



Department of History

Postgraduate Handbook

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PREFACE: THE PURPOSE OF THE HANDBOOK

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** and the **University timetable** which are available at:

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

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 below).

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/transferrable modules and at least 5 in subject specific/advanced specialist modules) from the departmental/institutional structured programme, unless a waiver is granted by the Department's Standing Committee on Research. In addition, the Department of History requires M.Litt students to take certain modules.
- **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 at least 15 will be transferable and 15 subject specific.
 - 4) If you are a PhD student who has completed a four-year undergraduate programme, you will be required to take a minimum of **30** credits over the duration of the PhD programme. Of these at least 15 will be transferable and 15 subject specific.

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

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)

GSH1 Approaching the past (5 credits)

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

HY667 Skills and methods in History (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 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 for modules you expect to take in that academic year.

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

PHD PROGRAMME

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]*

Year-long

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

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

GSH2 Handling evidence (5 credits)

GSH1 Approaching the past (5 credits)

[Generic/transferable]

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

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>, insert HY900 and follow links.

MA EUROPEAN HISTORY

Credits: 90

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](#).

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](#).

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

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](#).

MA IRISH HISTORY

Credits: 90

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](#).

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 [Course Finder](#).

MA LOCAL HISTORY

Credits: 90

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 some 160 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](#).

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.

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](#).

MA MILITARY HISTORY & STRATEGIC STUDIES

Credits: 90

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](#).

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](#).

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](#).

TEACHING AND LEARNING

THESIS SUPERVISION

A supervised thesis is perhaps the most important component of a postgraduate degree. Every postgraduate student is assigned a supervisor (or supervisors). Your supervisor is appointed by the University on the nomination of the Head of Department. MA students receive a supervisor during the first semester following submission of a project proposal. After registration, research students (M.Litt, PhD) 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](#) and a copy sent to the Graduate Studies Office. 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) provide perspective, direction and information, while the production of a thesis is ultimately your responsibility. Supervisors advise students on historiography and may alert them to weaknesses in language, presentation and/or layout. However, they serve pastorally, not as copy editors.

Students submit a draft introduction to the thesis by the appointed deadline. (See section below entitled 'Thesis introduction'). As soon as possible after consulting about the draft introduction, you and your supervisor(s) should agree a tentative list of chapter headings. Every draft chapter submitted to the supervisor(s) should be accompanied by a copy of the list of chapter headings and an updated bibliography.

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) for final approval. A 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.

ENGAGING WITH THE DEPARTMENT'S RESEARCH COMMUNITY (RESEARCH SEMINAR HY821-HY824)

Participation in the Department's research seminar is expected of all M.Litt and PhD students for the duration of the programme; MA students are highly encouraged to attend. All newly-registered research students 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) and at least seven other sessions over the course of the academic year. The schedule of meetings for the year may be consulted on the Department's website. Meetings are generally of two hours' duration.

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.

ANNUAL REVIEW AND PROGRESSION

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.**

CONFERENCE PRESENTATIONS

As a research postgraduate student, you should aim to make at least one presentation at a conference. It is expected that a student will seek 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.

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. 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.

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

MAYNOOTH UNIVERSITY LIBRARY

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

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

The [library homepage](http://www.maynoothuniversity.ie/library) www.maynoothuniversity.ie/library 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

ETHICAL APPROVAL

Note: All research must be carried out in an ethical framework. Where formal interviews ('human participants') are involved, you are required to follow the policies and guidelines drawn up by Maynooth University Research Ethics Policy and Committee, available at the webpage of the Research Development Office –

<https://www.maynoothuniversity.ie/research/research-development-office/policies>. Important matters covered in this document include: harm to the interviewee; informed consent and the constitutional right to privacy; deception (misuse / tampering); anonymisation of data; legal agreements; access and user restrictions; rights to freedom of expression – a right to tell your story as you see it. There are also templates to assist in drawing up formal letters setting up the research. For advice and prior approval of research involving oral history methodologies you need to contact the Maynooth University Ethics Committee at the outset of your studies.

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>

WRITING REQUIREMENTS

PRESENTATION OF ASSIGNMENTS AND THESES

1. Every assignment (essay, project, PowerPoint slides) must be submitted with the prescribed cover sheet fully completed. A blank copy of the prescribed cover sheet is provided in the Appendices. You can photocopy this as necessary or download it from the Department's website.
2. Work must be presented in a suitable digital format.
3. Every chapter or assignment must have a full title.
4. All assessed coursework should be presented in A4 page layout, either double spaced or 1.5 line spacing, with margins of at least 3cm on all sides.
5. Both sides of the page to be used when printing your assignments, single-sided for theses. Each page of the typescript should be numbered and securely stapled (bound for theses).
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.

PLAGIARISM

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

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

Similarly, submitting essays, reviews or projects written by anyone other than yourself will result in heavy penalties. As the final assessment at postgraduate level is based largely on written assignments, including the thesis, plagiarism is equivalent to cheating at examinations. A module lecturer, tutor or thesis supervisor who finds plagiarism in an essay, thesis chapter or other assignment is obliged to report this to the Head of Department. The penalty can extend beyond loss of marks for the essay or project in question to exclusion from the final examinations for that year. Cases may also be sent on to the Academic Discipline Board, which has its own rigorous procedures and can impose penalties up to and including expulsion from the University.

If you are in any doubt about the correct use of sources in any given situation please consult a lecturer/supervisor for advice.

LATE WORK AND DEFAULTERS

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.

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. For example, a thesis submitted in October 2024 will have 2024 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 2024 if the *viva* is held before 31 December, or 2025 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 consult the guidelines at [Examinations Office](#) for details.

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.

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:

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

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

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

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

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

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

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

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

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

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

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

Larkin, 'Devotional revolution', p. 625.

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

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

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

Following Fidel (video).

Electronic sources: all material accessed via the internet must be fully referenced. For books or articles which you have consulted in electronic format, please follow the usual bibliographic conventions first: author, title, place and date of publication and page/pages referred to, then

(as you viewed it online) give the name of the site, the URL, and the date on which you visited that site. For example:

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

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

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

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

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

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

(b) Bibliographies

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

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

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

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

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

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

Secondary literature (books, articles, theses).

A section for website-derived material may also be included, such as databases and websites. Note however that books, journal articles, books etc. which are available online as well as in print, are listed in the standard way, under author. There is no need to distinguish between texts you read onscreen, as photocopies or in the printed journal.

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

BIBLIOGRAPHY

PRIMARY SOURCES

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

SECONDARY SOURCES

General histories		397
Biographies		397
Special subjects		398

STYLISTIC CONVENTIONS

As with footnotes, the conventions to be followed for all written work submitted to the Department of History are those of *Irish Historical Studies: rules for contributors* (in *I.H.S.*, xxxiii, no. 131 (May 2003), pp 351–68). This document is available online at <https://www.cambridge.org/core/services/aop-file-manager/file/57597b33fdacd191593ca09e/IHS-rules-for-contributors.pdf>, and there is also a link to it on the Department's webpage. The following are the most basic requirements.

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

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

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

Apostrophes Avoid unnecessary apostrophes. The following are correct: MPs; 1500s, 1880s (*not* M.P.'s; 1500's, 1880's). **It's** is the abbreviation of **It is** or **It has**. Note: It's a fact that its name is Spot. There is no need for 's in regular plurals. Note: **Mary had several books** (*not* book's). Take care with the possessive case. **John's book** is derived from the following: originally **John his book**, written as **John^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.

APPENDIX I: 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 II: 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

APPENDIX III: 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.