



**DUBLIN CITY COUNCIL:
TERMS & CONDITIONS FOR THE AWARD OF BURSARIES *for*
LORD MAYOR'S CERTIFICATE IN ORAL HISTORY COURSE *at*
DUBLIN CITY LIBRARY & ARCHIVE, ACADEMIC YEAR 2020-2021**

Certificate in Oral History

The Lord Mayor's Certificate in Oral History will be offered at Dublin City Library & Archive, 138-144 Pearse Street, Dublin 2 from September 2020 until April 2021. 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. 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 Oral History at Dublin City Library & Archive for the academic year 2020-2021. 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 oral history project which they propose to complete for the Lord Mayor's Certificate in Oral History 2020-2021. The project summary should include a list of primary and secondary source materials to be consulted for the project. **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 28 August 2020;** project

summaries received after this date will **not** be accepted. The project summary can be sent by post or delivered by hand to:

The Assistant 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 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 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 11 September 2020.

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 2020-2021 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 2020.
- 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 2020. 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 Oral History at Dublin City Library & Archive for the academic year 2020-2021 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 2020-2021 and cannot be transferred to another academic year**
 - **Bursaries will be awarded only for the Lord Mayor’s Certificate in Oral History 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 Oral History does not go ahead at Dublin City Library & Archive for the academic year 2020-2021, 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 2020-2021 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 Oral History Course 2020-2021. 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)