UCL
INSTITUTE OF ARCHAEOLOGY
31-34 Gordon Square, London WC1H 0PY

HANDBOOK FOR RESEARCH STUDENTS
2023-24

Welcome!

Welcome to your programme of independent research at the UCL Institute of Archaeology (IoA). The variety and vitality of its graduate student research is a significant measure of the strength of any academic department. The IoA boasts a long and distinguished tradition of top-quality research by both students and staff, and we hope you will feel proud to continue shaping that tradition during your time here. In turn, we as a department will do our best to assist and support you to ensure that your period as a research student at the IoA is as productive and rewarding as possible.

Please read this handbook carefully and keep it for future reference. It contains important information for all students undertaking a programme of research for both MPhil and PhD degrees at the IoA. The following information should be read in conjunction with the UCL Graduate Research Degrees Code of Practice, UCL Code of Conduct for Research, UCL Doctoral Compass and the Doctoral School Research Student Log.

These documents and other useful information can be found at the following website: https://www.ucl.ac.uk/doctoral-school

An electronic copy of this handbook can also be found on the Department's Intranet: https://wiki.ucl.ac.uk/display/archadmin/Home

Who's who?

Dr Gabriel Moshenska (g.moshenska@ucl.ac.uk)
Gabe is the Graduate Tutor with direct responsibility of all research students at the IoA. He chairs the Graduate Research Student Sub-Committee (GRSSC) (see below) as well as First Year Reviews, Progress Meetings and some Upgrades.

Dr Carolyn Rando (c.rando@ucl.ac.uk)
Carolyn is the Deputy Gradate Tutor who deputies for the Graduate Tutor when he is absent from the Institute. She can be contacted if you would rather speak to her instead of the Graduate Tutor. She also Chairs some First Year Reviews and Upgrades.

Lisa Daniel (l.daniel@ucl.ac.uk)
Lisa is your first point of contact for non-academic related issues. She is responsible for receiving all progress reports, maintaining records of student status (including Interruptions, Study Leave, MPhil-PhD Upgrading and Student Visa Engagement monitoring), student membership of Research Sections, allocation of study space, arranging First Year Review and Upgrade presentations and organizing examination documentation. She is Secretary to Graduate Research Student Sub-Committee (GRSSC). Her usual hours are 8.10am – 4.30pm, Mon – Fri. She is normally in the IoA Monday, Tuesday and Wednesday and works from home Thursday and Friday.

Prof Kevin MacDonald (ioa-director@ucl.ac.uk)
Kevin is the **IoA Director** (Head of Department) with overall responsibility for the welfare and academic progress of all students and staff in the Department.

Graduate Research Student Sub-Committee (GRSSC)
GRSSC is the Committee responsible for overseeing all matters relating to graduate research. It receives and discusses regular progress reports about each student, is responsible for allocating supervisory teams, First Year Reviews, Upgrades and considering Appointment of Examiners nominations for both MPhil and PhD degrees.

Current membership of GRSSC is as follows:
Prof Beverley Butler, Dr Mike Charlton, Lisa Daniel (Secretary), Prof Dorian Fuller, Prof Kevin MacDonald, Dr Carolyn Rando, Prof Andrew Reynolds, Dr Ulrike Sommer and Prof Todd Whitelaw.

GRSSC normally meets in mid-October, mid-March and early June.

Graduate Representatives
Graduate Representatives sit on the following committees: Staff Student Consultative Committee, Research Committee, Communications Committee, Library Committee, Facilities Committee and Publications Committee representing the views of Research Students. A Graduate Representative also attends Staff Meeting as an observer. If you have a query or concern you wish to have raised on your behalf, please contact them directly. They produce a regular newsletter and organise social events throughout the year.

Current representatives are:
- Summer Austin (summer.austin.20@ucl.ac.uk)
- Anna Den Hollander (anna.hollander.18@ucl.ac.uk)
- Tonia Lawes (tonia.lawes.17@ucl.ac.uk)
- Iain MacDonald (iain.macdonald.20@ucl.ac.uk)
- Laurence Maidment-Blundell (laurence.maidment-blundell.15@ucl.ac.uk)
- Cornelia Thompson (cornelia.thompson.18@ucl.ac.uk)
- Maiah Tratch (maiah.tratch.22@ucl.ac.uk)
- Conner Welty (s.welty.17@ucl.ac.uk)

Departmental Equal Opportunities Liaison Officers
Departmental Equal Opportunities Liaison Officers (DEOLOs) are Ian Carroll (i.carroll@ucl.ac.uk), Prof Louise Martin (louise.martin@ucl.ac.uk) and Judy Medrington (j.medrington@ucl.ac.uk). Please feel free to contact them directly in case of need.

The Department

The Institute is part of the Faculty of Social and Historical Sciences and is subject to its regulations. The Institute also adheres to the [UCL Code of Practice for Graduate Research Degrees](#)

Access to the building

Students can be given access to a research room where they will have access to a shared deskpace. You can apply for a space via the Deskspace Form. If you want to have out of hours access you need to submit a Out of Hours access form once you have completed both Fire and Safety training. Details on how to access this training can be found [here](#). Both forms are found on the IoA [Intranet](#).

The building's Opening Hours are
Monday to Friday: 7am to 9pm
Saturday: 10am to 6pm
Sunday: CLOSED

Please carry your UCL ID carried, at all times when on UCL Campus. You will need your UCL ID to access the building.

It should be noted that no smoking is allowed on Campus (including outside the Department) and mobile phones should not be used in any communal space, in the Library or reception area.

Emergencies

If there is a fire or if medical or other assistance is required in an emergency, dial the College Emergency number either **222 on Teams** or **020 7679 2222 (store this into your mobile).**

You are advised to carefully note where the fire exits are located throughout the building. If the fire alarm sounds, please leave the building immediately using the nearest fire exit and assemble in **Gordon Square Gardens.**

Please note that the Fire Alarms are tested on Wednesday mornings, usually between 8.30am and 9am. It is not necessary to evacuate the building during this time unless you are asked to do so by a member of staff / UCL Fire Marshall.

Communication

The main form of communication will be through **email**. Please ensure you check your UCL email address ideally daily, but at least once a week. You can set up a divert to a non UCL account if you wish.

UCL Staff can be contacted via **MS Teams**. You can send them a message through Chat, request a meeting or call them directly either as an audio or video call. Please also set MS Teams so it opens when you are online so the Department can also contact you directly.

At present all Committee meetings are being held via MS Teams. If you are joining a Committee meeting general etiquette is:

- Mute your microphone (unless you are talking)
- Turn off your camera
- If you wish to speak raise your electronic hand

The Department is unable to accept any post or parcels for students.

Getting Started

Once you have completed enrolment you will be given computing and library access. Please ensure you activate your account as soon as possible as **email** and **MS Teams** are the main forms of communication from the Department. Further guidance can be found here:
https://www.ucl.ac.uk/isd/it-essentials-for-new-students

Please also read through the Welcome Information from the Doctoral School which can be found here:
https://www.grad.ucl.ac.uk/events/doctoral-school-welcome.html

Supervision

Please ensure you arrange to meet with your Principal Supervisor during week one if you haven't done so already.

Every research student will have at least two Supervisors who are internal to the Institute. These supervisors are responsible, in conjunction with the student, for designing and guiding the research project. The Principal Supervisor and Secondary supervisor is normally appointed upon acceptance of the student. Any additional supervisors (or, if appropriate, another Joint Principal Supervisor) will normally be appointed within one month of registration by GRSSC based on the information supplied via Form 1 Planned Description of Thesis (see below) if they weren't appointed when you were accepted onto the programme.

If a further supervisor is required from outside the Institute, they will normally be designated as a Tertiary Supervisor.

Form One: Planned Description of Thesis
This form provides:

- an outline of your planned research
- a summary of work agreed for the coming academic year
- details of any training or Masters Modules you will be attending as part of your research skills training plan
- a proposal for a Secondary or Joint Principal Supervisor (to be discussed with your Principal Supervisor)

This form needs to be emailed to Lisa Daniel (l.daniel@ucl.ac.uk) as a PDF Document saved as: yournameForm1 (eg.LisaDanielForm1)

If you are requesting additional supervisors in addition to the 2 appointed at the point of admissions the Committee will try to allocate your preferred choices, however this is dependent on individual's workloads. The goals set and progress achieved during the first year of study will be reviewed by GRSSC in the middle of the academic year (March) via Form 2: Mid-Session review.

Please note that if you started in January you do not complete Form 2, instead you submit Form 3: Returning to Session in September (see below).

Working with your supervisors
The supervisory style will vary from person to person. Use the meetings in the first couple of months to establish expectations, both yours and your supervisors, and how you want to achieve them. The following checklist may be helpful in establishing these:

- Reading lists or materials
- Literature review
- Training and development plan
- Study leave plans
- Data Collection
- Data Analysis
- Writing plan
- Feedback turnaround
- Academic procedures / forms
- Funding terms and conditions (if applicable)
- Publication Plan
- Conference Plan
- Working hours and annual leave
- Preferred communication

Regular contact should be maintained between a student and all members of the supervisory team throughout the year by means of meetings, email and written work as appropriate. Supervisors are required by College rules to meet their students at least once each month.

Research Sections
At the start of the first year students will chose which Research Section to join: Archaeological Science, Cultural Heritage and World Archaeology:
http://www.ucl.ac.uk/archaeology/research

Each Section holds seminars and encourages internal research collaboration. The thematic titles and interests have been designed to promote interaction between people whose period and area interests may be different, but who are nevertheless interested in related problems, approaches, and methods. By focusing research in this way, the Institute hopes to contribute both to the future development of archaeology as academic subject and to respond to the demands of society at large, with regard to both the preservation and understanding of the cultural heritage and to people's changing ideas about what is important to know about the past.

Section Heads monitor the progress of Research Students within their Section via GRSSC and sit in on Third and Fourth Year Reviews.

It is mandatory to join one Section. However, students can switch to a different Section during enrolment if their research interests change. Early on in the Induction Sessions, at least one of the Section heads will come to talk about their Section in order to help students decide which Section to join.

Archaeological Sciences
Section Heads: Prof Dorian Fuller and Dr Rhiannon Stevens

The Institute of Archaeology has a long-standing position as a world-leading centre for cutting-edge research in Environmental Archaeology, Computational Methods and Archaeological Material Science. A hallmark of the Institute's approach is the application of natural science methods to anthropological and archaeological enquiry, resulting in a holistic and socially relevant understanding of the interaction of past people with their environments and material culture.

Heritage Studies

Section Head: Profs Beverley Butler and Theano Moussouri

The Institute of Archaeology is renowned as one of the world's leading centres of expertise for research and teaching in the fields of Museum Studies, Conservation, Cultural Heritage Studies, and Public Archaeology. This is a strongly interdisciplinary area of study and the section brings together scholars from a wide range of academic and professional backgrounds, including anthropology, archaeology, conservation, curatorship, heritage management, museum education, and material culture studies.

World Archaeology

Section Heads: Dr Ulrike Sommer and Prof Andrew Gardener

The Institute of Archaeology is home to unparalleled global expertise. World-class scholars engage in research and outreach activity that seeks to address fundamental issues relating to the development of human societies. Archaeology is uniquely placed to investigate human behaviour in long-term perspective in its many guises, situations, periods and places, and the Institute is at the forefront of the contemporary development of the discipline.

Induction Course

All First Year Students are expected to attend the Mandatory Induction Course organised by the Graduate Tutor. This will run in person during Term One on every Wednesday (1-2pm and 5-7pm; except during Reading Week) in B13.

If you are a part time student, you must attend at least 50% of the course during year one and attend the remainder of the course in year two. It is normally better to do the full course in the same year.

If you have started in January, you will have access to the recorded sessions and are free to join the next Induction Course in Autumn 2024.

The Doctoral School and Research Log

The Doctoral School overseas all Doctoral Students within UCL and their website is the place to find the latest support available: https://www.ucl.ac.uk/doctoral-school

The Doctoral Research Student Log provides a framework for recording the stages of progress of all research students and is a **mandatory element** of graduate research at UCL. In addition to helping you chart your progress through the sequence of administrative steps involved in attaining a research degree, the Log encourages you to explore and record accurately the development of academic and transferable skills during your time at UCL. To access the Research Student Log please go to the following website: https://researchlog.grad.ucl.ac.uk/

The Doctoral School will be running an Online Welcome on **Monday 2nd October 2-3pm** which will provide more information on how to use this.

The Doctoral School will also be running an In-Person Doctoral Researcher Panel and Networking evening on 4th October 4.30 to 7pm IOE, Jeffery Hall, 20 Bedford Way London WC1H 0AL

Further details and how to book a slots for each event can be found here:
https://www.ucl.ac.uk/doctoral-school/doctoral-school-welcome-event

Training and professional development

Induction Course
We are running an Induction Course throughout Term One and Term Three which will equip you with skills to successfully complete your thesis. These will run in person in room B13 during Term One on Wednesdays. The first Session will be 1-2pm and the Second Session will be 4-6pm.

Masters Modules
As a Doctoral student you are able to sit in on the majority of Masters classes held at the IoA as well as other UCL Departments. Details of available IoA modules can be found here:
https://www.ucl.ac.uk/archaeology/study/graduate-taught/graduate-taught-programme-modules

Contact the module co-ordinator to see they are happy for you to audit the class.

Mandatory Training for Doctoral Students
The Doctoral School has outlined a mandatory training programme for all doctoral students undertaking research at UCL. The eight modules are an integral part of your doctoral course and students are expected to have completed these within the first 6 months of their course:

- Fire Safety
- Safety Induction
- Information Security Awareness training
- Data Protection and Freedom of Information
- Disclosing and Managing Conflicts of Interest
- Understanding and Protecting Intellectual Property
- Research Integrity
- Introduction to Equality, Diversity and Inclusion

Further details can be found here: https://www.ucl.ac.uk/doctoral-school/doctoral-journey/first-stepshttps://www.ucl.ac.uk/doctoral-school/doctoral-journey/first-steps

Doctoral School Skills Development Programme
The UCL Doctoral School Skills Development Programme provides a broad range of free training for Doctoral students. Details of what is available can be found here:
https://doctoral-skills.ucl.ac.uk/

There is a 90 minute Induction on Zoom which aims to prepare you to take an active role in your research and professional development. Details on how to book onto a session (you only need to attend one session).

https://www.ucl.ac.uk/doctoral-school/doctoral-school-welcome-event

Doctoral Students are expected to obtain 20 study skills points a year. The IoA Induction Course is the equivalent of 10 study skills points. All training should also be noted in your Research Log.

Language Courses
The UCL Centre for Languages and International Education provides courses in thesis writing and public speaking for non-native English speakers. These courses are designed to equip graduate students with the skills of academic writing in English and to provide assistance with pronunciation difficulties and public speaking skills. If English is not your first language, you are strongly encouraged to attend these courses during your first year.

The Centre also provides evening classes for a variety of languages. Funding for these is available from the UCL DocSkills Programme if academically related to your research.

https://www.ucl.ac.uk/human-resources/organisational-development/training-inductions-and-leadership/researcher-development/researcher

LinkedIn Learning
As an enrolled student you also have access to LinkedIn Learning which provides a huge range of video tutorials supporting learning in software, creative and business skills:
https://www.ucl.ac.uk/isd/linkedin-learning

Review Milestones

All Doctoral students are registered as MPhil in the first instance. The first review milestone of your journey is the **First Year Review**. This is held sometime towards the end of the first year for all full-time students (or, if so desired in the second year of study, if part-time). It serves the following purposes:

- To assess overall progress during the First Year and to help with any necessary refinement of the research topic.
- To catch any problems with proposed research topics and / or datasets early in the programme.

First Year Reviews for full time September 2023 starters will take place on 3rd, 4th and morning of 5th June 2024. All paper work is due on Friday 17th May 2024. A timetable will be available by early May. **Please ensure you and your supervisors keep these dates free.**

Part time September 2023 starters have the option to give their Review in June 2024 or in November 2024. The timetable will be circulated by Lisa Daniel at the start of term 1.

January 2024 full time starters will give their Review in **November 2024**, and part time January 2024 starters will give their Review in June 2025. In order to be admitted to the First Year Review, your Research Log **must** be up to date.

Panel

The panel will typically consist of either the Graduate or Deputy Graduate Tutor (who Chair the Review), the Supervisory Team and two further members of Institute staff specific to the student's subject. At least one panel member will normally be from the student's own Section. Former MA Research Methods for Archaeology students should not assume that any written work produced by the candidate in the previous year is necessarily familiar to the committee.

FYR document

Drafts of the document must be submitted to your supervisors at least one month before the Review, then needs to be emailed to Lisa Daniel by the deadline. Each member of the Review Panel will receive (via Lisa Daniel) a copy of the document, which will be at least 3,500 words but strictly no more than 5,000 words in length. An appendix (not included in the word count) should contain a timetable for the coming year, including plans for any lab or fieldwork, a brief summary of written work produced to date (with word counts for each subject/chapter, added up to a total), and a bibliography of the works cited in the main text.

The First Year Review paper includes:
- A summary of the thesis project including: research question, methods, and the original contribution to the proposed research project.
- A brief report of progress to date
- A bibliography of all publications cited in the main text of the FYR paper (no more than 4 pages A4).

Oral Presentation

In addition to the written paper, students will give an oral which is intended to complement the written work by expanding upon any original research undertaken to date and introducing any new circumstances that may have arisen since the submission of the written work. The Review will last for approximately 40 minutes in total, 10 minutes for the presentation, 25 minutes for questions and for open discussion about the project. 5 minutes at the end of the Review will be spent on a discussion between your supervisors and

the panel after you have left the room. No minutes will be taken during the Review, the supervisors are expected to discuss the outcomes with their students shortly after the review has taken place. The Review is expected to take place in person.

After the presentation
Unless serious problems of project viability are apparent, the only formal outcome of the Review will be a verbal report by the Panel Chair to GRSSC. However, be aware that in the case of problematic First Year Reviews, a revised document may be required prior to the Upgrade. Problematic cases will be discussed at GRSSC and further guidance on how projects might be modified for a successful PhD will be offered by letter in some cases. Supervisory arrangements can also be reviewed by GRSSC at this time.

Upgrade

All students are normally required to participate in an **Upgrade** process, success at which formally marks a shift from MPhil to PhD student status (unless enrolled for MPhil only). Students have only two attempts at upgrade; full-time students will attempt first Upgrade between 9 and 18 months after their degree registration date. If the student fails at this, a second attempt can be made after 15 to 24 months. Normally, no more than 6 months should pass between the first and second attempt.

For part-time students, whose programme of study is typically 5 years, the first attempt at Upgrade should take place between 15 and 30 months (after their degree registration date). If the student fails at this, a second attempt can be made after 25 to 40 months. Normally, no more than 10 months should pass between the first and second attempt.

The purpose of the upgrade is to demonstrate that satisfactory progress in research is being made and that the students is on course for successful completion of the PhD. In some cases, a project may be deemed to be more appropriate for an MPhil than for a PhD, but in such cases the student has the option to attempt another Upgrade to PhD status with a substantially revised or modified submission and / or topic.

Timetables for both First Year Reviews and Upgrades (when available) can be viewed online at the following website:

https://wiki.ucl.ac.uk/display/archadmin/For+Research+Students

The Upgrade process
The Upgrade consists of a written document submitted in advance and a 30-minute presentation, followed by 30 minutes of questions and discussion.

A completed Form 4: Transfer Report signed by two supervisors must accompany the Upgrade written work. The student must fill in the title of the research project, a paragraph summarising the research, proposed chapter headings, a statement of the work completed to date and a schedule for the completion of the thesis. **Failure to submit this form, complete with signatures of the supervisors, along with the Upgrade document may result in the Upgrade being cancelled.**

Document

The written work should be equivalent in volume to a significant proportion of a finished thesis (maximum 15,000 words). A PDF must be emailed to Lisa Daniel **no less than two weeks before the Upgrade date** along with your Form 4: Transfer Report. The student should submit a draft copy of their paper to their supervisors **at least one month before the submission deadline** in order to receive feedback and act upon it.

Please note that if an extension is required, this must be sought in advance and can only be given in exceptional circumstances.

The Upgrade document should be an in-depth, clear piece of research writing, divided into well-structured sections and supported by illustrations, that:

- sets out the background, aims and originality of the project in the context of previous scholarship
- develops and critically examiners the project's own intellectual and methodological underpinnings
- provides a detailed, worked-through example, using appropriate data, which demonstrates an ability to apply ideas and methods successfully to the available evidence.
- This document may well consist, in an abbreviated form, of discussions and analyses that will later be spread over several chapters in the final thesis. It should **not** simply comprise a background chapter, literature review or catalogue. The submitted document is expected to be up to the standard of a polished piece of PhD-level work in terms of sophistication and presentation, and it should cite and reference published literature fully and in accordance with a conventional bibliographic (e.g. Harvard) system.

It is critical that a student's written work shows explicit connections between the research goals, the basic dataset and the theoretical base and models used to achieve these goals. Common reasons for failed Upgrades are a dataset or theoretical model that is incompatible with the stated research goals, a failure to explain research goals clearly, or a failure to outline how theory and data are going to be linked, and how the proposed theories will be tested.

Please note that the GRSSC will naturally expect a higher quality in the Upgrade than in the First Year Review (i.e. there should be signs of significant progress).

Two members of academic staff, always including the Chair, will read and assess the paper in advance of the presentation. The third panel member has the option to read the paper in advance if they wish.

Presentation

The audience for the presentation will include the student's supervisor team and an assessment panel comprising (a) the Graduate Tutor, Deputy Graduate Tutor or an IoA Section Head as Panel Chair and (b) two further members of academic staff chosen for their relevant research interests. The presentation is open for other students and staff to attend. Presentations will be exactly 30 minutes long and include a PowerPoint presentation. The presentation will be followed by in-depth questions and discussion with the panel.

After the discussion, the panel will evaluate the student's progress, after which the supervisors will be invited back for comments and further discussions. Finally, the student will be invited back in to discuss the outcome.

Many candidates pass and are transferred to PhD student status without any further conditions. However, failure to demonstrate adequate progress can result in an unsuccessful Upgrade. Commonly students who are unsuccessful may be asked to submit additional written work (without the need for another presentation) which then counts as a second Upgrade attempt. Alternatively, a more substantial change in research direction may advised alongside a full second Upgrade attempt. After an Upgrade presentation, the appropriateness of a student's supervisory team may also be reviewed by GRSSC.

It should be noted that if the initial upgrade is not successful, students will have only one more opportunity to re-attempt upgrade: either via additional written work or new written work plus presentation. If the second attempt is judged inadequate, then the student will be able to submit for MPhil only.

Students are encouraged to attend some Upgrades before giving their own to familiarise themselves with the process.

Booking an Upgrade
Upgrades will normally take place during February and March, within 18 months of the date when full time students started their course, and some 30 months after part time students started. Upgrade slots will be advertised at the start of Term 1 and dates are available throughout the Academic Year. Bookings are on a first come, first served basis. Please note that Upgrades take place during Term Time only (excluding Reading Week and the last week of term 3).

To book an Upgrade first liaise with **all** your supervisors and select a date on the timetable that all can attend. Then email Lisa Daniel (l.daniel@ucl.ac.uk) with details of your research title and the names of your supervisors. An invite will then be sent by Lisa via Teams. If you have a Tertiary Supervisor they are welcome to attend your Upgrade and First Year Review but this is not mandatory.

Third and Fourth Year Meetings
During the third and fourth years of their research project (or fourth to sixth years part time), students will annually meet with the Graduate Tutor and relevant Section Head to review and discuss progress, with a specific emphasis on ensuring a viable timetable for completion. These meetings normally take place during Term 3 and a Form 6: Progress meeting form needs to be submitted **two** weeks before the Review. Supervisors do not attend this meeting.

Deadline for submission of theses and Complete Research Status (CRS)
Full-time students are expected to complete and submit their theses by the end of three years (five years for part-time students). Students can apply for Completing Research Status to cover one additional year (full time students) or two years (part time students).

Students apply for CRS through Form 6: Progress Meeting form.

In order to be eligible for CRS, students must have completed *all* primary research, fieldwork, data collection and/or analysis. Effectively, students with CRS should be well underway in the process of writing up. They must submit by the end of their CRS period. Students who fail to submit on time will be liable for a late submission fee. This fee increases over time, please refer to the following date for the specifics:

https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/extension-fees

Submitting

Exam Entry form
Students must apply to be examined at least **four months** before they intend to submit. You need to log into PORTICO to submit the Exam Entry Form. Details on how to do this can be found here: https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments/examination-entry

Students cannot submit the thesis until this form has been received by Research Degrees, and the Appointment of Examiners Form cannot be processed without this form.

Examiner Nomination form
Supervisors are required to submit an Examiner Nomination form to GRSSC for approval. Once approved at GRSSC, the forms are sent to Research Degrees for approval by the Faculty Graduate Tutor.

GRSSC meets three times a year, October, March and June.

Please note:
- Proposed Examiners should not have been involved in the student's Upgrade.
- Students are entitled to discuss possible examiners with their supervisors, however the final decision lies with supervisors
- Students are required to produce a 300-word description of the thesis that will be included as part of this form.
- Appointment of Examiners forms must be submitted **at least three months in advance of submission.**
- Viva dates cannot be confirmed until the thesis has been submitted.

Both Exam Entry and Appointment of examiners forms are valid for **18 months**.

Submitting your thesis
For the latest guidance on thesis submission, including guidance on the viva please see the following web page:

https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments

The Viva
The date of the oral examination will normally be arranged by the Principal Supervisor once the thesis has been submitted and in consultation with the student and examiners. It is the responsibility of both the student and supervisor to inform Lisa Daniel of the viva date, time and location. The viva can take place either at UCL or online.

The examiners shall prepare independent preliminary reports on the thesis, conduct an oral examination and submit a final, joint report to UCL.

The candidate's Supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination as an observer. The oral examination will otherwise be conducted in private.

The student will normally be told the outcome immediately after the viva.

Possible outcomes are:
- If the thesis fulfils the criteria and the student satisfies the examiners in all other parts of the examination, the examiners will report that the student has satisfied them in the examination and the award of the PhD degree.
- If the thesis otherwise satisfies the criteria but requires minor amendments and if the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make, within three months, amendments specified by them. The amended thesis shall be submitted to the examiners or one of their numbers nominated by them for confirmation that the amendments are satisfactory.
- If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their thesis in a revised form within 18 months. The examiners may at their discretion exempt from a further oral examination, on representation of their thesis, a student who under this regulation has been permitted to re-present it in a revised form. Examiners may refer a thesis for the PhD degree for 18 months for re-submission in a revised form, on one occasion only.
- If the thesis fulfils the criteria but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.
- If, after completion of the examination for the PhD degree examiners determine that a student has not reached the standard required for the award of the degree nor the for the representation of the thesis in a revised form for that degree, they may determine that the student may submit the thesis, in a revised form for the award of the MPhil degree.
- The examiners may determine that the student has not satisfied them in the examination and no award will be made. The examiners shall not, save in very exceptional circumstances; make any of the above decisions without submitting the student to an oral examination on at least one occasion.
- In the case of a thesis for the PhD that is referred for 18 months, examiners may determine that the re-examined thesis, if it still does not meet the necessary criteria for the PhD degree, may be re-submitted for the MPhil degree.

You will receive written notification of the outcome of the viva examinations from Research Degrees once the examiners have submitted their final joint report. If you are successful, you will receive your degree certificate from Student Records and will be invited to the next UCL Graduation Ceremony, held annually, normally in early September. The deadline for the receipt by College of all relevant paperwork to attend graduation in September is the preceding April.

Part Time Students

A variety of circumstances will shape the ways in which part time students are working towards their MPhil/PhD degree. All part time students should discuss their schedules with the Supervisors at an early stage in their programme of study.

Above all, we are very keen that part time students participate as fully as possible in the academic and social life of the Institute of Archaeology. In consultation with their supervisors, part time students should

work out their schedules so as to be able to attend as many appropriate classes and seminars as possible. They should also establish regular times for supervision meetings. It is extremely important that part time students maintain regular contact with their Supervisors and the Department. If you experience difficulties in this regard, you should discuss them with your Principal Supervisor in the first instance and, if desired, with the Graduate Tutor. The sooner we know about problems, the quicker we can resolve them.

Part time students:
- need to dedicate at least 15 hours a week to their research
- are granted shared access to desk space in research rooms
- give their First Year Reviews in November (if a September starter) or June (if a January starter)
- first attempt their Upgrade between 15 and 30 months and, if the student fails at the first attempt, attempt the second between 25 and 40 months
- are eligible to go onto CRS once they have completed 5 years full time
- are granted two years CRS.

International Students

The UK Home Office requires that all students with a Student visa confirm that they are in regular contact with their supervisors and have been working on their thesis. Please either record meetings via the Research Log time you meet with your supervisors, either via Teams/ Zoom or in person, telephone or through email correspondence and submit it to Lisa Daniel. You need to log evidence at least one every calendar month throughout the year. It is good to get into the habit of sending recording the date of your meeting on the log straight after the meeting.

Failure to provide evidence of engagement by the end of each calendar month will result in you been listed as not engaged which could affect your visa in the future.

UCL can only sponsor a Student visa if you are living in the UK.

Practical Aspects

Study leave
MPhil/PhD students whose research requires them to conduct study and/or fieldwork abroad should discuss their plans with their Supervisors and the Graduate Tutor as early as possible. Students who plan to be away for more than one month, at any time of the year, must complete the appropriate application form **at least one month** before departure for signature by the Graduate Tutor, it must be approved **before** any tickets for flights are bought. Retrospective applications for Study Leave cannot be considered. Study leave forms can be downloaded from the following website
https://www.ucl.ac.uk/students/status/research-students/studying-away

This form must be signed by two supervisors and the Graduate Tutor. The fee is reduced during approved student leave (unless your fees are covered by a relevant funding body). Late forms will result in a reduction of the length of the fee reduction period by the shortfall in the duration of notice you gave.

At the time of writing all students have to submit a Risk Assessment via RiskNet. Most medium and high risk travel abroad will need approval by Prof Kevin MacDonald (ioa-director@ucl.ac.uk), Head of

Department and while Sandra Bond (sandra.bond@ucl.ac.uk) can sign off low risk travel assessments. These assessments no longer need to go to the Faculty.

The risk assessment needs to be submitted at least 7 weeks before you plan to travel and you need to provide approval of your risk assessment with your Study Leave. Please ensure your supervisor have seen a draft of this before you submit the final version. Please ensure you include what measures you will be taking in light of coronavirus.

It is your responsibility to take all relevant precautions as regards health, finances and insurance for any trips you undertake. We are happy to offer advice whenever possible. Please consult the Foreign and Commonwealth Office's website (or your country's equivalent if you are not a UK national) for current advice on your destination: www.fco.gov.uk

You are expected to maintain regular contact with your Supervisors and the Department (via email or Teams/Zoom) while you are away.

Please note that students are not normally permitted to take Study Leave during the first or last three months of their fee-paying enrolment. First Year students are not normally granted an extended period of study leave during the First Year, but exceptions can be discussed with the Graduate Tutor in advance.

Direction of fieldwork projects by research students
If a research students intends to direct fieldwork on a project that is not supervised by a member of academic staff, the following guidelines must be met before his/her supervisor can endorse the research programme:
- The student must have a minimum of six months' archaeological field experience, at least two months of which should have been in a supervisory capacity
- If working abroad, the student should have a level of fluency in one of the languages spoken in the research area
- The student must produce a research design for this fieldwork, including a discussion of methodology and logistical arrangements
- The student must have letters of permission or permits from the necessary local and / or national authorities.

Unless these guidelines are met and confirmed by the Principal Supervisor and the Graduate Tutor, the Institute will neither recognise the research as stemming from it as an institution nor permit Institute undergraduates to participate in the project.

Ethics
Any research undertaken by Institute of Archaeology students should be designed and conducted in an ethical way and be compliant with existing UCL policy and relevant legislation.

The Institute of Archaeology takes research ethics very seriously and has produced the following guidelines for Institute staff and students to adhere to:

- Policy regarding the illicit trade in antiquities

- Ethical guidelines for research
- Ethical guidelines for human participant research

Any enquiries may be directed to the Chair of the Institute's Ethics Committee (currently Andrew Reid) at IoA.ethics@ucl.ac.uk

Interrupting

Students may need to interrupt during their degree (before CRS) due to external factors beyond the student's control. Reasons for interruption include:
- Ill health
- Personal difficulties
- Financial difficulties
- Maternity / Paternity
- Bereavement
- Work commitments
- Working on a project not related to their research

Interruptions are common and are not viewed in any way as a negative mark on your record. They are positively encouraged if external factors affect your ability to focus on you research.

In order to interrupt, please complete the Interruption Form available form https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies#interrupting with your Principal Supervisor and submit it to Lisa Daniel, who can sign and process the form for you.

Students holding a studentship should ensure that the interruption is approved by their funding provider. A maintenance grant will typically not be released during this period, with the possible exception of maternity leave, and you may be asked to return money if funds have already been released. Please note that payment may also be delayed by up to two weeks once you have re-enrolled. Please contact Lisa Daniel one month before you intend to re-enrol, so that the payment of any such stipend can be arranged.

If you hold a Tier 4 visa, you must return to your home country during your interruption in order to be in compliance with the UK Border Agency's regulations. In exceptional circumstances UCL may be able to continue to sponsor your visa for a short interruption of 60 days or less, however, please consult Lisa Daniel in the first instance for advice.

The maximum length of interruption is a total of two years (either be one continuous interruption or several shorter interruptions). A case can be made if you need to interrupt for longer than two years if necessary.

Support and Well Being

Doing a PhD can be tough, and life can sometimes also get in the way. Throughout your journey UCL will provide support both at a Departmental and Central Level. You are more than welcome to talk in confidence to Lisa Daniel, Mark Altaweel or Renata Peters. Charlotte Frearson is the Department's Wellbeing Champion.

UCL Student Support and Wellbeing provide a wide range of useful tools to help maintain your wellbeing: https://www.ucl.ac.uk/students/student-support-and-wellbeing. They also have drop in sessions if you wish to talk to someone: https://www.ucl.ac.uk/students/support-and-wellbeing/drop-sessions-and-appointments

As a Doctoral Student you also have access to the UCL EAP: https://www.ucl.ac.uk/human-resources/health-wellbeing/occupational-health/employee-assistance-programme-eap

The Doctoral School also run workshops on topics such as mindfulness, sleep management, perfectionism, imposter syndromes which can be booked here: https://doctoral-skills.ucl.ac.uk/

If you experience or see bullying, harassment and sexual misconduct take place at UCL please do report this through the Report Support website. https://report-support.ucl.ac.uk/

Student Enquiries Centre and AskUCL
The team at the Student Enquiries Centre can advise you how to complete many UCL processes and how to access the core services that UCL provides. At present the Team is working remotely. If you have a specific query you can contact them through AskUCL:

The following link also provides information on how to access various services such as:

https://www.ucl.ac.uk/students/life-ucl/student-enquiries-centre-0

- Oyster card discounts
- UK Banks
- Enrolment
- International Student Support
- Immigration and visas

Student Status
If you require a statement of student status (important for student council tax exemption / opening a bank account please see here:

https://www.ucl.ac.uk/students/status/your-student-status/statement

Printing
UCL operates through a central print system: print@ucl.ac.uk, which uses your UCL ID card to authorize printing at any of the main UCL printers. As a research student you will be given free printing which will be set up within the first two weeks of term starting.

https://www.ucl.ac.uk/isd/services/print-copy-scan-services

Remote Working
You can remotely access your UCL desktop via desktop@ucl.ac.uk

For further information regarding Remote Working please see:

https://www.ucl.ac.uk/isd/services/communicate-collaborate/remote-working

Desk space

Full time students who wish to be allocated study space need to submit a Desk Space Form. Full time students in their first, second, third and fourth years are guaranteed space in a research room although desk-sharing is necessary. **Students who continue beyond their fourth year of full time study are not eligible for desk space.**

If you are using research rooms during this time will need to:
- wear a mask both in the office and around the building
- keep the room ventilated (i.e. work with the window open)
- ensure you are 2 meters apart from fellow students (so don't sit next to someone on the next desk)
- to ensure social distancing you may need to hot desk so ensure your desk is clear at the end of each day
- Wipe your desk at the end of every day
- If you are not able to wear a face covering, please use the Government's exemption badge, an exemption card from TFL or a Sunflower lanyard.

There are the following are graduate study rooms in the IoA:
B11 – normally World Archaeology and Heritage Studies students
G7b – normally World Archaeology and Heritage Studies students
116 – normally World Archaeology and Heritage Studies students
306 – normally archaeobotany students
322b – normally Archaeological Science students (bioarchaeology, GIS and archaeobotany related topics)

Research Rooms are areas of quiet study. Noise should be kept to a minimum and students are asked to refrain from eating in the offices, especially smelly or noisy foods (e.g. crisps, apples, etc.).

Students may keep items related to their research in the room, but storage space is at a premium and so these should be kept to a minimum. You are strongly advised to label your belongings. Items not related to research, such as luggage, house contents, etc. cannot be stored in research rooms.

Once you have submitted the final copy of your thesis (post viva), you are asked to remove all your items within one month. Unclaimed items left in the room will be removed and thrown away. Please return all keys to Lisa Daniel.

Funding

There are a small number of funding opportunities for fieldwork, and details of emergency funding opportunities below.

Institute of Archaeology Awards
https://wiki.ucl.ac.uk/display/archadmin/Institute+of+Archaeology+Awards

Applicants can apply for funding for Fieldwork, Participation in Conferences, Research and Placements. Applicants are expected to also apply to the Faculty Research Student Funding (above).
The deadline for applications to the Institute of Archaeology Awards for sums exceeding £300 are 16th October 2023 and 27th March 2024. Applications less than £300 can be made at any time via Lisa Daniel.

Please note:
- Successful applicants are required to submit a full report on the results of their project. Applicants who do not do so are not eligible for a further award, and will have to return any previously received money.
- Applications will not normally be accepted for travel to an applicant's 'home' country.
- Applications for conference expenses will normally only be considered if the applicant is organising a session at a conference, has been invited as a Chair / Discussant, or is presenting a paper / poster session.
- Applications for subsistence should reflect only those costs in excess of normal daily expenditure. Note that the IoA will **not** fund subsistence claims unless it can be demonstrated that the costs incurred are necessarily higher than they would be in London.

A list of alternative funding opportunities to cover conferences and / or fieldwork can be found here:

https://wiki.ucl.ac.uk/display/archadmin/Institute+of+Archaeology+Awards?preview=/43648978/1193457
33/Alternative%20Funding%20List.docx

Financial Assistance Fund (FA)
https://www.ucl.ac.uk/students/funding/financial-support/financial-assistance-fund
The UCL Financial Assistance Fund (UCL-FAF) provides discretionary financial assistance for students who find themselves in financial difficulties. The fund comes from donations made by UCL alumni, friends and staff.
UCL-FAF is intended to act as a safety net for those in financial difficulty and therefore cannot be considered a main, major nor statutory source of funding. Students who may be considering leaving UCL because of financial problems are particularly encouraged to apply.
The FAF is open to UK undergraduate and postgraduate students who have been resident in the UK for three years prior to their course starting. Overseas students are not eligible, EU students who meet the three year residency requirement may be eligible.
Students are expected to have applied for their full entitlement of student loan before applying and a copy of the agreement should be enclosed with the application.
Applications can be made at any time but there is a set amount allocated and applications late in the academic year are less likely to be successful, as the funds will be low.
The main categories to which priority is given are:
- Students with children
- Students from low income families
- Disabled students
- Mature students with financial commitments
- Self-funding graduate students.

A decision is usually made within four weeks of receiving the completed application.
Please Note:

- It may be necessary for you to attend an interview, If this is required, the interview will be conducted by the Head of Student Funding and/or the Student Funding Manager
- Awards are made in a single payment by GBP cheque only
- Unsuccessful applications cannot be appealed
- Awards are made towards maintenance costs only
- The Student Funding Office considers your application and data to be confidential.

UCL Emergency Loans
https://www.ucl.ac.uk/students/funding/financial-support/emergency-loans
Limited loans of up to £250 are available if you face unexpected circumstances and find yourself in financial difficulties. The type of circumstances usually accepted for funding include delays in the payment of your loan, or the loss of a bank card. The loans are usually given for up to one month and are interest free.

Doctoral School Fellowship
https://www.ucl.ac.uk/students/funding/financial-support/doctoral-school-fellowship
The aim of the Doctoral School Fellowship is to support research students who, due to unforeseen circumstances, are unable to complete their degree without financial assistance.

AHRC and NERC Students
Students who are supported by the AHRC (e.g. LAHP) or NERC may be eligible for financial assistance in support of essential study abroad and / or visits to museums, and similar purposes. Further information is given in the relevant handbooks that you will have received.

POSTGRADUATE TEACHING ASSISTANT OPPORTUNITIES

Each year there is normally the opportunity to apply for a Postgraduate Teaching Assistant (PGTA) position at the Institute, as well as other UCL Departments.   PGTAs are appointed to assist staff with heavy teaching commitments, courses with high student numbers, or to give essential practical or lab-based support.   This can be an important opportunity for Postgraduate students to develop their teaching and student support experience.   Teaching Assistant positions are normally given to students in the 2nd or 3rd year (or part-time equivalent) of their postgraduate research degree.   In exceptional circumstances, where a student already has relevant teaching experience, they may be offered a PGTA position in their first year.   Students who will be writing-up are normally discouraged from applying, unless their write-up is well-advanced.

PGTA duties vary greatly, but some of the more common roles in supporting taught courses include: Attending course lectures. Maintaining the attendance register and checking up on absentees. Running follow-on tutorials/practicals. Assisting the course co-ordinator (e.g. in uploading material to Moodle, producing handouts, chasing missing coursework, tracking student attendance, etc.). In some cases there are opportunities to give a lecture or undertaking some marking.   Some duties may take place before or after the course is taught.

PGTAs are obliged to attend the UCL Arena induction course and may use the experience to develop application to become Associate Fellow of the Higher Education Academy (AFHEA) which has benefits if applying for academic positions in the future.

There are normally a few PGTA posts that do not relate to taught courses, but provide support for student writing, Turnitin, teaching collections and labs.

PGTA positions are normally advertised over the Summer. To apply for a PGTA position you must submit a CV and covering letter (see below). A panel normally including the Graduate Tutor, PGTA Tutor and Chair of Teaching Committee will review all applications and appoint PGTAs based on the merits of the applications, while also trying to maximise the spread of opportunities amongst as many postgraduate applicants as possible, but a position is not guaranteed.

Each PGTA has a line manager (named below) who is responsible for explaining the specific tasks to the PGTA and providing guidance and any specific training the PGTA requires to perform their role. The line manager will usually be the coordinator of the course the PGTA is assisting on.   The line manager is expected to mentor and support the PGTA. This should include a clear explanation of the PGTA duties at the start of the year and regular short meetings to discuss developments and review the number of hours worked.   PGTAs may find it helpful to keep an informal record of their contribution including a breakdown of the hours they have worked. This should allow both coordinators and PGTAs to make sure the actual worked hours continue to match the total stated in the job specifications below.

PGTAs are employees of UCL and are required to provide the support listed in the descriptions below. We hope PGTAs will be flexible in providing necessary assistance to fulfil their role. However, they are not expected to work beyond the hours stipulated in their contract and should consult with their line-manager in the first instance if they feel they may be being 'over-worked'.

Below is a list of PGTA positions that were advertised for the academic year 2023/24 to give you an idea of what possible opportunities may be available for 2024/25. Please note that available positions may differ to the list below.

BA/BSc Modules

ARCL0002 World Archaeology (Term 1)
Coordinator: tbc
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Assistance with module handbook and Moodle: 20 hours
> Hours spent giving seminars (4 x 5): 20 hours
> Preparation for seminars (5 x 3): 15 hours
> Marking: 95 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total Hours 180

ARCL0002 World Archaeology (Term 2)
Coordinator: Kevin MacDonald
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Assistance with module handbook and Moodle: 20 hours
> Hours spent giving seminars/practicals (5x5): 25 hours
> Preparation for seminars/practicals (5x3): 15 hours
> Marking: 90 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total Hours: 180

ARCL0010 Introduction to Archaeology (Term 1)
Coordinator: Andrew Reynolds
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Attending and supporting seminars: 20 hours
> Marking: 80 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total Hours: 130

ARCL0012 Sites and Artefacts (Term 1)
Coordinator: Bill Sillar/Paul Wordsworth
> Attending Lectures and monitoring attendance via RegisterUCL: 10 hours
> Seminars/practicals (10x4): 40 hours
> Marking: 30 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> **Total Hours: 90**

ARCL0013 People and Environments (Term 2)
Coordinator: Manuel Arroyo Kalin
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Marking: 30 hours
> Preparation for and helping with practicals: 10 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total Hours: 70

ARCL0011 Field Methods (Terms 2 and 3)
Coordinator: Stuart Brookes
> Attending lectures and monitoring attendance via RegisterUCL: 10 hours
> Marking worksheets: 10 hours
> Helping with seminars: 10 hours
> Running scheduled consultation sessions for all students for assessments/dealing with queries: 50

hours
> Helping with training excavation prep: 10 hours
> Liaison with Coordinator: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total Hours: 100

ARCL0030 Current issues in archaeological theory (Term 1)
Coordinator: Andrew Gardner
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Hours spent giving seminars (4x4): 16 hours
> Preparation for seminars (4x3): 12 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total Hours: 58

ARCL0043 Applications of Archaeological Science (Term 2)
Coordinator: Rhiannon Stevens
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Supporting practicals: 40 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total hours: 70

ARCL0038 Research and presentation skills (Term 2)
Coordinator: tbc
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Hours spent giving seminars/practicals (3x10): 30 hours
> Preparation for seminars/practicals (10x2): 20 hours
> Marking: 80 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session:5 hours
> **Total Hours: 160**

ARCL0077 Archaeology in the World (Term 1) **Requires 2 PGTAs**
Coordinator: Miljana Radivojevic
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Preparation for Lectures/seminars (10x3): 20 hours
> Marking: 40 hours
> Liaising with course coordinator, course support and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> Total Hours: 90 (per PGTA)

ARCL0049 Human Remains (Term 1) Requires 2 PGTAs
Coordinator Rebecca Watts
> Attending Lectures and monitoring attendance via RegisterUCL: 10 hours
> Hours spent giving seminars/practicals (4 x10x1.5 hours): 60 hours
> Preparation for seminars/practicals (10x2): 20 hours
> Liaising with course coordinator, course support and mentoring: 6 hours
> Arena Induction Course and IoA training session: 4 hours
> Total Hours: 100 (per PGTA)

ARCL0190 Museum Archaeology (Term 2)
Coordinator Alice Stevenson
> Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
> Helping to run practical sessions: 10 hours
> Preparation for seminars/practicals (4x3): 12 hours
> Liaising with course coordinator, course support and mentoring: 6 hours
> Arena Induction Course and IoA training session: 4 hours
> **Total Hours: 52**

MA/MSc modules

ARCL0149 Critical perspectives on cultural heritage (Term 1) **Requires 2 PGTAs**
Coordinator: Beverley Butler
> Attending lectures/field trips, monitoring attendance via RegisterUCL: 20 hours
> Preparing for and giving seminars: 30 hours
> Liaising with course coordinator, and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> **Total Hours: 60 (per PGTA)**

ARCL0114 Morphology and palaeopathology of the human skeleton (Term 1)
Coordinator: Katie Hemer
> Hours spent preparing for and helping with practicals: 50 hours
> Liaising with course coordinator and mentoring: 5 hours
> Arena Induction Course and IoA training session: 5 hours
> **Total Hours: 60**

ARCL0115 Variation and evolution of the human skull (Term 1)
Coordinator: Rebecca Watts
    Hours spent preparing for and helping with practicals: 50 hours
    Liaising with course coordinator and mentoring: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 60

ARCL0116 Dental anthropology (Term 2)
Coordinator: Carolyn Rando
    Hours spent preparing for and helping with practicals: 50 hours
    Liaising with course coordinator and mentoring: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 60

ARCL0117 Methodology and issues in bioarchaeology and palaeoepidemiology (Term 2)
Coordinator: Rebecca Watts/Katie Hemer
    Hours spent preparing for and helping with practicals: 45 hours
    Liaising with course coordinator and mentoring: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 55

ARCL0119 Forensic anthropology (Term 1)
Coordinator: Carolyn Rando
    Hours spent preparing for and helping with practicals: 50 hours
    Liaising with course coordinator and mentoring: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 60

ARCL0181 Advanced Forensic Anthropology (Term 2)
Coordinator: Lucy Sibun
    Hours spent preparing for and helping with practicals: 50 hours
    Liaising with course coordinator and mentoring: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 60

ARCL0093 Managing Museums (Term 1)
Coordinator: Johanna Zetterstrom-Sharp
    Attending Lectures and monitoring attendance via RegisterUCL: 20 hours
    Organising, planning and attending seminars: 30 hours
    Liaising with course coordinator and mentoring: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 60

ARCL0110 Skills for conservation management (Term 2)
Coordinator: Caitlin O'Grady
    Support for student practical skills development: 50 hours
    Liaising with course coordinator, course support and mentoring: 5 hours

Arena Induction Course and IoA training session: 5 hours
Total Hours: 60

ARCL0113 Investigating and Understanding Objects (Term 1)
Coordinator: Jill Saunders
      Weekly 2-hour object analysis sessions: 40 hours
      Support to run sessions and visiting speakers: 10 hours
      Liaising with course coordinator and mentoring: 5 hours
      Arena Induction Course and IoA training session: 5 hours
      Total Hours: 60
NB A background in heritage/conservation or related subject is preferred, and experience of safe handling of artefacts.

ARCL0112 Conservation in Cross-Disciplinary Contexts (Term 2)
Coordinator: Caitlin O'Grady
      Update Online Reading and Handbook: 5 hours
      Participate in the Moodle Forum and Online discussions: 5 hours
      Update Moodle and Teams every week: 5 hours
      Offer workshops on basic skills for Photoshop: 5 hours
      Support with poster design and essay: 10 hours
      Support with IT skills: 5 hours
      Support to run sessions and visiting speakers: 10 hours
      Liaising with course coordinator and mentoring: 10 hours
      Arena Induction Course and IoA training session: 5 hours
      Total Hours: 60

ARCL0106 Conservation: materials science (Terms 1 and 2)
Coordinator: Caitlin O'Grady
      Sitting in on selected lectures, supervising student projects/practical skills session: 70 hours
      Scheduling contact time with students: 10 hours
      Liaising with course coordinator and mentoring: 5 hours
      Arena Induction Course and IoA training session: 5 hours
      Total Hours: 90

Other Teaching-Related PGTA Support

BA Arch and Anth (Years 2 and 3) Tutorials (Terms 1 and 2) **Requires 2 PGTAs - one for each year group**
Line Manager: David Wengrow
      Liaising with course coordinator, course support and mentoring: 5 hours
      Delivery of fortnightly tutorials (45 mins each) to BA Archaeology & Anthropology students:
      22.5 hours
      Additional preparation time for tutorials: 7.5 hours
      Arena Induction Course and IoA training session: 5 hours
      Total Hours: 40 (per PGTA)
NB Applicants should preferably have a training in anthropology to MA level or above. Applicants with a primarily archaeological or cultural heritage background should be able to demonstrate a strong familiarity with anthropology and social theory.

Materials Analysis/Basement Labs support
Coordinator: Mike Charlton
ARCL0170 Laboratory and instrumental skills in archaeology science
    Allocation of one day a week of lab support to help with dissertations etc.: 80 hours
    Liaison with module coordinator: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 90

ARCL0169 Technology within society
Coordinator: Mike Charlton
    Support of student projects: 15 hours
    Liaison with module coordinator: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 25

MSc Environmental Archaeology Support (Terms 1 and 2)
Line Manager: Louise Martin
    Lab set up and dissertation support (Zooarchaeology and Archaeobotany): 40 hours
    Liaison with module coordinator: 5 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 50

MSc Biomolecular Archaeology Support (Term 1, but lab sessions will take place during reading week)
Line Manager: Rhiannon Stevens
    Lab practical preparation in advance module: 10 hours
    Liaison with module coordinator in advance of module: 5 hours
    Lab support during module: 20 hours
    Arena Induction Course and IoA training session: 5 hours
    Total Hours: 40

MA Museum Studies Placement PGTA
Coordinator: Theano Moussouri (Term 1, 2 and 3)
    Organise museum placements and liaise with museum staff and students: 165 hours
    Liaising with course coordinator, course support (including Moodle administration) and mentoring: 10 hours
    Arena Induction Course and IoA training session: 5 hours
    Total: 180

MA Museum Studies
Coordinator: Theano Moussouri (Terms 1, 2 and 3)
    Organise and run the Monday Museum visits & liaise with museum staff and students: 10 hours
    Accompany students to museums: 16 hours
    Support practical elements of teaching Collections Management and Care, Exhibition Project and Collections Curatorship, as needed: 20 hours
    Organisation of panel meetings for Exhibition project and assistance with exhibition project installation: 20 hours

Liaising with course coordinator, course support (including Moodle administration) and mentoring: 10 hours
Provide a short 30-minute presentation on an area of museum studies from their PhD for Critical Perspectives: 4 hours
Arena Induction Course and IoA training session: 5 hours
Total: 85

Turnitin and Moodle Advisers (Terms 1, 2 and 3)   **Requires 2 PGTAs**
Line Manager: Borja Legarra

This role involves supporting undergraduate and Masters students in the submission of their coursework to Turnitin. It also involves working with staff to input submission deadlines and retrieve information on which undergraduates and Masters students have, or have not, submitted their coursework on time.
(Where possible this should include a 'senior' PGTA adviser continuing from the previous year whose duties will also include helping to train a new adviser taking up the position for the first time)
Arena Induction Course and IoA training session: 5 hours
Total Hours: 165 (per PGTA)

Academic Writing Support (October–September) Requires 3 PGTAs
Line Manager: Julia Shaw

Marking practice essays in Term 1: 50 hours **[It will be essential that the PGTAs are available during the last two weeks in October to undertake this marking]**
Organising follow up meetings with those who need support: 30 hours
Writing Workshops: 6 hours
Drop-in student sessions approx. 1 hour per week: 34 hours
Masters dissertation support: 10 hours
Liaising with Writing Support Tutor: 5 hours
Arena Induction Course and IoA training session: 5 hours
Total Hours 140 (per PGTA)

IoA Collections Object Handling Support
Line Manager: Ian Carroll

Prepare objects (select objects, pack for transportation): 20 hours
Deliver and collect objects from classes: 15 hours
Check returned objects and return to storage: 20 hours
Maintain records of object teaching: 20 hours
Arena Induction Course and IoA training session: 5 hours
Total Hours: 90

Masters Tutor and Dissertation Support
Line Manager: Jeremy Tanner

Start of year induction preparation: 5 hours
Participation in Term 1 induction sessions: 10 hours
Organising and maintaining Masters Moodle sites: 10 hours
Advertising and attending dissertation talks in Terms 2 and 3: 15 hours
Total Hours: 40

NB Proficiency with editing in Moodle and use of MS Teams is required.

CPD/Careers Development Support (Term 1 and 2)
Line Manager: Charlotte Frearson (Careers Liaison Tutor) (working with UCL Careers Adviser)

> Term 1:
> Work on Careers Handbook with the CLT: 5 hours
> Attending 1st, 2nd and 3rd year undergraduate reviews to discuss the Careers programme: 10 hours
> Supporting Student use of 'Skills Passport': 20 hours.
> Weekly Careers Drop Ins: 10 hours
> Term 2:
> Work with the CLT liaising with alumni to finalise panels for the Careers in Ruins event (March or May) and develop online resources: 10 hours
> Work with the CLT on 3rd Year Mock Interviews: 20 hours
> Work with the CLT with the PGT and PGR students (tbc): 10 hours
> Arena Induction Course and IoA training session: 5 hours
> **Total Hours: 90**