



**Maynooth  
University**  
National University  
of Ireland Maynooth

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## **Department of History**

# **Undergraduate Handbook**

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## **PREFACE: 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](http://www.maynoothuniversity.ie/history/documentation). It should be read in conjunction with the University course finder for 2024-2025, the University timetable and Moodle, all available at: [www.maynoothuniversity.ie/current-students](http://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](http://www.maynoothuniversity.ie/records)

Examinations and timetabling: [www.maynoothuniversity.ie/exams](http://www.maynoothuniversity.ie/exams)

## **UNDERGRADUATE DEGREE PROGRAMME**

Please refer to [Course Finder](#) (under Current Students) for details concerning the Programme before registering for subjects and modules.

## **TEACHING AND LEARNING**

### **TUTORIALS**

Instructions on how to sign up for tutorials will be issued on Moodle in the first week of semester one. If you have questions, ask your lecturer. You must sign up promptly and ensure that you select an hour that does not clash with a class in your other subject(s). 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. You are not allowed to make up for absences in a tutorial by attending another group's meeting.

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.

All assignments (First-, Second- and Third-Year tutorial essays and assignments) are required to be submitted electronically via Moodle. Individual lecturers may issue additional instructions regarding any requirements to submit hard copies of assignments (e.g., in class or in the essay box at the foot of the stairs in Rhetoric House) in accordance with the deadlines stipulated.

### **ATTENDANCE AT TUTORIALS AND LECTURES**

Under University regulations you are expected to attend all 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.

Unsatisfactory attendance can adversely affect the status of Student Universal Support Ireland (SUSI) payments: 'SUSI will request and must receive confirmation of continuous attendance at various points during the academic year.' (See <https://susi.ie/payments/>, Grant Award Payments, item 3.). Therefore, a student receiving a grant has an additional obligation to attend lectures.

Most importantly, major studies clearly demonstrate that there is a direct correlation between marks and attendance at lectures. Poor attendance at tutorials and lectures will almost certainly make it more difficult for you to pass, because of their vital nature in the learning process.

You alone are responsible for securing the subject matter and administrative information which lecturers disseminate during lectures. Lecturers are not required to post information on Moodle. Many modules also require practical exercises (presentations and/or in-class tests, etc.) or base a portion of marks on in-class participation. Such performance-based in-class exercises cannot be repeated as part of autumn resits. In these cases, therefore, attendance is essential.

If you must miss a class, you are expected to explain this in advance or immediately afterwards to the lecturer/tutor. If these absences are of a medical nature, please provide the Department with a medical certificate from a health care provider or from

the Student Health Centre. All medical certificates submitted by students are kept in a strictly confidential file and are referred to at examination time.

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

**For modules where attendance is recorded, and for each semester's tutorials, you must have attended at least 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.**

### **SUBMISSION DEADLINES**

The History Department does not accept late work. 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.** In exceptional circumstances, please contact the course lecturer immediately, who may refer your case to the Departmental Extenuating Circumstances Board. Any late work thus referred should include a letter of explanation and, if appropriate, a medical certificate. The letter should be dated and contain the student's full name, student number, address and year. However, the History Department is under no obligation to accept any work submitted after the deadline.

**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.**

### **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.

## **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, including those which are uploaded to Moodle. A student who wishes to record a live 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.

## **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](http://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.

## **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](http://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](http://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 I** 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.

## **FEEDBACK**

### **FEEDBACK ON ASSIGNMENTS AND GRADES**

You are encouraged to meet with your lecturers to receive feedback on your 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 – you should not expect detailed feedback on assignments via email. Please contact 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.

Tutors will provide you with feedback when they return your assignments. If you are seeking feedback on the modules assessed in semester 1 you should see the relevant lecturers (during their scheduled consultation hours) during the early weeks of the second semester.

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 contact the Department on the day (in person or by Teams). 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.

You have the right to academic privacy with your tutor and lecturers and the duty to respect that of your colleagues; personal grades will only be discussed confidentially.

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

At the end of each module students will be invited to complete a form evaluating various aspects of the module. Please engage with these surveys 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	MA in Local History	1
II Year	3	MA in Irish History	1	MLitt and PhD	1
III Year	3	MA in Military & Strategic Studies	1	Exchange Students	1

Please note that the election of these representatives is run by the Department, independently of the Students Union or any other bodies.

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 or the Head of Department. Many issues can be resolved swiftly by talking to the lecturer concerned.

## **SELECT UNIVERSITY POLICIES**

### **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](mailto:programme.choices@mu.ie) Tel: 01 474 7428

Website: [www.maynoothuniversity.ie/programme-advisory-office](http://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 2023.

Email: [Aisling.Flynn@mu.ie](mailto:Aisling.Flynn@mu.ie) Tel: 01 474 7760

Website: [www.maynoothuniversity.ie/experiential-learning-office](http://www.maynoothuniversity.ie/experiential-learning-office)

Location: Room 1.18, ground floor, Rowan House.

## 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 www.maynoothuniversity.ie/library](http://www.maynoothuniversity.ie/library) has information, training, materials, supports and services that will help you in your studies. Your attention is drawn in particular to the following:

MU Library offers popular online **training sessions** that you can follow at your own pace, see **LIST Online** (Library & Information Skills Training) <http://nuim.libguides.com/list> or you can attend one of the interactive LIST sessions in the library on a variety of information topics and critical skills. Dates and times of LIST training sessions are advertised at the entrance to the Library and online at: <http://nuim.libguides.com/list>.

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

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

## **LIBRARY LINKS AND CONTACTS**

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

History subject guide: <https://nuim.libguides.com/list>

LIST online: [nuim.libguides.com/list-online](http://nuim.libguides.com/list-online)

LIST sessions in the Library: [nuim.libguides.com/list](http://nuim.libguides.com/list)

Undergraduates contact: Áine Carey, [aine.carey@mu.ie](mailto:aine.carey@mu.ie)

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

## **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](http://www.maynoothuniversity.ie/university-policies/rules-regulations-students)

## **ESSAY WRITING**

### **PRESENTATION OF ASSIGNMENTS**

1. **Essays and other written assignments should be submitted via Moodle.**  
Every written assignment should contain the Department's official cover page, which can be downloaded from <https://www.maynoothuniversity.ie/history/documentation>
2. Double- or one-and-a-half-line spacing must be used, with a sufficient margin (not less than 2cm) top and bottom and at each side.
4. The pages must be numbered.
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.

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 work submitted to a tutor, lecturer or supervisor. Back-up copies of files must be kept until the examination process is concluded.

## 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; 20<sup>th</sup> October 1969; or the twentieth of October 1969). The short *I.H.S.* form is used in footnotes: Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec. Thus: <sup>1</sup> *Freeman's Journal*, 4 Feb. 1891.

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

## 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 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 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 information, e.g., Daniel O'Connell was born in 1775; the First World War began in 1914. But for a particular interpretation (say) of O'Connell's career, it is helpful to give a reference. For example, in your reading you may notice that O'Connell's campaign for repeal of the Act of Union has led to some debate among historians. Fergus O'Ferrall is one historian who has suggested that O'Connell never thought he would actually obtain repeal; it was merely a tactical issue. If you wish to

make this point, it will help the reader if you give a reference to the source: Fergus O’Ferrall, *Daniel O’Connell* (Dublin, 1981), p. 74.

When it comes to the practicalities of academic referencing, consistency is essential. Within the discipline of history, different publishers, journals and University Departments adhere to different standards and conventions. In Ireland, historians have tended to stick to the ‘rules for contributors’ as set out by *Irish Historical Studies* (*I.H.S.*).<sup>1</sup> Within the Department of History at Maynooth University, it is expected that all written work submitted will conform to *I.H.S.* rules, 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.

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

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

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

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

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

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

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

Garnham, ‘The criminal law’, p. 215.

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

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

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](http://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/](http://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](http://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 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.



## LOOKING AHEAD – PLANNING YOUR POSTGRADUATE OPTIONS

### TEACHING COUNCIL OF IRELAND REGISTRATION REQUIREMENTS

Students who are considering pursuing a career in teaching at post-primary 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 new stipulated requirements regarding the composition of undergraduate history degrees for persons applying for registration on or after 1 January 2023.

These new stipulations are based on an extensive consultation process with the various subject/HEIs which resulted in the updating of the requirements. Some of these updates include a move away from the granularity of the current requirements and move towards a more rounded approach.

Specific requirements for History are given as follows:

*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:*

*1. (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).*

*2. The study of History during the qualification must show that the holder has acquired sufficient knowledge, skills and understanding to teach the History syllabus/specification to the highest level in post- primary education (see [www.curriculumonline.ie](http://www.curriculumonline.ie)).*

*3. To meet this requirement the degree must include the specific study of Irish History*

The complete requirements for the post-primary curricular subject are set out on the Council's website:

<https://www.teachingcouncil.ie/en/publications/ite-professional-accreditation/curricular-subject-requirements-post-primary-from-1-jan-2023.pdf>

**Please contact the Council directly with any queries you may have at: [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie)**

### **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](http://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 undergraduate degree overall. In addition, individual programmes may have special requirements. The applicant's record 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. Applicants wishing to undertake a research degree are usually required to have a primary degree or equivalent in History or in a cognate discipline. The minimum admission requirement for the M.Litt is a 2:1 Honours in the BA or equivalent. For the PhD, it is either a First Class Honours BA or a 2:1 Honours in an MA or equivalent degree. 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. All students considering embarking on M.Litt/PhD registration are expected to meet with Prof Marian Lyons to discuss their thesis proposal in advance of making a formal application via PAC (Postgraduate Applications Centre, [www.pac.ie](http://www.pac.ie)). The draft proposal should be emailed to the Department ([history.department@mu.ie](mailto: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](http://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/](http://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.

## APPENDIX I: MARKING SCHEME

Grade	Conceptual equivalents	Guide marks
<b>FIRST CLASS</b>	Outstanding answer in every respect which casts the question/issue in a new light	<b>81–100</b>
	Excellently informed; excellently constructed argument displaying a sure command of concepts and considerable originality of thought	<b>76–80</b>
	Excellently informed; excellently constructed argument displaying a sure command of concepts and some originality of thought	<b>70–75</b>
<b>SECOND CLASS, GRADE 1</b>	Very well informed; coherent, well-constructed argument displaying good grasp of concepts	<b>60–69</b>
<b>SECOND CLASS, GRADE 2</b>	Information good and question/issue addressed; a fairly good grasp of concepts displayed	<b>50–59</b>
<b>THIRD CLASS</b>	Information adequate and question addressed; displays basic grasp of concepts	<b>45–49</b>
<b>PASS</b>	Adverts to question/issue, but not free of irrelevance; information very limited or inadequately utilised or expressed in derivative language	<b>40–44</b>
<b>FAIL</b>	Little relevant information and/or question not addressed	<b>25–39</b>
	Little sense of what is required and/or no more than scraps of relevant information	<b>0–24</b>

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

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

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

