Department of History

Undergraduate Handbook

2019-2020

An electronic copy of this handbook can be found on the Department of History website at
www.maynoothuniversity.ie/history

ACADEMIC STAFF AND RESEARCH INTERESTS

Hussam Ahmed, MA, PhD (McGill)
Specialises in the social and cultural history of the modern Middle East. Other research interests include Arab intellectual history, minorities in the Middle East, colonialism, statecraft and institution building.

Terence A. Dooley, MA, PhD (N.U.I.)
Specialises in Irish social and political history of the nineteenth and twentieth centuries, particularly the land question, the fortunes of great houses and estates, the work of the Irish Land Commission and the local politics of the revolutionary period. Has expertise also in policy matters concerning heritage and restoration.

M. Denise Dunne, MA, PhD (N.U.I.)
Primary research interest is in the history of European integration focusing in particular on British policy on European integration. Other areas of research include the US-European transatlantic relationship in the context of European integration and the institutional development of the European Union from inception to date. Broad research and teaching interests encompass twentieth-century European and American history.

Alison FitzGerald, PhD (Royal College of Art)
Specialises in Irish design history and material culture, in particular the study of Irish goldsmiths, jewellers and allied traders.

Raymond Gillespie, PhD (Dublin)
Social and cultural change in early modern Ireland; the diffusion of print and the changing experience of reading in Ireland, 1580-1700.

David Lederer, PhD (New York)
Global history; Renaissance and Reformation; early modern Germany; history of emotions; gender studies.

Marian Lyons, MA, M.ès L., PhD (N.U.I.)
Irish migration to Europe and migrant experiences on the Continent in the early modern period, with particular emphasis on France and specifically Jacobite migrants in Paris, *c*.1690-*c*.1730. Franco-Irish diplomatic and political relations in the sixteenth century. Ireland's trading associations with France in the early modern era. Thomas Arthur, MD, of Limerick (1593-1674). The Kildare dynasty in fifteenth- and sixteenth-century Ireland. Women in late medieval and early modern Ireland.

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

JoAnne Mancini, PhD (Johns Hopkins)
History of the United States and its colonial antecedents; intersections of American and world history.

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

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WELCOME

On behalf of all my colleagues I would like to offer you a very warm welcome to the Department of History for the academic year 2019-2020. One of the largest Departments in Maynooth, History has a strong reputation for its student-centred approach, commitment to small-group teaching, and vast array of choices when it comes to the modules to which you will have access. This *Handbook* will help you understand those choices and the structures of the History degree, as well as provide you with much vital information on the practices, regulations, and standards of the Department. I invite you therefore to read it carefully, whether or not this is your first year in Maynooth. The *Handbook* is also available online from the departmental website.

As Head of Department I am especially keen to ensure that the contact between you and the Department – in the shape of its lecturers, tutors and administrators – is as constant and fruitful as possible. Fruitful for you, as students, so that you may benefit from the expert advice and constructive criticism that will enable you to reach your full academic potential; and fruitful for as a Department, so that we might best understand the ever-evolving needs of the student body and, in particular, of Maynooth's History undergraduates. All of you will be represented by your peers at the Departmental Student-Staff committee, which deals with issues that concern us all as a single community; but individual concerns can be brought to the attention of your lecturers during their consultation hours and, of course, to me. I strongly advise you to make use of these consultation hours to discuss your work, before and after it has been submitted and marked.

In a speech delivered in April 2018, President Michael D. Higgins noted that "knowledge and understanding of History is intrinsic to our shared citizenship; to be without such knowledge is to be permanently burdened with a lack of perspective, empathy and wisdom." He added that a lack of historical training left "citizens desperately ill-equipped to confront a world in which information is increasingly disseminated without historical perspective or even regard for the truth". Here, then, is a perfect description of our mission as a Department, and it is my sincere hope that we can live up to such lofty ideals.

Professor Filipe Ribeiro de Meneses
Head of Department
September 2019

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

This Handbook is available online at   www.maynoothuniversity.ie/history/documentation. It should be read in conjunction with the University course finder for 2019-2020, the University timetable and Moodle, all available at: www.maynoothuniversity.ie/current-students.

Students need also to familiarise themselves with Maynooth University Registry which is responsible for
    Student Records and Registration: www.maynoothuniversity.ie/records
    Examinations and timetabling: www.maynoothuniversity.ie/exams

Other University offices of importance to undergraduates are the following:

Programme Advisory Office
The Programme Advisory Office is available to assist and advise undergraduate students with programme choices and programme options. The Programme Advisory team can assist first-year students with questions about subject combinations, changing subjects and progression options for second year. Continuing students may also avail of the service if they are unsure about programme options, for example questions about the flexible degree pathways, or whether or not to choose to take an Elective.
    Email: programme.choices@mu.ie   Tel: 01 474 7428
    Website: www.maynoothuniversity.ie/programme-advisory-office
    Location: Room 1.17, ground floor Rowan House

Experiential Learning Office and SPUR
Experiential learning modules, such as Professional Development and Employability (involving employer-led sessions) are managed by the Experiential Learning Office. It also has responsibility for the MU Summer Programme for Undergraduate Research (SPUR). This is a paid six-week summer research placement where you will be 'learning by doing and reflecting', and have the opportunity to connect classroom content with real-world experience. The Department of History has participated in SPUR-type schemes since they started and hopes to do so again in Summer 2019.
    Email: Aisling.Flynn@mu.ie   Tel: 01 474 7760
    Website: www.maynoothuniversity.ie/experiential-learning-office
    Location: Room1.18, ground floor, Rowan House.

MAYNOOTH UNIVERSITY DEPARTMENT OF HISTORY

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

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

KEY TERM DATES, 2019-2020
Please see www.maynoothuniversity.ie/registrar/key-term-dates

<u>**First Semester lectures:**</u> Monday, 23 September to Friday, 20 December 2019

Study week: 28 October-1 November 2019 (inclusive)
Deadline for elective module projects: Tuesday, 7 January 2020

<u>**Second Semester lectures:**</u> Monday, 3 February to Friday, 8 May 2020

Study week: 16-20 March 2020 (inclusive)

No class: 10 April 2019; 13-17 April 2020 (inclusive)

Deadline for elective module projects: Monday, 11 May 2020

HEALTH AND SAFETY
The University is committed to complying with all relevant health and safety legislation and has legal obligations to implement its health and safety policies. Your commitment and co-operation is essential for the implementation of this policy. Each student is required:
- to take reasonable care of his / her safety and that of any person who may be affected by their activities;
- to cooperate with the University;
- to report defects;
- not to interfere with anything provided to secure the safety, health and welfare of persons on the premises.

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

STAYING CONNECTED – STUDENT-STAFF COMMUNICATIONS

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

- Academic queries can be directed to lecturers and tutors, especially during consultation hours or, if necessary, to the Undergraduate Studies Coordinator (Dr Jonathan Wright).
- Other queries pertaining to departmental life can be addressed to your elected representatives to the Student-Staff Committee;
- International Students matters (including BA International): please see Dr JoAnne Mancini;
- Access/Mature Students (MAP): please see Dr Dympna McLoughlin.

The Department's website

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

Email

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

Access to staff

You are strongly encouraged to consult with lecturers on academic matters concerning your studies in the University and your general progress as a student. All full-time lecturers have specific consultation times set aside to meet students, and these times are posted on their office doors and on the departmental website (see www.maynoothuniversity.ie/history/contact-us). If all of the consultation times posted by a lecturer you wish to see clash with your classes, please 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, especially when it comes to the discussion of academic matters.

Moodle

Many lecturers use Moodle, the University's virtual learning environment, to provide online support for their courses. Moodle is available at:
www.maynoothuniversity.ie/current-students

Social Media

The Department of History has a presence on social media. You should consult the Department's Facebook and Twitter accounts to find out about seminars, workshops, conferences, jobs, prizes and recent achievements of faculty and students. The accounts to follow are: Facebook: www.facebook.com/maynoothhistory
Twitter: @MaynoothHist https://twitter.com/MaynoothHist

UNDERGRADUATE DEGREE PROGRAMME

All students must refer to Course Finder (under Current Students) before they register for their subjects and modules.
FIRST YEAR (MH101 ENTRY): COURSE STRUCTURE AND MODULES, 2019-20
Students registering for the first time are directed to the University guides on the curriculum:

A guide for First Year Arts (MH101) Students sets out all first-year undergraduate Level 8 MH101 subject options;
A guide for First Year Students sets out all first-year undergraduate Level 8 programmes (excluding MH101).

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

Students who are repeating first year, in full or in part, need to take advice from Maynooth University Student Records and Registration about the modules they need to take to progress; they are welcome to call to the departmental office for further clarification. Similarly, students who are returning after a break in their studies need to contact Maynooth University Student Records and Registration to ensure that they are aware of curriculum and other changes.

I YEAR DOUBLE MAJOR (15 credits)

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

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

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

SINGLE MAJOR (30 credits)

First semester
Core module [7.5cr]: HY121 Introduction to medieval history: Vikings & Normans
(Dr Michael Potterton) (2 lectures per week + compulsory weekly tutorial)
Plus
HY131 The practice of history [7.5cr]
(Dr Fitzgerald, Prof Ribeiro de Meneses, Dr Zách)   (3 lectures per week)

Second semester
Core module [7.5cr]: HY122 Making the modern world: themes in history
(Dr Jonathan Wright) (2 lectures per week + compulsory weekly tutorial)
Plus
HY132 Documents in history [7.5cr]
(Prof Dooley, Prof Gillespie, Prof Lyons)   (3 lectures per week)

OPTIONS AVAILABLE IN HISTORY AFTER FIRST YEAR

All students who take 15 or more credits of History in First Year and who pass History may proceed to one of the following degree structures: Double Major, Major with Minor, or Minor History. In addition, students who take 15 or more credits of History in First Year and who achieve an average subject mark of at least 50% in History may proceed to Single Major History.

Single Major
If you opt for Single Major, you will specialise in History as your only subject.

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

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

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

REGISTERING FOR SPECIAL TOPICS AND ELECTIVE MODULES IN HISTORY
Second- and Third-Year students are required to select from a number of History special topics and History elective modules, which are outlined below. Places are limited to ensure an even distribution of numbers; as a consequence, not all students will get their first choice.

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

For an overview of the Department's optional and special topic modules, including their respective modes of assessment, see flyers at the department's website, www.maynoothuniversity.ie/history/documentation.

Please note the following extracts from the University regulations.

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

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

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

UNIVERSITY ELECTIVE STREAMS

In Second Year your elective modules may be entirely in History or you may choose to take a University Elective stream (10 credits) in which you will gain exposure to a discipline outside your chosen subject(s). This will require choosing two 5-credit modules in lieu of a 5-credit optional module in each of your subjects. Thus, **in the case of History**, you may replace one 5-credit elective module (only) in *either* semester 1 *or* semester 2. The other 5 credits will be from your second subject.

BA DOUBLE MAJOR DEGREE: COURSE STRUCTURE AND MODULES ON OFFER, 2019-2020
Students pursuing the Double Major BA degree programme require 15 History credits per semester. In addition to a core compulsory module (5cr) in each semester, Double Major Second-Year students take one of three special topics (5cr) and one History elective (5cr) in each semester.

SECOND YEAR DOUBLE MAJOR
Semester I
Compulsory core module [5cr]: HY212 Europe in the Early Modern World (Prof. Lyons) (one lecture and one compulsory tutorial per week)

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

       HY216 A history of warfare: from Plato to NATO (Dr Murphy)
       HY218 Ireland in the modern world: nineteenth century (Dr Redmond)
       HY240 American History special topic (A) [pre-1861] (Dr Mancini)

Select one of the following History elective modules [5cr]

       HY203 Historiography [Level 2] (Dr Prunty)
       HY215 History of the Arab-Israeli Conflict (Dr Ahmed)
       HY232 Modern Ireland social elective B (Dr McLoughlin)
       HY233 Picturing the Renaissance (Dr Fahy)
       HY256 Early modern Ireland (Prof. Gillespie)
       HY277 Modern British elective [Georgian Britain] (Dr Wright)
       HY285 Doing local studies (Prof. Lyons)
       HY292 Ireland in Prehistory (Dr Potterton)

SECOND YEAR DOUBLE MAJOR
Semester II
Compulsory core module: HY213 Early Modern Ireland and Britain [5cr] (Prof. Gillespie)
(One lecture and one compulsory tutorial per week)

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

HY219 Ireland in the modern world: twentieth century (Dr Redmond)
HY241 American history special topic B [post-1861] (Dr Mancini)
HY293 Europe 1911-1945 (Dr Zách)

Select one of the following History elective modules [5cr]:

HY201 Documents in History [Level 2] (Dr Ahmed)
HY224 Settlement and society in Ireland (Dr Potterton)
HY230 History of health and medicine (Dr McLoughlin)
HY254 Modern Ireland: Population trends and the impact of migration (Dr Redmond)
HY270 Revolution in Ireland (Prof Dooley)
HY272 Modern British elective [Slavery and anti-slavery] (Dr Wright)
HY282 Introduction to the history of the emotions (Dr Lederer)
HY283 Early modern Europe – culture [Witchcraft] (Prof. Lyons)
SG254 History 2 - Law, society and learned classes in Early Ireland (TBC)

THIRD YEAR DOUBLE MAJOR
Students pursuing the Double Major BA programme require 15 History credits per semester. In addition to a core compulsory module (5cr) in each semester, Double Major Third Year students take one of three special topics (5cr) and one History elective in each semester (5cr).

Semester I
Compulsory core module: HY318 History and story (I) [5cr] (Prof. Gillespie & Dr Wright)
(one lecture and one compulsory tutorial per week)

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

HY3005 History of the modern Middle East (Dr Ahmed)
HY316   Military history: methodologies and contexts (Dr Speller)
HY398   Towns and town mapping (Dr Prunty)

Select one of the following History elective modules [5cr]:

HY302   Europe 1770-1870 (Dr Zách)
HY305   Environment and culture in American history (Dr Mancini)
HY313   Art, design and society in seventeenth-century Europe (Dr FitzGerald)
HY353   The Holy Roman Empire I: 1495 to 1648 (Dr Lederer)
HY390   Social history of health in nineteenth- and twentieth-century Ireland
         (Dr McLoughlin)
HY392   The reluctant European: Britain and European integration, 1945-75
         (Dr Dunne)
HY393   Irish migrants in the early modern world (Prof. Lyons)
SG354   The Viking World II: Ireland (TBC)

THIRD YEAR DOUBLE MAJOR
Semester II
Core module: HY319 History and story (II) [5cr] (Dr Mancini)
(One lecture and one compulsory tutorial per week)

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

      HY3001   Spain and Portugal: dictatorship to democracy (Prof Ribeiro de Meneses)
      HY304   Early modern Ireland (Prof. Lyons)
      HY320   Emigration in nineteenth and twentieth century Irish society
                 (Dr McLoughlin)
      Note: Students who have previously taken HY291 cannot take HY3001

Select one of the following History elective modules [5cr]]

      HY3002 Children, childcare and education in nineteenth-century Ireland (Dr Prunty)
      HY3006 Anti-colonial resistance in the modern Middle East (Dr Ahmed)
      HY306   Women in eighteenth-century Ireland (Dr Nolan)
      HY341   American history elective [Cultural history] (Dr Mancini)
      HY352   Decline and rise of the Irish country house, 1845 to present (Prof. Dooley)
      HY354   The Holy Roman Empire, 1648-1806 (Dr Lederer)
      HY387   Towns in medieval Ireland (Dr Potterton)
      HY395   The Irish in Britain: twentieth century (Dr Redmond)

THIRD YEAR DOUBLE MAJOR – dissertation option (Year-long module)

      HY301   History dissertation [10 credits, year-long]

If you would like to gain the experience of producing a long research-driven essay over the course of the whole academic year, and if you achieved a minimum of 650 in Year 2 History (i.e. average of 65% in Year 2), then you have the option of registering for HY 301. In the first semester, a series of tutorials and practical sessions will prepare you for the task of writing a thesis. Once you have identified the subject of your dissertation, you will be assigned a supervisor, tasked with advising and helping you to complete the work by the end of the academic year.

Eligible students who chose HY301 must also select one of the three special topics in each semester, i.e. one from HY3005, HY316, HY398 (semester one) and one from HY3001, HY304, HY320 (semester two). The dissertation module replaces the elective options in each semester.

BA SINGLE MAJOR DEGREE: COURSE STRUCTURE AND MODULES ON OFFER, 2019-2020

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

SECOND YEAR SINGLE MAJOR, SEMESTER 1
Compulsory core module: HY212 Europe in the Early Modern World [5cr] (Prof. Lyons)
    (One lecture and one compulsory tutorial per week)
HY203 Historiography [Level 2] **Compulsory (**Dr Prunty)
HY285 Doing local studies **Compulsory (Co-ordinator -** Prof. Lyons)

Select one of the following special topics [5cr]

    HY216 A history of warfare: from Plato to NATO (Dr Murphy)
    HY218 Ireland in the modern world: nineteenth century (Dr Redmond)
    HY240 American History special topic (A) [pre-1861] (Dr Mancini)

Select two of the following History elective modules [5cr each]

    HY215 History of the Arab-Israeli Conflict (Dr Ahmed)
    HY232 Modern Ireland social elective B (Dr McLoughlin)
    HY233 Picturing the Renaissance (Dr Fahy)
    HY256 Early modern Ireland (Prof. Gillespie)
    HY277 Modern British elective [Georgian Britain] (Dr Wright)
    HY292 Ireland in Prehistory (Dr Potterton)

SECOND YEAR SINGLE MAJOR, SEMESTER II
Compulsory core module: HY213 Early Modern Ireland and Britain [5cr] (Prof. Gillespie)
    (One lecture and one compulsory tutorial per week)
HY201 Documents in History Level 2 **Compulsory (**Dr Ahmed)
HY230 History of health and medicine **Compulsory** (Dr McLoughlin)

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

    HY219 Ireland in the modern world: twentieth century (Dr Redmond)
    HY241 American history special topic B [post-1861] (Dr Mancini)
    HY293 Europe 1911-1945 (Dr Salvante)

Select two of the following History elective modules [5cr each]

    HY224 Settlement and society in Ireland (Dr Potterton)
    HY254 Modern Ireland: Population trends and the impact of migration (Dr Redmond)
    HY270 Revolution in Ireland (Prof Dooley)
    HY272 Modern British elective [Slavery and anti-slavery] (Dr Wright)
    HY282 Introduction to the history of the emotions (Dr Lederer)
    HY283 Early modern Europe – culture [Witchcraft] (Prof. Lyons)
    SG254 History 2 - Law, society and learned classes in Early Ireland (TBC)

THIRD YEAR SINGLE MAJOR, SEMESTER 1

Compulsory core module: HY318 History and story (I) [5cr] (Prof. Gillespie & Dr Wright)
(one lecture and one compulsory tutorial per week)
HY392 The reluctant European: Britain and European integration, 1945-75 (Dr Dunne)
HY301 History dissertation [10 credits] **Compulsory, over two semesters, see p. 9.**

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

      HY3005 History of the Modern Middle East (Dr Ahmed)
      HY316   Military history: methodologies and contexts (Dr Speller)
      HY398   Towns and town mapping (Dr Prunty)

Select two of the following History elective modules [5cr each]

      HY302   Europe 1770-1870 (Dr Zách)
      HY305   Environment and culture in American history (Dr Mancini)
      HY313   Art, design and society in seventeenth-century Europe (Dr FitzGerald)
      HY353   The Holy Roman Empire I: 1495 to 1648 (Dr Lederer)
      HY390   Social history of health in nineteenth- and twentieth-century Ireland
              (Dr McLoughlin)
      HY393   Irish migrants in the early modern world (Prof. Lyons)
      SG354   The Viking World II: Ireland (TBC)

THIRD YEAR SINGLE MAJOR, SEMESTER 2
Core module: HY319 History and story (II) [5cr] (Dr Mancini & Dr Newman)
(One lecture and one compulsory tutorial per week)
HY396 Historiography Level 3 (Dr Zách)
HY301 History dissertation [10 credits] *continued*

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

      HY3001 Spain and Portugal: dictatorship to democracy (Prof Ribeiro de Meneses)
      HY304   Early modern Ireland (Prof. Lyons)
      HY320   Emigration in nineteenth and twentieth century Irish society
              (Dr McLoughlin)
Note: Students who have previously taken HY291 cannot take HY3001

Select two modules from the following History elective modules [5cr each]

      HY3002 Children, childcare and education in nineteenth-century Ireland (Dr Prunty)
      HY3006 Anti-colonial resistance in the modern Middle East (Dr Ahmed)
      HY306   Women in eighteenth-century Ireland (Dr Nolan)
      HY341   American history elective [Cultural history] (Dr Mancini)
      HY352   Decline and rise of the Irish country house, 1845 to present (Prof. Dooley)
      HY354   The Holy Roman Empire, 1648-1806 (Dr Lederer)
      HY387   Towns in medieval Ireland (Dr Potterton)
      HY395   The Irish in Britain: twentieth century (Dr Redmond)

BA MAJOR WITH MINOR DEGREE: COURSE STRUCTURE AND MODULES ON OFFER, 2019-2020

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

Second Year
Semester 1
Standard 15 credits for Double Honours *plus*
HY203 Historiography, Level 2 **Compulsory (**Dr Prunty)

Semester II
Standard 15 credits for Double Honours *plus*
HY201 Documents in History, Level 2 **Compulsory** (Dr Ahmed)

Third Year
Semester I
Standard 15 credits per semester for Double Honours *plus*
Select one more of the History elective modules on offer [5cr each]

Semester II
Standard 15 credits per semester for Double Honours *plus*
HY396 Historiography Level 3 (Dr Zách)

THIRD YEAR MAJOR WITH MINOR– dissertation option (Year-long module)

HY301   History dissertation [10 credits, year-long] **See page 9**.

THE BA INTERNATIONAL – STUDY ABROAD
Studying abroad provides you with a unique opportunity to experience living and working in another country. The Department of History encourages you to participate in the BA International. Under the programme you have the opportunity to spend your third year in a university in another country and then return to Maynooth University to take your final year. During the year abroad you take modules in both of your BA subjects; these modules have to be approved by the relevant Departments. Any student who would like to make enquiries is invited to consult the International Coordinator, Dr JoAnne Mancini. The study abroad experience is a great addition to your C.V.

LECTURE TIMETABLE FOR CORE MODULES 2019-2020
For the most accurate and up-to-date information on the lecture timetable and the location of lecture and tutorial venues, please visit:
www.maynoothuniversity.ie/current-students

FIRST YEAR

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

<table>
<tr><td colspan="3"><u>First Semester</u></td></tr>
<tr><td>HY121</td><td>Introduction to medieval
history: Vikings & Normans</td><td>Monday 1pm, Wednesday 4pm
+ compulsory weekly tutorial</td></tr>
<tr><td colspan="3"><u>Second Semester</u></td></tr>
<tr><td>HY122</td><td>Making the modern world:
themes in history</td><td>Monday 1pm, Wednesday 4pm
+ compulsory weekly tutorial</td></tr>
</table>

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

<table>
<tr><td colspan="3"><u>First Semester</u></td></tr>
<tr><td>* HY131</td><td>The practice of history</td><td>Tuesday 12pm, Thursday 1pm
Friday 2pm</td></tr>
<tr><td colspan="3"><u>Second Semester</u></td></tr>
<tr><td>* HY131</td><td>Documents in history</td><td>Tuesday 12pm, Thursday 1pm
Friday 2pm</td></tr>
</table>

SECOND YEAR

First semester core module
HY212   Europe in the early modern world
Tuesday 11am + compulsory weekly tutorial

Second semester core module
HY213   Early modern Ireland and Great Britain: the Four Nations
Tuesday 11am + compulsory weekly tutorial

THIRD YEAR

First semester core module
HY318   History and story (I)
Tuesday 10am   + compulsory weekly tutorial

Second semester core module
HY319   History and story (II)
Tuesday 10am   + compulsory weekly tutorial

TEACHING AND LEARNING

TUTORIALS

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

Under the guidance of your tutor, you will have the opportunity to discuss the content of the core modules and to develop the intellectual and technical skills that are required of a historian. These include identifying and interpreting a variety of sources, writing in a clear and concise manner, and referencing and citing primary and secondary sources.

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

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

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

In First Year, sixty-five per cent of the marks for both HY121 and HY122 are allocated to tutorial assignments (continuous assessment).
In Second Year, fifty per cent of the marks in respect of core modules are allocated to tutorial assignments.
In Third Year, both compulsory core modules are assessed **entirely** by tutorial assignments.
All First-, Second- and Third-Year tutorial essays and assignments are handed to tutors <u>in class</u> in accordance with the deadlines stipulated.
Second-Year and Third-Year History elective projects and First-Year single major projects are deposited in the essay box at the foot of the stairs in Rhetoric House in accordance with the deadlines stipulated.

CLASS PRESENTATIONS

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

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

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

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

ATTENDANCE AT TUTORIALS AND LECTURES

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

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

Attendance at tutorials and elective modules is always recorded. <u>You alone</u> are responsible for signing the attendance register at those classes where a roll is kept, and you should also keep your own account of your record of attendance.

It may happen that due to exceptional circumstances, you are obliged to leave a lecture or tutorial before it concludes. You should speak to the tutor or lecturer in advance to let them know. Unannounced departures can be distracting and disruptive to staff and your fellow students, and may result in you being marked absent.

If as a result of exceptional circumstances you have to miss a class, you are expected to explain this in advance or immediately afterwards to the lecturer/tutor. In either case a written explanation should also be submitted to the Department.

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

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

GUIDELINES ON THE USE OF ELECTRONIC EQUIPMENT

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

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

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

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

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

CODE OF CONDUCT/DISCIPLINE

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

www.maynoothuniversity.ie/university-policies/rules-regulations-students

ESSAY WRITING

PRESENTATION OF ASSIGNMENTS

1. Every assignment (essay, project, PowerPoint slides), must be submitted with prescribed cover page <u>fully</u> completed. (This handbook contains a blank copy of the prescribed cover sheet, to be photocopied as necessary. You can also download it from www.maynoothuniversity.ie/history/documentation.)

2. Double- or one-and-a-half-line spacing must be used, with a sufficient margin (not less than 2cm) top and bottom and at each side.

3. <u>Both</u> sides of the page to be used when printing your assignments (where possible).

4. The pages must be numbered and securely stapled together at the top left-hand side. Please do not use binders, folders or plastic covers.

5. All essays and history elective projects must include a bibliography of the books and articles consulted, in alphabetical order of authors, arranged by surname. Where appropriate, the standard division between primary sources (manuscript and printed) and secondary sources should be made.

6. Essays and projects sent by e-mail or fax are not acceptable, excepting prescribed assignments in I Arts.

7. History elective projects due on 7 January 2020 may be submitted by post, provided that the envelope is date-marked no later than 7 January 2020.

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

Retained Copies

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

REFERENCING AND BIBLIOGRAPHIES

(a) Referencing

Referencing is the practice of acknowledging or citing the source of quotations, information, ideas, theories and illustrations used in any piece of academic writing. Carefully and correctly referencing one's written work is a core skill of the historian and, as such, students of history must learn the basic rules and conventions at an early stage. Mastering the skill of referencing will allow 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 readers to check the original source material and to come to their own conclusions about your work.

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 an author's exact words or use numerical information) from a book, journal article, or other source, you should <u>always</u> 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 overuse 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 <u>information</u>, e.g., Daniel O'Connell was born in 1775; the First World War began in 1914. But for a particular <u>interpretation</u> (say) of O'Connell's career, it is helpful to give a reference. For example, in your reading you may notice that O'Connell's campaign for repeal of the Act of Union has led to some debate among historians. Fergus O'Ferrall is one historian who has suggested that O'Connell never thought he would actually obtain repeal; it was merely a tactical issue. If you wish to make this point, it will help the reader if you give a reference to the source: Fergus O'Ferrall, *Daniel O'Connell* (Dublin, 1981), p. 74.

When it comes to the practicalities of academic referencing, consistency is essential. Within the discipline of history, different publishers, journals and University Departments adhere to different standards and conventions. In Ireland, historians have tended to stick to the 'rules for contributors' as set out by *Irish Historical Studies* (*I.H.S.*).[1] Within the Department of History at Maynooth University, it is expected that all written work submitted will conform to *I.H.S.* rules, unless agreed/stipulated otherwise in advance. The full set of rules can be found freely online at the following website: https://www.cambridge.org/core/services/aop-file-manager/file/57597b33fdacd191593ca09e/IHS-rules-for-contributors.pdf. There is a link to this website from the Department's web page. The most basic requirements are outlined below.

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

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

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

> Foucault, *Madness and civilisation*, pp 1-10.

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

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

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

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

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

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

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

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

> Larkin, 'Devotional revolution', p. 625.

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

> *Following Fidel* (video).

Electronic sources: all material accessed via the internet must be fully referenced. For books or articles that you have consulted in electronic format, first follow the usual bibliographic conventions: 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, onlinebooks.library.upenn.edu/webbin/gutbook/lookup?num=45502 (24 Aug. 2018).

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, www.csorp.nationalarchives.ie/ (24 Aug. 2018).

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, catalogues.ria.ie/Presto/home/home.aspx (24 Aug. 2018).

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.

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 (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 great care with the possessive case**. John's book** is derived from the following: originally **John his book,** written as **John ʰis book**, then becoming **John's book**. If in doubt about an apostrophe, leave it out and then go back and examine why it might be needed. If there is no reason (i.e., for possession or to indicate contraction) then it is not needed.

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

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

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

PLAGIARISM

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

Copying another's work, either verbatim or with only minor changes of wording, and presenting the results as if they were your own work, is both unethical and illegal under copyright laws. It is a form of dishonesty, indicating a complete disregard for others' work. Plagiarism also reveals an unwillingness to think for yourself, being therefore diametrically opposed to the spirit of university studies. The direct copying of passages (including illustrations) from a book, an article or any other source, whether in hardcopy or found on the internet, without adequate references (that is, 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 or projects written by anyone other than yourself will result in heavy penalties. As your final assessment is partly based on written assignments, plagiarism is equivalent to cheating at examinations. A module lecturer or tutor who finds plagiarism in an essay or project is obliged to report this to the Head of Department, who in turn may have to report it to the Registrar. The penalty can extend beyond loss of marks for the essay or project in question to exclusion from the final examinations for that year. Cases may also be sent to the Academic Discipline Board, which has its own rigorous procedures and can impose penalties up to and including expulsion from the University.

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

NOTE ON THE USE OF INTERNET RESOURCES

While we live in an age when it is convenient to employ popular websites for the instantaneous acquisition of information (Wikipedia, etc.), students should recognise both that the development of their own critical skills is an essential part of undertaking an Arts degree and that such sources are, in and of themselves, wholly inadequate for general purposes of scholarship. Students should note that their uncritical employment may actually detract from the scholarly merit of their own work.

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: nuim.libguides.com/history

LIST online: nuim.libguides.com/list-online

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

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

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

ASSESSMENT

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

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

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

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

Note: For autumn or external repeat, the module attendance condition still applies. A student must have attended a minimum of 50% of the module lectures. If this condition is not met the module result is capped at a maximum of 35%. The essay/project component only may be submitted. There will be no repeat of other continuous assessment components. Marks received during the semester in respect of in-class tests, presentations etc., will be carried over. Essays/projects for autumn repeat must be submitted by 1 August and will be capped at 40%.

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

FEEDBACK

FEEDBACK ON ASSIGNMENTS AND GRADES
Students are encouraged to meet with their lecturers to receive feedback on their assignments and exam performance. 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 – students should not expect detailed feedback on assignments via email. Please call to see your lecturers in person at their advertised office hours. Please note that lecturers will not provide you with detailed advice on how to prepare your assignments.

The tutorial schedules provide for feedback to students when their essays are returned. Students seeking feedback on the modules assessed in semester 1 should see the relevant lecturers (during their scheduled consultation hours) during the early weeks of the second semester. Provisional semester 1 results will be made available by the Department early in semester 2.

Students seeking feedback on modules assessed in semester 2 should attend on the University's consultation day or make an appointment with the relevant lecturer.

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

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

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

STUDENT REPRESENTATION – THE STUDENT-STAFF LIAISON COMMITTEE

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

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

In 2019-20, and as part of enhanced cooperation with the Maynooth University Students' Union, the election of undergraduate representatives will be handled by the Union.

The convenor of this committee is a member of staff. The committee meets regularly throughout the year to consider any problems that affect the work of students and related matters.

Your class representatives are always willing to bring student issues to the attention of the Department. Should you have any issues, please let them know. Alternatively, you may approach any of the lecturers, the Undergraduate Studies Coordinator (Dr Wright) or the Head of Department (Prof. Ribeiro de Meneses). Many issues can be resolved swiftly by talking to the lecturer concerned.

LOOKING AHEAD – PLANNING YOUR POSTGRADUATE OPTIONS

TEACHING COUNCIL OF IRELAND REGISTRATION REQUIREMENTS
Students who are considering pursuing a career in teaching at second level, or who may wish to pursue this option at some point in the future, need to bear in mind that the Teaching Council of Ireland has stipulated requirements regarding the composition of undergraduate history degrees for anyone seeking to register with the Council from 1 January 2017 onwards. These requirements apply to all current undergraduate students. The following is the most recent information available from the Teaching Council (as of 27 September 2018).

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

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

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

2. Applicants must also have completed a programme of post-primary initial teacher education (age range 12-18 years) carrying a minimum of 120 ECTS credits (or equivalent).

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

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

ADMISSION TO POSTGRADUATE PROGRAMMES IN THE DEPARTMENT OF HISTORY

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

MA programmes (Taught Masters)
Admission to these programmes will be based on a number of factors. The most basic requirement is at least a strong II.2 in History, and (if a double or joint honours degree), a II.2 degree overall. However, please note that such a degree is not a guarantee of admission. In addition, the applicant's record within the Department is considered before offers are made.

Research programmes (M.Litt./PhD)
Students wishing to pursue research degrees in history may apply for the M.Litt. or the Structured PhD programme, which can be pursued as full-time or part-time programmes

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

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

Graduate Studies Office and the Irish Research Council
Undergraduates are advised to consult the MU Graduate Studies website regularly for information on funding opportunities, programmes on offer, deadlines and support with making applications (www.maynoothuniversity.ie/graduate-studies). The Graduate Studies

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

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

REFERENCES

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

- Requests for references should be made formally by email or letter, full details being given of the nature of the course or appointment for which an application is being made. The requirement for a written request still applies even if you also make the request in person.

- Full documentation relating to the course or appointment should be supplied, including all forms (duly completed) and envelopes that are required for the furnishing of references. Referees should have details of the applicant's postal address, email address and telephone number to facilitate communication.

- As much notice as possible should be given to referees, the final date for the submission of the reference or testimonial being clearly specified.

- It is desirable for the referee to have an updated copy of the applicant's *curriculum vitae* to provide background to the writing of a reference. It is unreasonable to expect people to go to the trouble of writing a reference for you if you do not take the trouble to provide them with a *curriculum vitae*. It should indicate subjects studied and your results in University examinations to date, and relevant extracurricular activities, such as voluntary work, sports, travel etc.

- It is usual for staff members to provide a confidential report adverting to a particular course or appointment rather than an 'open reference' which may in any case be of limited value.

- Staff members always appreciate a brief note informing them of the outcome of applications for courses or appointments.

- Tutors who are not also lecturers are strongly advised not to provide references.

APPENDICES

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

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

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

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

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

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

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

Student name:	*Student number:*	*Module code:*
Date of presentation:	*Topic of presentation:*	*Lecturer:*

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

Introduction
      Clarity
      Outline of content
Main body of presentation
      Evidence of research / thoughtful preparation
      Structure, signposting & sequencing of material
      Coherence of presentation
      Communication of key concepts / ideas
      Communication of secondary concepts / ideas
      Evidence of understanding of key concepts / ideas
      Evidence of understanding of secondary concepts / ideas
Conclusion
      Conciseness
      Recapitulation
      Thought provoking
Questions
      Standard of responses to questions on presentation

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

      Language
      Appropriate register
      Explanation of specialist vocabulary
      Oral communication skills
      Articulateness
      Clarity
      Audibility
      Pace of presentation
      Management of presentation aids (PowerPoint slides, handout)
      Quality and relevance of presentation aids (PowerPoint slides, handout)

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

      With the group
      Of the audience

Grade awarded: *General comment (overall impression):*

APPENDIX II: ASSESSMENT / EXAMINATIONS / GRADING

FIRST ARTS

HY121	Continuous assessment	65%
	1.5-hour written examination in January	35%
HY122	Continuous assessment	65%
	1.5-hour written examination in May	35%

Modules specific to Double History

HY131	Continuous assessment	65%
	One-hour written examination in January	35%
HY132	Continuous assessment	65%
	One-hour written examination in May	35%

SECOND ARTS

HY212	One-hour examination in January	50%
	Tutorial assignments	50%
HY213	One-hour examination in May	50%
	Tutorial assignments	50%
HY203	Continuous assessment	50%
	One-hour examination in January	50%
HY216	Two-hour examination in January	100%
HY218	Two-hour examination in January	100%
HY219	Two-hour examination in May	100%
HY230	Two-hour examination in May	100%
HY240	Two-hour examination in January	100%
HY241	Two-hour examination in May	100%
HY293	Two-hour examination in May	100%

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

BA HONOURS

HY3001	Two-hour examination in May	100%
HY3005	Two-hour examination in January	100%
HY318	Tutorial assignments	100%
HY319	Tutorial assignments	100%
HY316	Two-hour examination in January	100%
HY304	Two-hour examination in May	100%
HY320	Two-hour examination in May	100%
HY398	Two-hour examination in January	100%

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

HY230, SG254, SG354. Please check module documentation.

APPENDIX III: MARKING SCHEME

Grade	Conceptual equivalents	Guide marks
FIRST CLASS	Outstanding answer in every respect and in addition casting the question/issue in a new light	**80–100**
	Excellently informed; excellently constructed argument displaying a sure command of concepts and some originality of thought	**70–79**
SECOND CLASS, GRADE 1	Very well informed; coherent, well-constructed argument displaying good grasp of concepts	**60–69**
SECOND CLASS, GRADE 2	Information good and question/issue addressed; a fairly good grasp of concepts displayed	**50–59**
THIRD CLASS	Information adequate and question addressed; displays basic grasp of concepts	**45–49**
PASS	Adverts to question/issue, but not free of irrelevance; information very limited or inadequately utilised or expressed in derivative language	**40–44**
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 www.maynoothuniversity.ie/university-policies/rules-regulations-students for various regulations and procedures, including Marks and Standards.

John Paul Newman, PhD (Southampton)
Specialises in Balkan and Yugoslav cultural history with a particular interest in the First World War and its legacy in the region (on leave)

Thomas O'Connor, PhD (Paris IV-Sorbonne)
Irish in Europe 1550-1800; British migration to Europe and the Americas; Jansenism in the seventeenth century; Spanish and Portuguese Inquisitions; history of religion. (Seconded to the Arts and Humanities Research Institute)

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

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

Jennifer Redmond, PhD (Dublin)
Specialises in Irish emigration to England in the twentieth century; gender and sexual politics; demography and population change; modern Ireland; women and education; Irish women in the labour force; digital humanities.

Filipe Ribeiro de Meneses, PhD (Dublin)
Lectures in Spanish and Portuguese twentieth-century history, the First World War and the development of fascism, and Europe's colonial empires in the nineteenth and twentieth centuries. His research interests are centred on the First World War and Twentieth-Century Portugal and its colonies.

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

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

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APPENDIX IV: PRESCRIBED COVER PAGE FOR ALL HISTORY ASSIGNMENTS

SURNAME (in capitals), First Name

Student number _____   Year (I, II, III)   _____

Tutor/Lecturer   Date submitted   _____

Type of assignment (please tick √ as appropriate):

      Elective project   _____   Module Code _____

      Tutorial essay/assignment   _____   Module Code _____

      Other (please specify)   _____

Essay/project title (in full)

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

      Discuss the assignment with a tutor/lecturer?   _____

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

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

Signature:

Comments of marker/examiner	Proposed mark
Date of feedback to student	