UCL INSTITUTE OF ARCHAEOLOGY

MA in Managing Archaeological Sites
Degree Programme Handbook
2019-2020

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INTRODUCTION

This is the Handbook for the MA degree programme in Managing Archaeological Sites. It outlines the aims and objectives, structure and content of the degree, and includes outlines of the core module and of the most relevant options available this year. It is also available on the Institute web-site.

This Handbook should be used alongside the MA/MSc Handbook (also available on the Institute web-site), which contains information about all MA and MSc degrees, and options within them, being taught this year. Students should consult that Handbook if they need information about an option outside those normally offered within the present programme. 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 is 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 OUTCOMES OF THE DEGREE

Background

This degree aims to examine the theory and practice of archaeological site management, the reasons for selecting sites for preservation, and the methods for successful management and conservation of a site's significance. By the end of the degree, students should be able to understand and apply a planning process based on the recognition of a site's values and of its interest groups, or stakeholders. Students will also learn practical methods for the physical conservation of different categories of archaeological sites and will master a technical vocabulary adequate to communicate with site management specialists. In balancing theory and practice, it will suit those wishing to continue on to academic research and those seeking employment in heritage administration or international organisations.

The emergence of archaeological site management as a discipline results from a combination of factors: widespread concern about the proper conservation of sites, besieged by tourism, development, pollution, and population pressure; growth of cultural tourism as an important source of revenue; development issues and involvement of local communities as an alternative to centralized exploitation of the resource. From a purely conservation point of view, natural decay is accelerated by all these factors, and site managers and conservators realised that reactive intervention is not sufficient to ensure the long-term preservation of the resources under their responsibility. In certain contexts, the increasing pressure of tourism driven by possible short-term benefits of revenue and economic growth, is one of the reasons why integrated management has become, in recent years, an appealing solution for both site conservation and for the exploitation of the cultural resource.

International organisations such as ICOMOS and UNESCO, and in more recent years ICCROM and the Getty Conservation Institute, are pushing the agenda of archaeological site management, be it in World Heritage Sites or in sites of national or local importance. Among several possible types of management, the model emerged through the Australian Burra Charter has acquired worldwide respect, mainly for its sensitive approach to the issue of stakeholders and local communities, and the development of the concept of valuing the resource.

The main elements of site management planning are today recognised in documenting the resource, in identifying its stakeholders, in recognising its values, and in preparing a
statement of significance. The analysis of context, values, and significance leads then to the preparation and implementation of the plan, which is constantly monitored for revisions and improvements. As simple as the model can seem, the iterative process and the large number of actors makes this management process a complex one. It is also one that does not stop with the publication of the plan, but continues throughout its implementation.

The module will explore in depth this process and the way it is applied worldwide, the obstacles it has to overcome and the challenges offered by its application to a wide range of site types, in disparate social, economic, and cultural environments.

The syllabus is based upon a practical model of site management. The module will start by exploring the concept of heritage management, the issue of authenticity, and how values and significance, held by different interest groups, can underpin the management process. The module will then explore administrative contexts and how these influence both the process of developing and implementation of a management plan. The model of management planning will be explored through practical issues of site conservation, maintenance, visitor management, tourism, and economic and social development. It will then examine practical issues in the identification of values, stakeholders, and significance, and explore how these can assist in the planning process, in formulating policies and strategies. Overview of charters and recommendations formulated by national and international organisations, will lead into detailed discussions of the World Heritage. In-depth discussions on site interpretation, detailed and digital documentation, cultural tourism, conflict and post-conflict heritage management, funding and governance will also follow to strengthen the foundations necessary for holistic understanding of the modern heritage management. A series of contemporary case studies from around the world will exemplify the complexity of the management process and of its implementation.

The Institute is a recipient of the Conservation and Heritage Management Award, from the Archaeological Institute of America, for exceptional achievement in these fields. Students benefit from the Institute's emphasis on the role of heritage in today's society, from the art and archaeology collections of University College London, and from the unrivalled resources of London's museums. The Institute of Archaeology supports the principles of the 1970 UNESCO Convention and the 1995 UNIDROIT Convention and is unique as a UK academic department in having an ethics policy concerning the illicit trade in antiquities.

Aims

• To provide an understanding of the processes that lead to the preparation, implementation and monitoring of a site management plan, including the role of values and stakeholders

• To equip students with the theory and practice needed to carry out similar processes

• To provide an opportunity for critical reflection of ethical approaches to sustainable development and rights-based management

Objectives

On successful completion of this module a student should:

• Understand the role of site management planning can play in the conservation, interpretation and sustainable use of archaeological sites and landscapes
• Be able to facilitate debate on the theory and methodology of value-based and rights-based management planning processes

• Be familiar with the tools and the techniques for engaging stakeholders, documenting and assessing a heritage site, and producing, implementing, and monitoring an archaeological management plan

Learning outcomes

By the end of the module students should be able to demonstrate:

• Observation and critical reflection
• Application of acquired knowledge
• Written and oral presentation skills

PROGRAMME STRUCTURE

Overall timetable

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

The Core Module

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 objectives. It comprises a compulsory 30 credit core module (ARCL0108). The core module is taught over two terms. It is taught through formal lectures, seminars and visits.

Options

Students must take 60 credits of optional modules. Normally, students select options from those available within (and particularly relevant to) this degree programme, but they may select options from those available in other Masters' degree programmes 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 one module 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.

List the options available this year which are normally taken as part of this degree:

Applied Heritage Management (ARCL0148, 15 credits, 11 weeks): although this is not a compulsory core module, it is likely that most Managing Archaeological Sites core module students will wish to take this option.

Popular options include:

- ARCL0088 Museum and site interpretation 30
- ARCL0091 Public Archaeology 30
- ARCL0093 Managing Museums 15
- ARCL0121 Cultural Memory 15
- ARCL0126 Antiquities and the law 15
ARCL0127  Archaeology and education 15
ARCL0144  Cultural Heritage, Globalisation and Development 15
ARCL0149  Critical Perspectives on Cultural Heritage 15
ARCL0153  Archaeological Heritage Management in Asia 15

Others sometimes taken:
ARCL0094  GIS in Archaeology and History 15
ARCL0095  GIS Approaches to Past Landscape 15
ARCL0133  Themes, Thought and Theory in World Archaeology: Foundations 15
ARCL0161  Complexity, Space and Human History 15

There are some new options such as:
ARCL0210  Archaeology of the Silk Roads

Other options can be taken (bearing in mind potential timetable clashes), after discussion and approval from the Degree Co-ordinator. See the MA/MSc Handbook.

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

Dissertation

The dissertation of up to 15,000 words (90 credits) is a report on research, the topic chosen being approved as being relevant within the general area covered by this degree.

The dissertation should be submitted by 7th September 2020.

The details of the dissertation are discussed below.

Part-time students

If students are pursuing the degree on a part-time basis, students will normally be expected to take 60 credits (which will normally include the core module) in the first year and the remaining element in the second. They must agree their choice of modules with the Degree Co-ordinator. They may start work on the 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

The module is taught through lectures, seminars and practical sessions. In addition, at least four fieldtrips will be arranged to give students greater familiarity with the methods and techniques covered in the module.

Seminars have weekly recommended reading, which students will be expected to have done, to be able fully to follow and to actively contribute to discussion.

Workload

Core module ARCL0108 (30 credits): The core module will comprise 78 hours of seminars and lectures, as well as four site visits. Students will be expected to undertake reading for the module, plus time preparing for and producing 8,000 words of assessed work.

Options modules: 60 credit units of option modules. A 30 credits unit will involve (very approximately) some 80 hours of contact time with staff, private reading and preparation for
essays, etc. Each 30 credit unit will have some 8,000 words of assessed work. 15 credit units have c. 40 hours contact time, and 4,000 words of assessed work.

Dissertation (90 credits): 15,000 word dissertation.

There is a reading week in terms 1 and 2; this time should be used to catch-up with any reading associated with lectures and to research and prepare assessed work. The ‘vacations’ are a break from structured teaching, but they remain an important time for intensive reading, writing and analysis. It is therefore advisable to plan your vacation times with these factors in mind. You should also remember that this is a 12 month module and that you will need to work on your dissertation in the summer vacation.

**Prerequisites**

This module does not have any prerequisites.
DEGREE ASSESSMENT

The Board of Examiners normally meets in November. At that time students who have completed all elements may be recommended for the award of a degree.

Methods of assessment

(a) The core module is assessed by means of three pieces of coursework totalling 8,000 words. The first two pieces of work are each of 3,000 words and the last approx. 2,000 words: each piece contributes 33.3% to the final grade for this module. The topics and deadlines for each assessment are specified in the ARCL0108 Module Handbook. If students are unclear about the nature of an assignment, they should contact the Module Co-ordinator. The Module Co-ordinator will be willing to discuss an outline of their approach to the assessment, provided this is planned suitably in advance of the submission date. The core module comprises 30 credits towards your total degree.

(b) A dissertation 15,000 words (see below), due on the 7th September, 2020. This contributes 90 credits (50%) to the final grade for the overall degree.

(c) Another 60 credits of taught option courses.

(d) Oral presentation on the dissertation plan. There is an oral presentation on the dissertation plan, which will be held in May (see below). Each presentation will last c. 20 minutes. It will be conducted by the Degree Co-ordinator plus another member of staff. There are no marks awarded for this.

Please note that in order to be deemed to have completed and passed in any module, it is necessary to submit all assessments.

PRACTICE ESSAY

A chance to get used to UCL Institute of Archaeology style of academic writing. This piece is not graded and does not count towards the degree. It is a chance to consider the structuring of academic writing and how to handle academic references.

Topic: Using only books/articles from the * list in the introductory reading: What do you see as the main challenges for archaeological heritage management in the 21st century?

500 words (not including references)

Deadline: Friday 11 October, 2019

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 interest 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. They 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 define and achieve the student's own particular objectives. It might be used to apply newly learned approaches to an archaeological/heritage 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, 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 to potential employers.

The dissertation should be submitted by **7th September, 2020**. 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 at sessions at regular intervals through the year.

Work on your dissertation will be your principal activity from April to mid-September. Please give some consideration to how you are going to structure your time and work in order to ensure that you can complete this project in the time available. If you expect to find the preparation of this document difficult, it is advisable to break the work down into smaller, more manageable, chunks.

**Dissertation Timetable**

In order to ensure that your dissertation is progressing adequately you should try to stick to the following schedule:

**Term 1**: Read the background literature and do your first essays, so that you start to develop your ideas and interests. Look at the handbooks and start considering topics for a dissertation towards the end of term. Discuss these with the course co-ordinator who will advise and help to arrange the appointment of a suitable dissertation supervisor.

**Term 2**: Early in the term prepare an outline of your dissertation proposal in consultation with your supervisor, and submit this to both your supervisor and the course co-ordinator if they are different, for comment. A single typed side of A4 should suffice; this should specify a title, aims, possible methodology, and sources of material and areas of literature to be examined. By the end of term, you must complete the dissertation form, to be signed by your supervisor, and returned to the course co-ordinator.

**Term 3**: By early May you are advised to prepare an outline dissertation proposal no more than five sides of A4, providing a summary of your literature review and including chapter headings and listing the sources of material and access arrangements.

**Early June**: Agree your research timetable analysis of material, reading, data processing, preparing illustrations, writing up, proof-reading, etc., with your Supervisor, and arrange to show her/him a substantial piece of work e.g. a chapter of the dissertation for comment.

**Note**: although a Masters course lasts a full calendar year, up to mid-September, the course co-ordinator and supervisors are very likely to be out of London for large parts of the summer holiday, usually undertaking fieldwork: make sure that you have discussed your needs well in advance of this period and made arrangements for contact or communication as necessary.

**September 7th or earlier**! Submit two copies of the dissertation in conformity with the guidelines.

**Dissertation Structure**

You are producing a report to be submitted for an academic qualification and it is important that there is a question or research area being addressed in your work. There are many ways
of structuring a dissertation, but there is a classic form which ensures you cover the key topics which an examiner will be looking for.

**Introduction:** Explain the topic or research question, its context, its background and your approach – this will probably include a guide or ‘route map’ to how you have organised the dissertation. Why is this a worthwhile topic and how do you intend to address it?

**Review of relevant literature:** You must demonstrate that you have read around both the theoretical and the practical issues related to your topic and that you are aware of recent debates.

**Choice of Case study:** Why did you choose this material, and in what way is it relevant to the research topic?

**Methods of analysis:** How did you examine the case study material, and why did you choose these methods?

**Results of analysis:** Present the data and results of your analysis – it may be more appropriate to present a summary of the data in the main body of the dissertation and provide a more detailed break-down of the data in a series of appendices.

**Conclusions:** So what? Did you achieve what you set out to do; in what way does your analysis address the research question? Do your results reinforce prior attitudes, theories or practices, or do they suggest the need for change? What are the wider implications of your work?

All the time that you are developing your dissertation topic, selecting your material for analysis, studying your material and preparing your dissertation (including any tables, photos, illustrations, etc.), you should be reconsidering the research topic which is the core thread that will connect the material together. Try to develop the habit of stopping regularly and asking yourself what part of your topic you are addressing. Are you going off at a tangent in your analysis? Is each sentence and paragraph necessary to the argument and a logical progression from the last one? It may be that as you undertake the analysis there is a need to re-evaluate the research topic and adjust it in order to ensure that the material studied remains relevant. There are also minimum standards of artefact analysis that may be expected in a finds report even though they are not directly relevant to the research topic. Try to recognise these changes in your approach and apparently contradictory demands and where possible incorporate them into the writing of the dissertation as things that you have learned from the experience.

**Dissertation Presentation**

All Master’s students are required to attend an oral presentation. This will normally be held in May. Students must submit to their Dissertation Supervisor and Degree Programme Co-ordinator a single sheet of A4 summarising the proposed research design of their dissertation to which they will speak. The presentation will be conducted by the Degree Co-ordinator and the Dissertation Supervisor(s) and will normally last for c. 20 minutes. This will be organised with a group of students giving their presentations, with their peers present. Following the presentation each student will have a meeting with their Dissertation Supervisor to discuss their Presentation and Dissertation programme. No marks are awarded for this; 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 be required to give a Dissertation presentation in the year in which they are examined in the Dissertation.
PLACEMENTS

One of the elements of this MA course is the opportunity to undertake a professional placement in a relevant organisation. Through the placement the student, guided by a specialist in the institution concerned, will gain experience in the practical aspects on archaeological management, in an area relevant to the student’s interests. Another important element of the placement is to provide the student with an overview of the working of an organisation as a whole, and the chance to broaden their contacts. Students come from a variety of backgrounds with a range of different experiences and expectations, and we try to obtain placements that are relevant to each individual, however this depends on the good will of the host institution. Students should aim to spend at least 20 working days undertaking a specific project and gaining insight into the general running of the organisation.

The Degree Co-ordinator will discuss arrangements for a suitable organisation placement during the first term, and the majority of your placement and dissertation work will start in April. If you prefer a specific type of placement, or an organisation that you would like to work with, the Degree Co-ordinator would be interested in discussing this with you, the sooner he knows about your needs the better his chance of finding you a suitable placement. Please do not contact host institutions yourself without discussing your placement with your co-ordinator first. The Degree Co-ordinator will arrange an interview between you and a representative of the organisation where the placement is to take place to ensure that you are matched to an appropriate placement. It would be helpful if you could produce a CV that is suitable to give to potential placement supervisors.

The project that you work on during the placement will be discussed in advance between you and a suitable member of the organisation where you are being placed. Ideally it is hoped that in this way it will be possible to identify a project that can be finished in a reasonable time and may also be suitable for as dissertation material. Experience of placements in other degree programmes shows that both the student and the host organisation derive the greatest benefit when a defined task can be identified in advance.

Students are normally expected to meet their own costs in travelling to and from the placement.

Feedback from the placement

The placement experience is seen as an important aspect of this course, however it would be almost impossible to adequately evaluate the placement, and for this reason, the placement itself is not assessed. However, both for your own benefit and to help us monitor the success of the placement exercise you should keep a brief diary of your experience, and you are also asked to write a short report (maximum c. 1,000 words) on what you learnt from the placement exercise. The placement supervisor from the host institution is also asked to write a letter, or short report, on the student, this may be consulted when providing references for the student in the future. In many cases the study done by the student during their placement will form the core of their dissertation work, which will be assessed.

Responsibilities of students during the placement

Students must take their responsibilities seriously when on a placement. Museums and field units are assisting the course in providing placements. You should also remember that the report provided by your placement supervisor is part of the basis for references the College may provide to prospective employers.

Students must:
• Make sure they are familiar with health & safety requirements of the host organisation;
• Observe good timekeeping: attend when they say they will, and arrive at work punctually;
• Undertake all the tasks and duties assigned to them;
• Work in a professional manner.

If you feel you are being asked to undertake too many mundane tasks then consult your tutor; but remember that any job will include a substantial proportion of such tasks, and that you are expected to make a contribution to the host organisation. If you are unable to attend on a particular day you must inform the host institution as far in advance as possible.

**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. This is particularly important in the context of the laboratory, fieldtrips and placement work which will be undertaken as part of this degree. You should see: [http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/work_placements/index.htm](http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/work_placements/index.htm)

**Safety during placements: guidelines for students**

**Introduction**

You are required to abide both by the College regulations and by the specific safety regulations of the host institution that you are joining.

These notes are intended to provide general guidance and to raise your awareness of some of the major aspects of safety and the more common issues which you should think about. Students from the Institute benefit from the opportunity to work and study within a wide range of institutions. It is impossible to cover all aspects of safety in a document such as this. In order to ensure your own health, and to ensure that we can continue to offer a similar range of opportunities to students in future years, it is essential that you take responsibility for your own safety and that you are aware of and concerned for the safety of those around you. Take the time to consider potential risks to yourself and others and take steps to minimise these.

All students participating in a placement must complete and sign the Safety Declaration included with these Guidelines regarding their safety and medical history, providing emergency contact details and stating that they have read and considered the safety implications of the placement. A signed copy should be handed to the Degree co-ordinator before starting the placement and a copy of it given to the host institution. If you do not sign this, we cannot allow you to participate in the placement.

Please remember that you have been invited to join another institution, to use their facilities, work with their staff members, and benefit from their experience. The Institute of Archaeology expects you to behave in an intelligent and respectful manner during your placement and to take every precaution necessary to ensure the safety and well-being of yourself and those around you. You must take some time at the start of your placement to familiarise yourself with your surrounding and the particularities of your work environment, ask about the safety policy and procedures of your host institution and, where appropriate, sign their risk assessment forms.
General behaviour

Students who take up the offer of a placement within another institution during their degree course of study are expected to follow the safety rules of the College. You are expected to:

a) Co-operate with those responsible for health, safety and welfare at the host institution and familiarise yourself with that institution’s safety policies, particularly safety procedures that apply to the activities you are undertaking.

b) Respect the welfare, privacy and property of others, and observe good manners and consideration at all times. In particular, you have a duty to actively care for your own and others’ safety.

c) Abide by the law, the safety code of your host institution as well as the College regulations at all times.

d) Maintain the reputation of College, and help to develop your own reputation, through intelligent behaviour and a sensible concern for the safety and well-being of yourself and those around you.

While at work

a) Wear suitable clothing and footwear at all times, including protective clothing (e.g. hard-hats, eye-protection, gloves, etc.) if necessary.

b) Make yourself aware of the location of the nearest emergency exit, fire extinguisher and First Aid kit, as well as contacting the local safety officer and identifying those trained in first aid within the immediate vicinity of where you are working.

c) Use tools and hazardous materials with care and following any instructions or safety procedures you are informed of, when not in use they should be put away and stored safely. Suitable precautions should be taken in all activities involving potentially harmful chemicals or sharp tools, when moving heavy objects or when working near open water or deep holes.

d) Do not undertake any potentially dangerous activity alone. If an activity you need to carry out could pose a risk to yourself, or others, then seek assistance and advice before attempting to undertake it.

e) Use vehicles and machinery with due care for yourself and others. Seat belts and other safety measures must be used whenever advised in the operating instructions or provided by the host institution.

f) Carry some form of identification (e.g. your UCL identity card) with you at all times. Make sure that the relevant authority within the host institutions has your emergency contact details (including telephone numbers for a close family member and for the Institute of Archaeology).

g) Be aware of the location of the nearest telephone or point of help. (It is advisable to always carry a phone card and small change.) Get contact details for those you may need to contact in the case of an emergency (e.g. telephone numbers for first aiders, local police, local hospital, etc.).

h) In case of any accident, emergency or potential hazard: alert those around you, move away from any immediate danger and contact the safety officer, a first aider or the emergency services without delay. Report any accident to the local safety officer at once (even if the immediate problem has been resolved it is important to report accidents to avoid their repetition in the future, and to keep a record in case of unexpected ramifications).
i) While at work you must not consume alcohol or any drug that could affect your balance or reduce your capacity for intelligent and speedy reaction to a problem.

**Health**

a) If you are working with collections, or out of doors, you must be up to date with tetanus and any other inoculations.

b) Ensure that those around you are aware of any medical condition from which you suffer and could require assistance, or any medication that may affect your ability to work.

c) Always pace yourself. If you need to rest, do so. Do not attempt to lift or carry excursive loads.

You are the primary person responsible for your own well-being. Take all necessary precautions to maintain your safety, and do not engage in any activity that you believe may be a danger to yourself or others.
STUDENT PLACEMENT RECORD

This form provides essential information about contacts etc. Please complete three copies, for your Degree Co-ordinator, the placement provider, and yourself. You must also sign and return the Placement Safety Declaration.

At the Institute of Archaeology:

Degree Coordinators and contacts: Gai Jorayev
g.jorayev@ucl.ac.uk
Direct dial: 020 7679 4722

Host institution  ……………………………………………………………
Address  ……………………………………………………………
……………………………………………………………………
……………………………………………………………………

Person responsible for internship

Telephone  …………………………Print name  ……………………………
e-mail  ………………………… Signature  ……………………………
Date  ……………………………

Dates

Starting date…………………………… Finishing date ……………………………

Student

Name…………………………… Contact telephone………………
e-mail  ………………………
Signature…………………………… Date…………………………

PLACEMENT SAFETY DECLARATION

I have read and fully understood the regulations and concerns regarding safety during my participation in a work-placement away from the Institute of Archaeology. I agree to abide by these regulations at all times. I also understand that a lack of caution and care with regard to my safety and the safety of others may result in my being asked to leave the host Institution and I may also be referred to the Dean of Students for further disciplinary treatment.

Signed  ........................................

Print Name  ........................................

Date  ........................................

Do you have any medical history, or are you taking any medication, that could affect your ability to work, or that could require medical assistance, and should therefore be brought to the attention of the safety officer in you host institution. (If you are concerned about the privacy of this information, or that it could prejudice your participation on the placement, please discuss this with your course co-ordinator or your personal tutor).

Medical information

Close Family Member (or friend) that should be contacted in an emergency

Name…………………………………………………..................

Telephone number ………………………………

Name of Course Co-ordinator  …………………………………

e-mail address  ………………………………………

Telephone number ………………………………………

Institute of Archaeology emergency contact number:  020 7679 7495
ADDITIONAL INFORMATION

Communication

The primary channel of communication within the Institute of Archaeology is e-mail. If you wish to be contacted on your personal or work e-mail address, please arrange for e-mail sent to your UCL address to be forwarded to your other address, since staff and other students will expect to be able to reach you through your College e-mail, which they can find on the UCL web-site. Students must consult their e-mail regularly, as well as the student pigeon-holes in the Basement Common Room for written communications. Please also ensure that you keep your contact details (especially your telephone number) up to date on Portico, in case you need to be contacted.

Facilities at IoA & in London relevant to the course

UCL’s Library contains well over one and a half million volumes and some 7,000 current journals. It is housed in several buildings within the College precinct. The Institute’s own library on the fifth floor of the Institute building has an international reputation as one of the finest archaeological collections in the world, including over 900 periodicals that are currently in progress. It also includes bequests by prominent archaeologists such as Gordon Childe and Ronald Tylecote. Catalogues of the Library’s holdings are provided online through the Explore system. Some old entries may still exist on cards, including a unique index to Archaeological Sites, in very rare occasions. Always use Explore first to look for material currently held by any part of the UCL Library. As an Institute student you will have full reading and borrowing rights in all parts of the UCL Library including the use of networked databases and all services.

In addition to the Library of the Institute of Archaeology, other libraries in UCL with holdings of particular relevance to this degree are the Anthropology and Bartlett libraries. The Institute is also fortunate in being conveniently situated for access to major libraries in London, such as the British Library and other libraries of University of London.

The Laboratories

The Photographic Laboratory is a teaching and service facility with extensive experience of getting the best results from difficult-to-photograph finds and samples. If you have any questions relating to the use of these facilities, please contact Stuart Laidlaw.

The Digital Heritage Laboratory has necessary equipment and expertise for 3-dimensional modelling and virtual reality applications.

The Institute has extensive material analysis laboratories and conservation labs.

Please, refer to the Institute website for comprehensive list of laboratories.

Lectures, Seminars and Events

The Institute hosts a wide range of lectures and seminars that are advertised on notice boards and via your e-mail. You are welcome to attend almost all of these, and your tutors would particularly encourage you to participate in the seminars organised by the Heritage Research Group at the IoA and the public lectures organised as part of the Institute of Archaeology Research Seminar Series.
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. This is particularly important in the context of the laboratory/field/placement work which will be undertaken as part of this degree.
APPENDIX A: POLICIES AND PROCEDURES 2019-20 (PLEASE READ CAREFULLY)

This appendix provides a short précis of policies and procedures relating to modules. 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 ‘Students’ and ‘For All IoA Staff and Students’ sections of Institute of Archaeology Intranet.

For UCL policies and procedures, see UCL Academic Manual: http://www.ucl.ac.uk/academic-manual/

GENERAL MATTERS

ATTENDANCE: A register will be taken at each class. If you are unable to attend a class, please notify the lecturer by email. Students are normally required to attend at least 70% of classes.

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 Module Coordinators are not permitted to grant extensions. All requests for extensions must be submitted on a 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 Support and Wellbeing (SSW) 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 Module 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 module on Moodle. For help with Moodle, please contact Charlotte Frearson (c.frearson@ucl.ac.uk)