

**DUBLIN CITY COUNCIL:  
TERMS & CONDITIONS FOR THE AWARD OF BURSARIES *for*  
LORD MAYOR'S CERTIFICATE IN ORAL HISTORY *at*  
DUBLIN CITY LIBRARY & ARCHIVE, ACADEMIC YEAR 2017-2018**

**Lord Mayor's Certificate in Oral History**

The Lord Mayor's Certificate in Oral History will be offered at Dublin City Library and Archive, 138-144 Pearse Street, D2 on **Monday evenings** from 08 September 2017 until 16 April 2018. The course consists of 70 hours part time and will equip participants with skills in the preparation and conduct of oral history projects, including best practice in the collection and archiving of oral history interviews. The closing date for course applications is **5.00 p.m. on Friday 15 September 2017** and closing date for **bursary applications** is on **Friday 08 September 2017**. For more details, and to obtain a brochure about this course, please e-mail [cityarchives@dublincity.ie](mailto:cityarchives@dublincity.ie) or visit our website [www.dublincity.ie](http://www.dublincity.ie)

**Bursaries**

Dublin City Council will offer two bursaries in payment of not more than 50% of fees for students taking the Lord Mayor's Certificate in Oral History at Dublin City Library & Archive for the academic year 2017-2018. Persons employed by Dublin City Council or by other local authorities or in the public service are **not** eligible for these bursaries. If more than two candidates reach a required standard, Dublin City Council reserves the right to divide these bursaries between more than two candidates.

**Applications**

- In accordance with course requirements, all students taking the Lord Mayor's Certificate in Oral History must be aged 21 years or older. All applicants for bursaries for the Lord Mayor's Certificate in Oral History at Dublin City Library & Archive must also be aged 21 years or older.
- Candidates for bursaries must submit a summary of the oral history project which they propose to complete for the Lord Mayor's Certificate in Oral History 2017-2018. The project summary should include a list of primary or secondary source materials to be consulted for the projected. **Note: The project summary should not contain more than 500 words,**

**excluding list of source materials**; candidates submitting longer project summaries or a C.V. will be disqualified.

- The project summary must be submitted to Dublin City Library & Archive to arrive **not later than 5.00 p.m. on Friday 08 September 2017**; project summaries received after this date will **not** be accepted. The project summary can be sent by post or delivered by hand to:

The Senior Archivist  
Dublin City Library & Archive  
138-144 Pearse Street  
Dublin 2

Alternatively, the project summary can be sent as an attachment by e-mail to: [cityarchives@dublincity.ie](mailto:cityarchives@dublincity.ie) An acknowledgement of receipt of project summary will be sent to each candidate.

- Candidates must include the following information with project summary:

**Candidate's name, postal address, telephone number and (where applicable) e-mail address**

**Signed declaration by candidate that s/he is aged 21 years or older**

**Signed copy of these Terms and Conditions for the Award of Bursaries**

**Note: All information supplied will be treated in confidence and will only be used in connection with application for Bursaries.**

- Applications will be reviewed by an Assessment Panel. The decision of the Assessment Panel will be final and no correspondence will be entered into.
- Results will be notified to candidates in writing by Friday 15 September 2017.

## **Conditions:**

- Dublin City Council will cover 50% of the cost of fees for the Lord Mayor's Certificate in Oral History at Dublin City Library & Archive for the academic year 2014-2017 for each of two successful candidates who is awarded a bursary. The full fee is Euro 550. Each successful candidate for the bursary will be required to pay the remaining 50% of the cost of fees amounting to Euro 250 by way of cheque or bank draft made payable to **Dublin City Council** which **must** arrive at Dublin City Library & Archive not later than 5.00 p.m. on Friday 11 September 2017.
- If more than two candidates reach a required standard, Dublin City Council reserves the right to divide these bursaries between more than two candidates. In that case, candidates will be advised in writing of the amount of the bursary which is being awarded to them, and the amount outstanding in fees which must be paid not later than 5.00 p.m. on Friday 11 September 2017.
- If no candidate reaches a required standard, Dublin City Council reserves the right not to award any bursaries.
- These bursaries are awarded **only** for the Lord Mayor's Certificate in Oral History at Dublin City Library & Archive for the academic year 2017-2018 and are subject to the following conditions:
  - **Bursaries will be awarded on merit. Dublin City Council reserves the right not to award any bursaries if no candidate reaches the standard set by the Assessment Panel**
  - **There will be no cash alternative to a bursary**
  - **Bursaries cannot be transferred to another candidate**
  - **Bursaries are for the academic year 2017-2018 and cannot be transferred to another academic year**
  - **Bursaries will be awarded only for the Lord Mayor's Certificate in Oral History at Dublin City Library & Archive and cannot be transferred to another course.**
  - **If the Lord Mayor's Certificate in Oral History does not go ahead at Dublin City Library & Archive for the academic year 2017-2018, no bursaries will be awarded**
  - **Persons employed by Dublin City Council or employed by other local authorities or employed by the public service are not eligible for these bursaries**

**I the undersigned have read and accept these Terms & Conditions for the Award of Bursaries for Lord Mayor's Certificate in Oral History Course 2017-2018 at Dublin City Library & Archive:**

**Name:** -----

**Date:** -----