



**DUBLIN CITY COUNCIL:
TERMS & CONDITIONS FOR THE AWARD OF BURSARIES *for*
LORD MAYOR'S CERTIFICATE IN LOCAL STUDIES COURSE *at*
DUBLIN CITY LIBRARY & ARCHIVE, ACADEMIC YEAR 2019-2020**

Certificate in Local Studies

The Lord Mayor's Certificate in Local Studies will be offered at Dublin City Library & Archive, 138-144 Pearse Street, Dublin 2 from September 2019 until end March 2020. The course gives participants a formal and practical training in how to carry out research in local studies and how to write up their findings in the form of a dissertation. For more details, and to obtain a brochure about this course, please e-mail cityarchives@dublincity.ie or visit our web-site www.dublincity.ie

Bursaries

Dublin City Council will offer two bursaries in payment of not more than 50% of fees for students taking the Certificate in Local Studies at Dublin City Library & Archive for the academic year 2019-2020. 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

- Candidates for bursaries must submit a summary of the dissertation topic which they propose to research for the Certificate in Local Studies 2019-2020. The dissertation summary should include a list of primary source materials to be consulted for the dissertation. **Note: The dissertation summary should not contain more than 500 words, excluding list of primary source materials;** candidates submitting longer dissertation summaries or a C.V. will be disqualified.
- The dissertation summary must be submitted to Dublin City Library & Archive to arrive **not later than 5.00 p.m. on Friday 23 August 2019;** dissertation summaries received after this date will **not** be accepted. The dissertation summary can be sent by post or delivered by hand to:

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

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

- Candidates must include the following information with dissertation summary:

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

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 by Friday 30 August 2019.

Conditions:

- Dublin City Council will cover 50% of the cost of fees for the Lord Mayor's Certificate in Local Studies at Dublin City Library & Archive for the academic year 2019-2020 for each of two successful candidates who is awarded a bursary. The full fee as set 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 275 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 6 September 2019.
- 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 6 September 2019. A candidate may of course decline to accept a bursary if they so wish.
- 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 Local Studies at Dublin City Library & Archive for the academic year 2019-2020 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 2019-2020 and cannot be transferred to another academic year**
 - **Bursaries will be awarded only for the Lord Mayor's Certificate in Local Studies course at Dublin City Library & Archive and cannot be transferred to another course or to a similar course at another centre**
 - **If the Lord Mayor's Certificate in Local Studies does not go ahead at Dublin City Library & Archive for the academic year 2019-2020, 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 Local Studies Course 2019-2020 at Dublin City Library & Archive:

Name: -----

Date: -----

NOTE: By signing this form and ticking boxes below you are confirming that you consent to Dublin City Library and Archive holding and processing your personal data **[name, address, telephone, e-mail] only** for the purposes of administration for the Bursaries for Lord Mayor's Certificate in Local Studies Course 2019-2020. We value your privacy and will not share your data with any third party or contact you for any other purposes.

I consent to Dublin City Library and Archive contacting me by post phone or email

(Please tick the boxes where you grant consent)