



## The Heritage Council School of History Bursary MA Archives and Records Management

### TERMS AND CONDITIONS

Incoming students to the MA in Archives and Records Management programme are eligible to apply. The bursary is funded by the Heritage Council with the specific aim of promoting greater diversity and inclusion within the Irish archival profession particularly with regard to socio-economic disadvantage. The bursary will cover 75% of EU tuition fees for one student enrolled either full-time or part-time in the professionally accredited MA in Archives and Records Management programme. The remaining 25% of the fees will be waived by the School of History.

1. The overall aim of this bursary is to support students who could not otherwise afford to take the MA Archives and Records Management programme. The bursary will thereby specifically encourage greater diversity and inclusion in relation to socio-economic grounds within the Irish archival profession.
2. Applicants must have applied for and have been offered a place on the MA Archives and Records Management programme before applying for this bursary. Applications for the MA Archives and Records Management are subject to a rigorous review process by programme staff in line with guidelines provided by the Archives and Records Association UK and Ireland, the professional accreditation body. Further information about the MA programme and application process can be found on the School of History [website](#).
3. Applications will be accepted from all suitably qualified applicants regardless of nationality or residence. Applicants, however, must make their own visa/consular arrangements to ensure that they are eligible to reside in Ireland for the duration of their studies.
4. Successful applicants must have been formally offered and accepted a place on the MA Archives and Records Management programme before they apply for the bursary.
5. In line with other bursaries offered by the Heritage Council the bursary will cover 75% of a student's programme fees at EU rate. Course fees for this programme for 2025-2026 are currently €11,800 for an EU student so the bursary will amount to €8850. The remaining 25% of the fees will be waived by the School of History.
6. All applicants must inform the School of any other funding applied for and whether successful in the application. If so, they will withdraw from competition for the bursary as it may not be held in conjunction with another award.

7. The recipient of the bursary can choose whether to take the programme full-time in one year or part-time, spread over two years, to allow for additional flexibility for people who may have caring responsibilities or who would benefit from gaining more practical experience of archiving during their period of training.

8. Applicants must complete the application form outlining the reasons why they think they should be awarded the bursary. This statement of case, which must be based on diversity and inclusion in relation to socio-economic grounds, should be no longer than 1,000 words.

9. Applications will be evaluated by a committee within the School of History comprising staff involved in the teaching of the MA Archives and Records Management programme and the Head of School or a representative.

10. The School of History will inform the Heritage Council and the successful candidate no later than three weeks after the closing date for applications of the outcome of the process.

11. In line with procedures in place for other bursaries, the School of History will pay the course fees for the successful applicant before registration.

12. UCD is committed to the maintenance of the highest ethical standards in its research. All research that the recipient of this bursary undertakes as part of their MA programme should be conducted in accordance with the UCD Code of Good Practice in Research, and in line with the guidelines issued by the School of History Taught Graduate Research Ethics committee.