



INSTITUTE OF ARCHAEOLOGY

MA in Archaeology

Degree Handbook 2018-19

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INTRODUCTION

This is the Handbook for the MA degree programme in Archaeology. It outlines the aims and objectives, structure and content of the degree, and includes a list of the module options available this year. It will be made available on the Institute website.

This Handbook should be used alongside the MA/MSc Handbook (also available on the Institute website), which contains information about all MA and MSc degrees, and options within them being taught this year. The MA/MSc Handbook gives essential information on a range of topics, from enrolment to guidance on the dissertation, so students should ensure that they read it carefully. Distributed along with the MA/MSc Handbook are maps of the College precinct and the surrounding area of London and the complete MA/MSc teaching timetable.

If students have queries about the organisation, objectives, structure, content or assessment of the degree, they should consult the Degree Co-ordinator.

AIMS, OBJECTIVES AND LEARNING OUTCOMES OF THE DEGREE

Aims

- To provide a wide-ranging and challenging introduction to theoretical issues involved in modern archaeology as a comparative, anthropologically-informed and socially-situated discipline.
- To encourage critically aware perspectives on archaeological practice and research processes.
- To provide an in-depth understanding of approaches to the collection, analysis and interpretation of archaeological data.
- To support detailed study at the forefront of knowledge in a wide range of areas within archaeology.
- To provide a sufficiently detailed understanding of archaeological data to serve as a basis for independent research.
- To foster the ability to develop original research questions and to explore them effectively through research.
- To provide training relevant to a professional career in archaeology.
- To provide a strong background for continuing on to a research degree in archaeology.

Objectives

These aims are pursued through a degree with two core courses designed to provide a solid understanding of the recent history, theories and methods of archaeology, and a wide range of potential options from which students can define an individual pathway through the programme, tailored to their specific interests and personal educational objectives. All students undertake a supervised research project resulting in a 15,000 word dissertation, which enables them to develop specific practical, analytical and interpretative skills as well as broader research skills.

Upon successful completion of the MA in Archaeology, students will, among other things, have:

- gained a detailed understanding of recent theoretical perspectives in the field;
- developed their critical faculties in discussion, debate, and evaluation of alternative perspectives on and interpretations of archaeological data;
- acquired a range of subject-specific skills, relevant to their further development as practising archaeologists;
- developed a range of research-oriented skills; and
- carried through a substantial programme of independent research embodied in a dissertation that demonstrates theoretical understanding and practical competence in archaeological analysis and interpretation.

Learning Outcomes

Upon successful completion of the MA, students should be able to demonstrate:

- observation and critical reflection;
- the application of acquired knowledge;
- the ability to gather and synthesise information from diverse sources; and
- the ability to present their ideas and research in multiple formats.

DEGREE STRUCTURE

The programme of study for this degree is intended to help students meet the objectives outlined above, and

also to provide an opportunity for them to achieve any additional personal academic objectives. It comprises:

- two compulsory core modules (15 credits each, 30 credits in total);
- options (60 credits in total) comprising modules of either 15 credits or 30 credits; and
- a dissertation on a research topic within the broad field of Archaeology (90 credits).

Each module addresses a specific subject and has its own Co-ordinator.

Core Modules

ARCL0133 Themes, Thought and Theory in World Archaeology: Foundations.

ARCL0134 Themes, Thought and Theory in World Archaeology: Current Topics.

These core modules are designed to provide an intensive graduate-level introduction to archaeological theory, research questions and reasoning within a seminar framework based on set readings. The Term 1 module, *Foundations*, introduces students to the modern history of archaeological ideas and to several broad interpretive frameworks that continue to guide the generation of archaeological knowledge. The Term 2 module, *Current Topics*, examines current research organised around broad themes, highlighting a range of approaches to each. Details of each module are given in the relevant module handbooks.

Option Modules

Students must take 60 credits of options, made up of 15-credit or 30-credit modules. Normally, students select options from those available within (and particularly relevant to) their specific degree, but given the intentionally broad nature of this degree, they may select options from those available in other Masters' degrees taught in the Institute of Archaeology, after discussion with and subject to the agreement of the Degree Co-ordinator. More exceptionally, it is possible to take up to 30 credits provided by another Department at UCL, or one of the other Colleges of the University of London – students should discuss this with their Degree Co-ordinator. The options available this year are listed at the back of this handbook.

Subject to space and the agreement of the Module Co-ordinators involved, students are welcome to attend modules in addition to those for which they are formally registered and examined.

Dissertation

The dissertation of up to 15,000 words is a report on research, the topic chosen being approved as being relevant within the general area covered by this degree. Soon after arrival, students should discuss their area of research interests with their Degree Co-ordinator, who will help them to focus their ideas for their dissertation, or refer them to another member of staff who will be able to provide more specific advice, and will probably be appointed to be the student's Dissertation Supervisor. The Supervisor will help the student define their dissertation topic, and provide guidance through the main stages of the work. The dissertation provides a further opportunity to explore and achieve the student's own academic objectives. It might be used to apply newly learned approaches to an archaeological problem that has long been of interest, or to gain greater experience with particular methods of data analysis. If a student is studying part-time while working in the field or museum, they might choose to analyse a data set derived from their own work, or to assess the potential of particular theoretical or methodological approaches for their work. They can treat the dissertation as a one-off research project, as a pilot study for a Ph.D. project, or use it to showcase their skills for potential employers.

The dissertation submission deadline is the 13th of September 2019. Guidelines for researching, writing and producing the dissertation are included in the MA/MSc Handbook. Advice on the preparation of the dissertation will be provided through sessions during through the year, starting at the MA/MSc Induction Session on Thursday 27th and Friday 28th September

TEACHING SCHEDULE

Taught modules are normally timetabled in the first two terms, though assessed work may be scheduled for submission up until the end of the first week of third term, depending on which options have been selected. Full details of the timetable for each module are included in the individual module handbook. Students are expected to use the remaining months of their degree to research and write their dissertation.

Part-time students will normally be expected to take 60 credits worth of modules (which will normally include the core modules) in the first year and the remaining 30 credits worth of modules in the second. They must agree their choice of modules with their Degree Co-ordinator. They may start work on their dissertation at the same time as full-time students, or they may wish to start later; either way they should consult the Degree Co-ordinator, and their Dissertation Supervisor, once the latter has been appointed.

TEACHING METHODS

Modules on Masters' degrees are usually taught through seminars, though depending on the course, lecturing may also be involved. Some modules will also have associated practicals, laboratory sessions, or field trips.

Most modules taken by MA Archaeology students are based on a two-hour weekly seminar through the first two terms (30 credit) or just one term (15 credit). Seminars are run differently by individual Module Co-ordinators, but all have weekly assigned readings, which students will be expected to have read, to be able fully to follow and actively to contribute to the discussion. Some modules may require students to make a seminar presentation; if so, this will be indicated in the module handbook and explained in the first session of the module.

PREREQUISITES

Modules for the MA in Archaeology do not normally have prerequisites; students will have been accepted to the degree on the understanding that they have sufficient background in archaeology or a cognate field, either through their previous degree or through relevant experience, to be able to follow the degree and modules for which they have been accepted. If, however, students wish to change their degree, or the modules in which they indicated an interest in enrolling in their application, they should discuss this with the relevant Degree and Module Co-ordinators, to ensure that they have the necessary background to benefit from the course.

For some modules, depending on the student's previous background, it may be recommended that they also attend (but will not be assessed for) a parallel undergraduate module, to ensure that they have the background to get the most out of the Masters level seminars.

COURSEWORK

Method of Assessment

This varies from module to module, but is always set out in the relevant module handbook. Each 15 credit module is normally assessed by means of a total of approximately 4,000 words of coursework (or its equivalent in other forms of assessment). The nature and deadlines for individual assessments are specified in the handbooks of the individual modules, available from the relevant Module Co-ordinator and on the Institute website. If students are unclear about the nature of an assignment, they should contact the Module Co-ordinator. Students may be permitted, in advance of the deadline for a given assignment, to submit for comment a brief outline of the assignment.

Originality

Coursework must be expressed in a student's own words, giving the exact source of any ideas, information, illustrations, etc., that are taken from the work of others. Any direct quotations from the work of others must be indicated as such by being placed between quotation marks, and the source of the quotation must be indicated appropriately. Plagiarism means presenting material (words, illustrations, etc.) in a way that allows the reader to believe that it is the work of the author he or she is reading, when it is in fact the creation of another person. Plagiarism is regarded as theft of intellectual property. UCL regulations require that detected plagiarism be penalised and noted on the student's record, irrespective of whether the plagiarism is committed knowingly or unintentionally. The penalties can be severe and may include failing a module or whole degree. Further details are available on the IoA website. It is the student's responsibility to avoid any inadvertent plagiarism, and they must read and abide by the requirements for presentation, referencing and avoidance of plagiarism to be found in the IoA 'Coursework Guidelines' on the IoA website.

Students must reference their sources of information as accurately and as fully as possible. If a student summarises another person's ideas or judgements, or reproduces their figures or diagrams, a reference must be made in the text (using the Harvard convention [surname, year, page (necessary, e.g. for quotations and specific figures)]) and all works referred to must be documented in full in a bibliography. Referencing

and bibliographic styles are outlined in the MA/MSc Handbook.

To avoid charges of plagiarism or collusion, students must ensure that their submitted work is their own. They should not lend essays or essay drafts to other students because they might be penalised if the other student copies the work and submits it as their own. If students are unclear about the definition of plagiarism, they should review the notes on plagiarism and examples of good and bad practice with respect to sources, included on the IoA website, and consult their Degree Co-ordinator.

The concept of plagiarism also includes self-plagiarism, which is submission of identical or very similar work in more than one piece of assessed coursework, submitted for the same or for different modules taken as part of the degree. Although each module is assessed independently of other modules, students may not receive credit for the same work twice, so students should take care to ensure that the same or very similar work is not submitted for assessment more than once during their study for this degree. Failure to do so could result in a reduction of their mark. If students are in any doubt, they should seek advice from their Degree Co-ordinator, or the relevant Module Co-ordinator.

Presentation

Essays and other assessed work must be word-processed (unless otherwise specified) and should be printed on one or both sides of the paper, using 1.5-line spacing, and a readable font size (10-12 point). Bibliographies may use 1.0 line spacing. Adequate margins should be left for written comments by the examiner. Students are encouraged to use illustrations, diagrams and/or tables where relevant. These should be clearly referred to at the appropriate point in the text, and if derived from another source, this must be clearly acknowledged and referenced.

UCL has published guidelines on the use of non-discriminatory language (<www.ucl.ac.uk/hr/docs/non_discrim_language.php>). Students are reminded, in particular, to avoid the use of gender-biased terms in their written work.

Word-length

Students must adhere to word limits on assessments; they are intended to help ensure equality of workloads between modules as well as to encourage the useful transferable skills of clearly structured arguments and succinct writing. The following should not be included in the word-count: title page, contents pages, lists of figures and tables, abstract, preface, acknowledgements, bibliography, lists of references, captions and contents of tables and figures, appendices. UCL regulations impose serious penalties on assessed work that exceeds the prescribed word limit, so pay careful attention to the word limits stipulated for each assessment.

In the 2018-19 session penalties for over-length work will be as follows:

- For work that exceeds the specified maximum length by less than 10%, the mark will be reduced by five percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merited a Pass.
- For work that exceeds the specified maximum length by 10% or more the mark will be reduced by ten percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merited a Pass.

Anonymity

To accord with UCL regulations on anonymous marking, all coursework cover-sheets *must* be identified with student Candidate Numbers only, not names. This is a 5 digit alphanumeric code and can be found on Portico; it is different from the Student Number/ID. The filenames for all assessed work submitted through 'Turnitin' (see below), should include the student's candidate number, not name (e.g. YBPR6 ARCL0133_Assessment_1).

Coursework submission procedures

- All coursework must normally be submitted **both as hard copy and electronically**. (The only exceptions are bulky portfolios and lab books which are normally submitted as hard copy only.)
- You should staple a blue IoA coversheet (available in the IoA library and outside room 411a) to the front of each piece of work and submit it to the red box at the Reception Desk.

- All coursework should be uploaded to Turnitin by midnight on the day of the deadline. This will date-stamp your work. It is essential to upload **all parts** of your work as this is sometimes the version that will be marked.
- Instructions are given below.

Note that Turnitin uses the term ‘class’ for what we normally call a ‘module’.

1. Ensure that your essay or other item of coursework has been saved as a Word doc., docx. or PDF document, and that you have the Class ID for the module (available from the module handbook) and enrolment password (this is **IoA1819** for all modules this session - note that this is capital letter I, lower case letter o, upper case A, followed by the current academic year)
2. Click on http://www.turnitinuk.com/en_gb/login
3. Click on ‘Create account’
4. Select your category as ‘Student’
5. Create an account using your UCL e-mail address. Note that you will be asked to specify a new password for your account - do not use your UCL password or the enrolment password, but invent one of your own (Turnitin will permanently associate this with your account, so you will not have to change it every 6 months, unlike your UCL password). In addition, you will be asked for a “Class ID” and a “Class enrolment password” (see point 1 above).
6. Once you have created an account you can just log in at http://www.turnitinuk.com/en_gb/login and enrol for your other classes without going through the new user process again. Simply click on ‘Enrol in a class’. Make sure you have all the relevant “class IDs” at hand.
7. Click on the module to which you wish to submit your work.
8. Click on the correct assignment (e.g. Essay 1).
9. Double-check that you are in the correct module and assignment and then click ‘Submit’
10. Attach document as a “Single file upload”
11. Enter your name (the examiner will not be able to see this)
12. Fill in the “Submission title” field with the right details: **It is essential that the first word in the title is your examination candidate number** (e.g. YGBR8_G193_Assessment_1),
13. Click “Upload”. When the upload is finished, you will be able to see a text-only version of your submission.
14. Click on “Submit”

If you have problems, please e-mail the IoA Turnitin Advisers on ioa-turnitin@ucl.ac.uk, explaining the nature of the problem and the exact module and assignment involved.

One of the Turnitin Advisers will normally respond within 24 hours, Monday-Friday during term. Please be sure to e-mail the Turnitin Advisers if technical problems prevent you from uploading work in time to meet a submission deadline - even if you do not obtain an immediate response from one of the Advisers they will be able to notify the relevant Module Co-ordinator that you had attempted to submit the work before the deadline.

If you have last-minute problems submitting to Turnitin, you are advised to e-mail a copy of the coursework direct to the Module Co-ordinator, to demonstrate that it was completed prior to the deadline, but you still must submit it formally through Turnitin and hand-in the hard copy. If there is any other unexpected crisis on the submission day, students should telephone or (preferably) e-mail the Module Co-ordinator.

Students will be provided with the Turnitin code and password for submitting coursework for each module. For the 15,000 word Dissertation (ARCL0089) Password is IoA1819, the Turnitin code (referred to as the ‘Class ID’) is 3885792

Turnitin can be used to help students improve their work and avoid inadvertent plagiarism. In advance of submitting their coursework for marking they may, if they wish, run their work through the system in order to obtain a report on the originality of the wording and then make any necessary adjustments prior to final submission. Turnitin advisors will be available to help students via e-mail <ioa-turnitin@ucl.ac.uk> if help is needed generating or interpreting the reports.

It is important to recognise that the final decision about whether work contains plagiarism rests with academic staff. Consequently, the presence or absence of matches in a Turnitin report does not, by itself, provide a guarantee that the work in question either contains or is free from plagiarism.

Late submission penalties

Late submission will be penalized in accordance with current UCL regulations, unless formal permission for late submission has been granted.

The UCL penalties are as follows:

- The marks for coursework received up to two working days after the published date and time will incur a 10 percentage point deduction in marks (but no lower than the pass mark, assuming the work merited a pass).
- The marks for coursework received more than two working days and up to five working days after the published date and time will receive no more than the pass mark (50% for PGT modules).
- Work submitted more than five working days after the published date and time, but before the second week of the third term will receive a mark of zero but will be considered complete.

Granting of extensions

Please note that there are strict UCL-wide regulations with regard to the granting of extensions for coursework. Module Co-ordinators are not permitted to grant extensions. All requests for extensions must be submitted on the appropriate UCL form, together with supporting documentation, via Judy Medrington's office and will then be referred on for consideration. Please be aware that the grounds that are acceptable are limited. Those with long-term difficulties should contact UCL Student Disability Services to make special arrangements. Please see the IoA website for further information. Additional information is given here: <http://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/>

Grading

The grading system for coursework is set out in the MA/MSc Handbook. The mark given by the first Internal Examiner (prior to return) is a provisional assessment for the student's guidance, and may be modified after assessment by the second Internal Examiner or by the External Examiner.

Timescale for return of marked coursework to students.

Students can normally expect to have their marked coursework returned within four weeks of the official submission deadline. If work is submitted late, it is likely to be returned later than this. If students do not receive their work within this period, or a written explanation for any delay from the marker, students should notify the IoA's Academic Administrator, Judy Medrington.

Return of Coursework

All marked coursework must be returned to the Module Co-ordinator within two weeks of its return to students, so that it can be second-marked, and is available to the External Examiner and the Board of Examiners. Because assessed work forms part of the student's permanent academic record, it needs to be retained until well after the completion of the degree. If work is not returned to the Module Co-ordinator, the student will be deemed not to have completed the module. Students are strongly advised to keep a copy of all work, and to make a copy or scan for retention of work after it has been assessed and commented upon by the first examiner, if they wish to make future reference to the comments on the work.

Re-submission of Coursework

Students are not normally permitted to re-write and re-submit essays in order to try to improve their marks. However, in exceptional circumstances and with the approval of their Degree Co-ordinator, they may if they wish submit an additional piece of coursework (on a new topic) to substitute for the first piece of written coursework submitted for their degree. Students intending to do so should discuss this with their Degree Co-ordinator and relevant Module Co-ordinator.

Practice essay

Much of the assessment of coursework for the MA Archaeology is based on writing essays. In order that you have the opportunity to ensure that you are familiar with what is expected of an essay at the Institute (including conventions for the citation of sources and submission of essays through the Turnitin program) you are required to submit a practice essay.

The essay will be marked in the normal way, and will be returned to you in person with comments and any

suggestions for improvement. An indication of the likely mark will be given for guidance, but the mark will *not* be included in the assessment of your year's work. We hope that many of you will find the writing of a practice essay a helpful means of ensuring that you are producing the sort of work expected before submitting an essay that will contribute to your final marks.

Essay task: Write a review of an archaeology book or article that you have recently read. The review should include a summary of the book/article and an analysis of its strengths and weaknesses that explains/justifies your assessment.

The Practice Essay must be word-processed and should be approximately 1500 words in length.

SUBMISSION PROCEDURES

Hard copy of Practice Essays must be submitted by Friday 12th October. All essays must be handed in to the Red Essay submission box at the Institute Reception Desk; a BLUE coversheet (available from the rack outside room 411A or from the library) must be stapled to the essay.

In addition to submitting hard copy, you are also required to upload your essay to 'Turnitin', which is used to record the date of submission of each piece of work that you hand in. This must be done by midnight on the day of the deadline. See the instructions given above.

The Turnitin listing is Masters Degree Practice Essay_1819, Password IoA1819, and the code, referred to as Class ID is 3886076.

Marked essays will be returned to you by Monday 29th October

DISSERTATION PRESENTATION (ORAL EXAMINATION)

All Master's students are required to attend an oral examination as part of their Dissertation assessment. This will normally be held in late May or early June. Students must submit to their Dissertation Supervisor and Degree Co-ordinator a single sheet of A4 summarising the proposed research design of their dissertation, to which they will speak. The oral examination will normally be attended by the Degree Co-ordinator and another member of staff, often the Dissertation Supervisor, and will last for approximately 20 minutes. No marks are awarded for the oral examination; the assessment is satisfactory or unsatisfactory. In the event of a problem being identified by the examiners of the Dissertation, students may be invited to attend a formal *viva voce* examination with the External Examiner for the degree also in attendance. Part-time students will normally have their oral examination in the year in which they are examined in the Dissertation.

ATTENDANCE

It is a College regulation that attendance at lectures, seminars and practicals be monitored. A register will be taken at all classes, and Departments are required to report the attendance of each student to UCL Registry weekly throughout each term. If students are unable to attend a class, they should e-mail the module Co-ordinator to explain, in order to ensure that there is a record of the reasons for their absence. A 70% minimum attendance at all scheduled sessions of a module is required (excluding absences due to illness or other adverse circumstances, provided these are supported by medical certificates or other documentation, as appropriate). Students should be aware that potential employers seeking references often ask about attendance and other indications of reliability.

COMMUNICATION

The primary channel of communication within the Institute of Archaeology is e-mail. If students wish to be contacted via a different personal or work e-mail address, they must arrange for e-mail sent to their UCL address to be forwarded to their other address, since staff and other students will expect to be able to reach all students through their College e-mail – which can be found via the UCL website Directory. Instructions for forwarding e-mail from a UCL account can be found on the IoA website. Students must consult their e-mail regularly, as well as check the student pigeon-holes in the basement common room (B 12) for written communications. They should also ensure that they keep their contact details (especially their telephone

number) up to date on Portico, in case they need to be contacted.

LIBRARIES AND OTHER RESOURCES

In addition to the Library of the Institute of Archaeology, other libraries in UCL with holdings of particular relevance to this degree are the Science Library (DMS Watson Building) and the Main Library.

Libraries outside UCL which have holdings which may also be relevant to this degree are: the library of the Institute of Classical Studies (Senate House), University of London Library (Senate House), the library of the School of Oriental and African Studies, the Commonwealth Library (University of London) and the British Library.

DYSLEXIA AND DISABILITIES

If a student has dyslexia or any disability which may affect their academic work, they should make their Degree Co-ordinator and Module Co-ordinators aware of this. They should discuss with the Co-ordinators and individual teachers whether there is any way in which they can assist. Students with dyslexia are reminded to indicate this on each piece of coursework.

HEALTH AND SAFETY

The Institute has a Health and Safety policy and code of practice which provides guidance on laboratory work, etc. This is revised annually and the new edition will be issued in due course. All work undertaken in the Institute is governed by these guidelines and students have a duty to be aware of them and to adhere to them at all times.

FEEDBACK

In trying to make this degree as effective as possible, we welcome feedback during the year. Students will be asked to fill-in Progress Forms near the end of each term, which the Degree Co-ordinator will discuss with them. These forms include space for comment on each of their modules.

At the end of each module all students are asked to give their views on the module in an anonymous questionnaire, which will be distributed at one of the last sessions of the module. These questionnaires are taken seriously and help the Module Co-ordinator to develop the course. The summarised responses are considered by the Degree Co-ordinator, the Institute's Staff-Student Consultative Committee, Teaching Committee, and by the Faculty Teaching Committee.

If students are concerned about any aspect of a specific module, we hope they will feel able to talk to the relevant Module Co-ordinator, but if they feel this is not appropriate or have more general concerns, they should consult their Degree Co-ordinator, the MA Tutor (Kevin MacDonald) or the Graduate Tutor (Ulrike Sommer). They may also consult the Academic Administrator (Judy Medrington), the Chair of Teaching Committee (Bill Sillar), or the Director (Sue Hamilton).

MA OPTION MODULES

The following list is of option modules which are potentially available to MA Archaeology students. It is normally possible for students to take other options available within other departments in UCL (for example, Anthropology). Exceptions include some of the core modules for other MA/MSc degrees, which may be limited by numbers. If students wish to take as one of their options, or sit in on (i.e. not assessed) modules identified as core modules, they should first discuss this with their Degree Co-ordinator, and then ask the Co-ordinator of the module concerned. In some cases, due to equipment or teaching space, there may be limits on the number of students who can attend a module, and priority is given to those taking the module from the parent degree, and as one of their assessed options. A few modules for other degrees have prerequisites. Details of each option are available on the IoA website.

Potential option modules (degree core modules in italics). See separate timetable for times and venues.

Credit	Code	Module Name	Co-ordinator	Term
30	ARCL0088	Museum and site interpretation	Rachel King	I II
30	ARCL0091	<i>Public Archaeology</i>	<i>Tim Schadla-Hall</i>	<i>I & II</i>
		<i>Seminar</i>	<i>Tim Schadla-Hall</i>	<i>I&II</i>
15	ARCL0093	<i>Managing Museums</i>	<i>Tim Schadla-Hall</i>	<i>I</i>
		<i>Seminars – one of Starting in Teaching Week 2</i>	<i>Tim Schadla-Hall</i>	<i>I</i>
15	ARCL0094	Geographic Information Systems in Archaeology and History	Andy Bevan	I
15	ARCL0095	Geographic Information Systems Approaches to Past Landscapes	Mark Lake	II
15	ARCL0096 A	Archaeobotanical analysis in practice	Dorian Fuller	II
15	ARCL0097	Geoarchaeology: Lectures Practicals	Manuel Arroyo-Kalin	I
15	ARCL0098	Archaeometallurgy Practicals	Miljana Radivojevic	I
15	ARCL0099	Archaeological glass and glazes	Ian Freestone	II
15	ARCL0100	Interpreting Pottery - lectures	Bill Sillar	I
		Practicals - one of three slots	Bill Sillar	I
15	ARCL0101	Prehistoric Stone Artefact Analysis	Ignacio de la Torre	I
15	ARCL0102	Archaeological ceramic analysis	Patrick Quinn	II
		Lab sessions	Patrick Quinn	II
15	ARCL0103	Spatial Statistics, Network Analysis and Human History	Andy Bevan	II
30	ARCL0108	Managing archaeological sites	Tim Williams	I,II
		Seminars	Tim Williams	I II
15	ARCL0109	Archaeology of hunter-gatherers from the emergence of modern humans	Andrew Garrard	II
15	ARCL0120	Maya art, architecture and archaeology	Elizabeth Graham	II
15	ARCL0121	<i>Cultural Memory</i>	<i>Beverley Butler</i>	<i>II</i>
30	ARCL0123	<i>Themes in Palaeoanthropology and Palaeolithic Archaeology</i>	<i>Andy Garrard</i>	<i>I II</i>
15	ARCL0122	Archaeology of human evolution in Africa	Ignacio de la Torre	I
15	ARCL0124	Evolution of the human brain and behaviour	James Steele	II
15	ARCL0125	Zooarchaeology in practice	Louise Martin	I
15	ARCL0126	Antiquities and the law	Marina Papa Sokal	II
		Seminars (commence Wk 1 – groups will be agreed at lecture)	Marina Papa Sokal	II
15	ARCL0127	Archaeology and education	Mike Corbishley	I
15	ARCL0128	Resources and subsistence	Michele Wollstonecroft	I
15	ARCL0129	Environmental archaeology in practice	Louise Martin	II
15	ARCL0133	<i>Themes, Thought and Theory in World Archaeology: Foundations</i>	<i>Todd Whitelaw</i>	<i>I</i>
15	ARCL0134	<i>Themes, Thought and Theory in World Archaeology: Current Topics</i>	<i>Stephen Shennan</i>	<i>II</i>
15	ARCL0135	Aegean prehistory: major themes and current debates	Borja Legarra	II

15	ARCL0136	Egyptian Archaeology through the Petrie Museum:: an Object-Based Theoretical Approach	Stephen Quirke	I
15	ARCL0137	Aztec archaeology and ethnohistory	Elizabeth Baquedano	I
15	ARCL0138	Mediterranean world in the Iron Age	Corinna Riva	II
15	ARCL0140	Ancient Italy in the Mediterranean	Corinna Riva	II
15	ARCL0141	Mediterranean prehistory	Borja Legarra	I
15	ARCL0142	<i>Mediterranean dynamics</i>	<i>Corinna Riva</i>	<i>I</i>
15	ARCL0146	British and European Prehistory: Neolithic to Iron Age	Mike Parker Pearson	I
15	ARCL0147	Themes and debates in Egyptian Archaeology	Claudia Naeser	II
15	ARCL0148	Applied Heritage Management	Tim Williams	II
15	ARCL0151	Neolithic and early Bronze Age of the Near East: The emergence of villages and urban societies	Karen Wright	I
15	ARCL0152	Archaeologies of Asia	Yijie Zhuang	I
15	ARCL0153	Archaeological heritage management in Asia	Tim Williams	II
15	ARCL0154	Archaeology of Buddhism	Julia Shaw	II
15	ARCL0155	Social complexity in Early China: from Neolithic to Early Empire	Yijie Zhuang	II
15	ARCL0156	Funerary archaeology	Mike Parker Pearson	I
15	ARCL0158	<i>Material structure and deterioration of craft materials + Practicals</i>	<i>Caitlin O'Grady</i>	<i>I</i>
15	ARCL0159	Introduction to Ancient Egyptian Language	Stephen Quirke	I
15	ARCL0082	Coptic language and culture	Stephen Quirke	II
15	ARCL0162	Making and meaning in ancient Greek art	Jeremy Tanner	I
15	ARCL0164	Making and meaning in ancient Roman art	Jeremy Tanner	II
15	ARCL0160	<i>Archaeological Data Science</i>	<i>Andy Bevan/Mark Lake</i>	<i>I</i>
15	ARCL0161	<i>Complexity, Space and Human history</i>	<i>Mark Lake</i>	<i>I</i>
15	ARCL0167	The Transformation of the Roman Mediterranean	Corisande Fenwick	I
15	ARCL0169	<i>Technology within Society</i>	<i>Bill Sillar</i>	<i>I</i>
15	ARCL0171	<i>Working with artefacts and assemblages</i>	<i>Ulrike Sommer</i>	<i>I II</i>
15	ARCL0172	Comparative Archaeologies of the Americas I: First Peoples to emerging complexity	<i>Manuel Arroyo-Kalin/ Bill Sillar</i>	<i>I</i>
15	ARCL0174	Nature, culture and the languages of art: theories and methodologies of art interpretation	Jeremy Tanner	I
15	ARCL0176	Social and material contexts of art: comparative approaches to art explanation	Jeremy Tanner	II
15	ARCL0178	Themes and Debates in Islamic Archaeology and Heritage	Corisande Fenwick	<i>I</i>
15	ARCL0180	Archaeologies of the Modern World	Sefryn Penrose	I
15	ARCL0199	Heritage Ethics and Archaeological Practice in the Middle East and Mediterranean	Corisande Fenwick/Alice Stevenson	II

15	ARCL0189	Sources and social research methods for heritage and archaeology	Rachel King	II
15	ARCL0195	African Heritage	Kevin MacDonald/ Rachel King	II
15	ARCL0188	Comparative Archaeologies of the Americas II : Empires, states and settlement	Manuel Arroyo-Kalin / Bill Sillar	II

APPENDIX A: POLICIES AND PROCEDURES 2018-19 (PLEASE READ CAREFULLY)

This appendix provides a short précis of policies and procedures relating to courses. It is not a substitute for the full documentation, with which all students should become familiar. For full information on Institute policies and procedures, see the IoA Student Administration section of Moodle: <https://moodle.ucl.ac.uk/course/view.php?id=40867>

For UCL policies and procedures, see the Academic Regulations and the UCL Academic Manual: <http://www.ucl.ac.uk/srs/academic-regulations> ; <http://www.ucl.ac.uk/academic-manual/>

GENERAL MATTERS

ATTENDANCE: A minimum attendance of 70% is required. A register will be taken at each class.

If you are unable to attend a class, please notify the lecturer by email.

DYSLEXIA: If you have dyslexia or any other disability, please discuss with your lecturers whether there is any way in which they can help you. Students with dyslexia should indicate it on each coursework cover sheet.

COURSEWORK

LATE SUBMISSION: Late submission will be penalized in accordance with current UCL regulations, unless formal permission for late submission has been granted.

The UCL penalties are as follows:

- The marks for coursework received up to two working days after the published date and time will incur a 10 percentage point deduction in marks (but no lower than the pass mark).
- The marks for coursework received more than two working days and up to five working days after the published date and time will receive no more than the pass mark (40% for UG modules, 50% for PGT modules).
- Work submitted more than five working days after the published date and time, but before the second week of the third term will receive a mark of zero but will be considered complete.

GRANTING OF EXTENSIONS: Please note that there are strict UCL-wide regulations with regard to the granting of extensions for coursework. You are reminded that Course Coordinators are not permitted to grant extensions. All requests for extensions must be submitted on the appropriate UCL form, together with supporting documentation, via Judy Medrington's office and will then be referred on for consideration. Please be aware that the grounds that are acceptable are limited. Those with long-term difficulties should contact UCL Student Disability Services to make special arrangements. Please see the IoA website for further information. Additional information is given here

<http://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/>

RETURN OF COURSEWORK AND RESUBMISSION: You should receive your marked coursework within one month of the submission deadline. If you do not receive your work within this period, or a written explanation, notify the Academic Administrator. When your marked essay is returned to you, return it to the Course Co-ordinator within two weeks. You must retain a copy of all coursework submitted.

CITING OF SOURCES and AVOIDING PLAGIARISM: Coursework must be expressed in your own words, citing the exact source (**author, date and page number**; website address if applicable) of any ideas, information, diagrams, etc., that are taken from the work of others. This applies to all media (books, articles, websites, images, figures, etc.). **Any direct quotations from the work of others must be indicated as such by being placed between quotation marks.** Plagiarism is a very serious irregularity, which can carry heavy penalties. It is your responsibility to abide by requirements for presentation, referencing and avoidance of plagiarism. Make sure you understand definitions of plagiarism and the procedures and penalties as detailed in UCL regulations: <http://www.ucl.ac.uk/current-students/guidelines/plagiarism>

RESOURCES

MOODLE: Please ensure you are signed up to the course on Moodle. For help with Moodle, please contact Charlotte Frearson (c.frearson@ucl.ac.uk)