminar resumes (Thursday 6pm to 7.15pm, schedule as circulated)

Apr. 25   Annual report to supervisor(s)

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

HY832 PhD RESEARCH TUTORIAL 1
Module co-ordinator: Prof Marian Lyons

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 preparation 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: Tuesday, 2 January 2024

HY833 PhD RESEARCH TUTORIAL 2
Module co-ordinator: Prof Filipe Ribeiro de Meneses

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 their 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: Monday, 13 May 2024

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)
GST13	5	RESEARCH FUNDING APPLICATION
HY832	2.5	PHD RESEARCH TUTORIAL 1
HY837	10	PHD SKILLS AND METHODS IN HISTORY (**strongly recommended**)

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
GST8	5	GRANT MANAGEMENT AND COMPLIANCE
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

CTL1X	5	PROFESSIONAL CERT IN POSTGRADUATE TEACHING & LEARNING (TUTORS & DEMONSTRATORS)
GSH2	5	HANDLING EVIDENCE
GST3	5	ACADEMIC WRITING MODULE
GST11	5	PROFESSIONAL SKILLS–THESIS COMPLETION & CAREER DEVELOPMENT
HY833	2.5	PHD RESEARCH TUTORIAL 2
HY6400	10	DIGITAL BIOGRAPHY FOR ARTS & SOCIAL SCIENCES: AN INTRODUCTION

MA EUROPEAN HISTORY, 2023-2024   **Credits: 90**

Programme co-ordinator: Prof Filipe Ribeiro de Meneses

The MA European History 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

Fulltime – all modules taken within one academic year (80 compulsory + 10 optional credits). For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Course Finder (Year 1).

Part-time – within two academic years (80 compulsory credits, 10 optional credits). Students are expected to take taught modules (totalling 50 credits) in Year 1, and thesis modules (HY668 and HY669, totalling 40 credits) in Year 2.
For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Year 1 or Year 2 as relevant on Course Finder.

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

MA IRISH HISTORY, 2023-2024   **Credits: 90**

Programme co-ordinator: Dr Jonathan Wright

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 and 20 optional credits) For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Course Finder (Year 1).

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 at least one of HY649, HY697 and HY6005.
For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Year 1 or Year 2 as relevant on Course Finder.

MA LOCAL HISTORY, 2023-2024   **Credits: 90**

Programme Coordinator: Dr Michael Potterton

Local History is the study of a particular place or region in the past, including its people, culture and events. It examines closely how historic incidents and individuals have affected the development of the region in question, providing a deeper understanding of the past and how it has shaped the present. This MA programme provides participants with a comprehensive grounding in theoretical and methodological dimensions of local history. It prepares students to research their chosen place, identifying and analysing sources, compiling evidence, structuring a dissertation and producing a final written thesis. An interdisciplinary approach grounded in history draws on complementary fields such as anthropology, archaeology, geography and sociology. This focus on specific places and communities has the potential to uncover previously unknown or overlooked aspects of history, while there is a parallel emphasis on understanding the past in relation to the present.

With some160 published titles, Maynooth Studies in Local History is an internationally renowned series established almost thirty years ago. Edited by the Director of the MA in Local History, Michael Potterton, this peer-reviewed and highly acclaimed series provides participants in the programme with an unparalleled resource and an opportunity to publish their own work.

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

PROGRAMME

Full-time – all modules taken within one academic year (70 compulsory and 20 optional credits)

For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Course Finder (Year 1).

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.

For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Year 1 or Year 2 as relevant on Course Finder.

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

MA MILITARY HISTORY & STRATEGIC STUDIES, 2023-2024   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.

Traditionally 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. 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

Fulltime – all modules taken within one academic year (80 compulsory and 10 optional credits)
Part-time – within two academic years (80 compulsory credits, 10 optional credits). Students are expected to take taught modules (totalling 50 credits) in Year 1, and thesis modules (HY668 and HY669, totalling 40 credits) in Year 2.
For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Course Finder (Year 1).

Part-time – within two academic years (80 compulsory credits, 10 optional credits). Students are expected to take taught modules (totalling 50 credits) in Year 1, and thesis modules (HY668 and HY669, totalling 40 credits) in Year 2.
For a precise description of the programme requirements, as well as detailed and up-to-date information on all compulsory/optional modules, please consult Year 1 or Year 2 as relevant on Course Finder.

PLANNING YOUR RESEARCH AND WRITING

THESIS DEADLINES

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 2034-23 deadlines.

Taught Masters programmes

MA European History
MA Irish History
MA Local History
MA Military History & Strategic Studies

Monday, 13 November 2023: submit 750-word summary of intended topic to the programme director
Friday, 15 December 2023: submit 2,000-word draft introduction to supervisor
Friday, 26 January 2024: submit a draft chapter to supervisor
Friday, 3 May 2024: submit a first complete draft of thesis to supervisor
Friday, 7 June 2024: submit final draft of thesis to supervisor
Friday, 5 July 2024: Submit the final electronic and one hard copy to the History departmental office. Additional instructions may be forthcoming from individual programme directors.

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 <u>early in semester 1</u>, 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).

REQUIREMENTS FOR THE PRESENTATION OF ASSIGNMENTS AND THESES

1. Every assignment (essay, project, PowerPoint slides) must be submitted with the prescribed cover sheet <u>fully</u> 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.).[1] 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.

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

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

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 <u>as well as</u> 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

SECONDARY SOURCES

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 ʰⁱs book**, then becoming **John's book**. If in doubt about an apostrophe, leave it out and then go back and examine why it might be needed. If there is no reason (i.e., for possession or to indicate contraction) then it is not needed.

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

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

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

PLAGIARISM AND ACADEMIC INTEGRITY

The Department of History's policy on plagiarism and academic integrity is in keeping with the Maynooth University Policy on Plagiarism and Academic Integrity 26 Sept 23. Students MUST familiarise themselves with this policy document, available here (Examinations section). The policy will be explained in class by tutors in the early weeks of semester. If you are in any doubt as to what constitutes plagiarism or a breach of academic integrity, please consult with your tutors.

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, encyclopediae, 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** 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), or enquire at the John Paul II Library.

LIBRARY LINKS AND CONTACTS

Library homepage: 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

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 a PhD student, you should submit to your supervisor, by Friday 2 December, a draft introduction to the thesis of approximately 4-10 pages. (See section above entitled 'Thesis introduction'.) The proposal on the basis of which you were admitted to the programme may serve as a draft introduction, subject to the decision of your supervisor(s).

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 (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 your 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 your 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 your 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 Department's 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 a 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 their studies in the following academic year.

It is your responsibility to complete the form and forward it to your supervisor(s) 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 examination or from being awarded credits. 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.

SUBMISSION DEADLINES

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 a survey 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 with a view to enhancing both.

SELECT UNIVERSITY POLICIES

ETHICAL APPROVAL

Note: All research must be carried out in an ethical framework. Where formal interviews ('human participants') are involved, you are <u>required</u> 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.

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

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 co-operation is essential for the implementation of these policies. The University's **Departmental Safety Statement** may be consulted at https://www.maynoothuniversity.ie/health-safety/department-safety-statement.

ENGAGING WITH THE DEPARTMENT'S RESEARCH COMMUNITY

THE RESEARCH SEMINAR (HY821-HY824)

ATTENDANCE

The Department's Research seminar co-ordinator for 2023-24 is Prof Marian Lyons. Enquiries regarding the Research seminars should therefore be addressed to Prof 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 introductory presentation on their thesis topic. 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. An attendance sheet is circulated at the seminar. The schedule of meetings for the year may be consulted on the Department's website. Any email communication from the Department to you concerning the research seminar (or any other matter) will be sent to your Maynooth University address only. An attendance sheet is circulated at the seminar. Meetings are of two hours' duration, normally on Thursdays from 6.00 pm to 7.15 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.

RESEARCH SEMINAR PRESENTATION

All M.Litt and PhD students are required to register for and make a full-length presentation to the Research Seminar in the second year of postgraduate registration (HY841). Your supervisor(s) will submit a report on your presentation to the Head of Department. This, together with the annual reports and any other evidence that may be required, will provide substance for the annual review of your 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.

CONFERENCE PRESENTATIONS

As a research postgraduate student, you should aim to make at least one presentation at an conference. It is expected that a student will seek their supervisor's advice in this matter. The principal opportunity for presenting postgraduate papers (HY864) is the annual conference of the Irish History Students' Association, usually held in February. Many conferences now dedicate time to postgraduate papers. If you make a standard academic conference presentation (i.e. not a designated postgraduate paper), you should register for HY862. The annual report form contains a section in which you can report on such presentations.

PUBLICATIONS

As with conference participation, you are encouraged to publish articles or reports on your work. Here it is very important to take advice from your supervisor(s). There are two levels of publication for which you may register for credit: HY868 for a peer-review journal/book published by and for postgraduates and HY866 for a major academic publication.

FINANCIAL SUPPORT

SCHOLASTIC AWARDS

The Graduate Studies Office publishes information online about scholarships and other assistance on an ongoing basis. 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 may be found at 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 12 October 2023. 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 (in terms of applying) is Dr Martin O'Donoghue (martin.odonoghue@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.

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.

The Department is often awarded money to sponsor the research activities of its members and research students. Should this occur this year you will be contacted by the Head of Department and invited to put forward a proposal for the use of any such funds.

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. Research 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 receipt of an IRC award are bound by the rules and regulations specified in their Terms and Conditions.

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 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	Blue P2-02
MA in Irish History	Light Green
MA in Local History	Light Blue
MA in Military History& Strategic Studies	Bottle 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 2023 will have 2023 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 2023 if the *viva* is held before 31 December, or 2024 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
M.Litt and PhD students about to submit their theses should contact the Graduate Studies Office for information on current submission arrangements.

No M.Litt / PhD thesis may go forward for examination until the final draft has been approved by the supervisor and the Head of Department, using the 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 **MLitt and PhD** 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 **MA** theses)
Students submit one hard-bound copy and one electronic copy to the Department of History, **not** to the Examinations Office.

NOTE 4: (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
FIRST CLASS	Outstanding answer in every respect and in addition casting the question/issue in a new light	**80–100**
	Excellently informed; excellently constructed argument displaying a sure command of concepts and some originality of thought	**70–79**
SECOND CLASS, GRADE 1	Very well informed; coherent, well-constructed argument displaying good grasp of concepts	**60–69**
SECOND CLASS, GRADE 2	Information good and question/issue addressed; a fairly good grasp of concepts displayed	**50–59**
THIRD CLASS	Information adequate and question addressed; displays basic grasp of concepts	**45–49**
PASS	Adverts to question/issue, but not free of irrelevance; information very limited or inadequately utilised or expressed in derivative language	**40–44**
FAIL	Little relevant information and/or question not addressed	**25–39**
	Little sense of what is required and/or no more than scraps of relevant information	**0–24**

This scheme applies to all essay-type questions/answers.
Within a given grade band, the mark awarded will reflect the level of achievement within the range covered by the conceptual equivalent that applies to that grade.

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

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 Terence Dooley

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 Terence Dooley

Supervisor(s) of Research:

Month and Year of Submission

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

David Murphy, PhD (Dublin)
Specialises in military history and strategic studies, with a particular interest in Irish officers and soldiers in British and foreign service. He has published on the Crimean War, the Arab Revolt of 1916-18, the Nivelle Offensive of 1917 and the Winter War of 1939-40. His current research focuses on the connection between the Great House in Ireland and military service.

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.

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.

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.

Ciarán Reilly, PhD (N.U.I.)
Specialises in nineteenth and twentieth century Irish history, particularly in relation to the Great Irish Famine, emigration, the landed estate and the country house.

Filipe Ribeiro de Meneses, PhD (Dublin)
Lectures in European and colonial history, focusing on the First World War and its impact and the Franco and Salazar dictatorships. His research interests are centred on the First World War and Twentieth-Century Portugal and its colonies.

Sarah Roddy, PhD (QUB)
Lectures in modern social history, focusing on nineteenth- and twentieth-century Ireland. Her research interests encompass histories of migration, religion, money, fundraising and charity.

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)
Dr Wright is a historian of Ireland and the British World in the long eighteenth century. His research focuses principally on two core areas: politics and political cultures in the age of revolution and reform (c.1789-1832); and Irish connections with empire (with a particular emphasis on the Atlantic World and Irish involvement in slavery).